ST. CHARLES PARISH

JOB TITLE: ACCOUNTANT I

GENERAL STATEMENT OF JOB

Under general supervision, performs professional accounting duties associated with maintaining accounting records and systems. Employee is responsible for analyzing financial transactions and preparing financial statements and reports to control and account for Parish funds and to analyze and project financial data. Duties assigned to employees may vary according to the specific needs of the Department or the allocation of the workload; however, work involves some combination of the following responsibilities in the Parish Department: Accounts Payable, Fixed Asset Accounts, Contract Review, and General Accounting or Bookkeeping. Accounts Payable work involves verifying and logging payable batches; printing a list of Accounts Payable funds; printing and re-checking Accounts Payable checks. Fixed Asset Accounts work involves reconciling, analyzing and reporting the Parish's fixed assets; review and correct entries in database as necessary; and prepares and prints annual reports concerning fixed assets. Contract Review work involves reviewing and interpreting the intent and content of Parish contracts and professional service agreements; reviewing change orders of contracts to ensure compliance with revised state statutes; and processing all contract and engineering payments. General Accounting or Bookkeeping work involves the preparing budgets and financial statement notices; verification, reconciliation, compiling financial and statistical data for preparation of budgets; analyzing asset and liability accounts; reconciling bank deposits; operating and maintaining computer system; report preparation associated with procedures of accounting or bookkeeping; and entering amounts in ledgers and journals. Reports to the Department Director or his designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Researches and extracts financial, accounting and statistical data for analysis.

May reconcile bank statements; and may prepare various financial reports including the cash receipt/deposit report, cash position report, bank service charge report, etc.

Analyzes and reconciles financial and data processing records with general ledger asset and liability accounts.

Compiles financial and statistical data for preparation of budgets, budget amendments and annual financial statements.

Prepares complex financial and statistical, and accounting statements and reports including long-term debt, unclaimed property, construction in process and contract list, sales tax, food stamp, etc...

Prepares annual budgets and notes to financial statements.

Prepares Capital Asset Footnote annual for the annual financial statements.

Prepares Debt Service Footnote for the annual financial statements.

Maintains fixed asset accounting software, responsible for adding, deleting and disposing of all fixed assets.

Adjusts entries and investment transactions.

Reconciles deposits to the bank statements.

Operates a personal and medium-sized computer, which includes terminals, printers, and key-to-disk machines; codes

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and batches information for computer input; coordinates computer job production; explains computer runs; identifies and corrects errors; loads and activates the computer; enters and retrieves accounting and fiscal information from computerized data file; and maintains computer system.

May issue travel advances to Parish department personnel; reviews expense reports upon return to ensure correctness of items and amounts; and ensures Parish personnel are aware of Parish policies concerning travel.

May maintain the Comprehensive Annual Financial Report (CAFR) software system.

Provides guidance or technical direction to bookkeeping and clerical personnel including personnel within other departments.

Accounts Payable

Verifies payable batches entered into the computer system.

Logs amounts of payable batches to recap for the final printing.

Prints a list of Accounts Payable funds needed for the printing of checks

Prints Accounts Payable checks; verifies Accounts Payable address, amounts, etc...; attaches invoice to
to check vouchers.

Fixed Asset Accounts

Accounts for, reconciles, analyzes, and reports the Parish's fixed assets, which includes the General Fund, Special Revenue Funds, Capital Project Funds and Enterprise Funds.

Reviews and corrects entries entered by Accounting Clerk II's in database, as necessary.

Prepares and prints out annual reports concerning fixed assets; submits reports to the Parish Directors; and confers with Directors as needed, to discuss reports.

Contract Review

Reviews and interprets the intent and content of Parish contracts and professional service agreements for the Parish.

Reviews change orders of contracts to ensure compliance with revised state statutes.

Processes all contract and engineering progress payments.

ADDITIONAL JOB FUNCTIONS

Performs start-up, shut-down, and back-up of the main computer system on a periodic basis.

Performs routine clerical functions, such as typing and filing, and answering telephones and answering inquiries concerning the Department.

May verify public assistance program compliance and process program payments.

May order office supplies.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree in accounting. Have 1 to 2 years of experience in technical accounting or bookkeeping work. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must be able to be bonded.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are consistent with those for Sedentary Work, which involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

Language Ability: Requires the ability to read invoices, contracts, bank statements, accounting journals, etc. Requires the ability to prepare reports, correspondence, forms, narrative and statistical reports, etc., using proper format.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

ACCOUNTANT I

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able communicate effectively and efficiently in standard English and government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply theories of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).
Must be able to communicate via the telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of accepted theories and principles of accounting and methods of evaluating financial performance such as income statement preparation and analysis, cost accounting, variance analysis, and break-even analysis.

Considerable knowledge of arithmetic.

General knowledge of state and local fiscal regulations, policies and procedures.

General knowledge of modern office practices, methods and procedures used by the Parish.

General knowledge of Parish organization and operational policies and procedures.

Ability to use a variety of popular office machines, including a computer terminal, calculator and facsimile machine.

Ability to organize and effectively process and maintain financial records and files, and prepare reports from them.

Ability to detect and reconcile discrepancies in accounting transactions and financial reports.

Ability to add financial transactions data from manual or computer prepared ledgers and to generate statements of condition and profit or loss.

Ability to understand and apply laws, regulations and policies to the maintenance of financial records.

ACCOUNTANT I

Ability to verify documents and forms for accuracy and completeness.

Ability to discern problems in internal control.

Ability to communicate orally and in writing.

Ability to understand and follow oral and written instructions.

Ability to exercise independent judgment, discretion and initiative in completing assignments.

Ability to establish and maintain effective working relationships with other employees and the general public.

ST. CHARLES PARISH

JOB TITLE: ACCOUNTANT II

GENERAL STATEMENT OF JOB

Under general supervision, performs responsible technical accounting work at the professional level involving the operations in the Finance Department. Employee is responsible for researching, extracting, and compiling data for preparation of budgets, budgets amendments, annual financial statements, etc.; and providing information to assist the Council in making informed decisions. Work involves preparing the annual budget and Comprehensive Annual Financial Reports (CAFR); researching, analyzing, and forecasting information for the following years budget and amendments; allocating savings account interest to various funds; maintaining information concerning arbitrage bond penalties to ensure IRS reporting compliance; verifying and reconciling various accounts and funds; maintains the CAFR software system; adjusting entries in ledgers as necessary; performing periodic analysis on asset, liability and fund balances; and assists in developing and drafting department policies and procedures. Work also involves preparing miscellaneous correspondence for the Director, boards, etc…; preparing various reports and documents; providing information as needed; reconciling statements; and operating and maintaining the main computer system. Reports to the Senior Accountant.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Coordinates and compiles budget document to be submitted to council.

Manages online banking for the Parish

Key liaison between the Finance Department and Risk Management. Accounts for and manages all insurance claims relating to the parish.

Coordinates and manages GASB Statement No. 44, Economic Condition Reporting: The Statistical Section. Responsible for creating, updating, and marinating all statistical tables for insertion into the Comprehensive Annual Financial Report.

Coordinates, maintains, and supervises all independent audits of Parish Volunteer Fire Departments.

Key liaison with Parish External Auditors for all financial statement, circular A133, and other audits.

In times of an external audit, coordinates and supervises subordinate staff in regards to providing correct and reliable information to the auditors as requested. Also responsible for making sure the turnaround for all audit requests is timely

Researches all Government Accounting Standards Board "GASB" issuances. Responsible for monitoring required training of each accounting staff in regards to new GASB issuances.

Researches and extracts financial, accounting, and statistical data for analysis; and compiles financial and statistical data for preparation of budgets, budget amendments and annual financial statements.

Contacts representatives of other departments to discuss specific accounting transactions or to clarify accounting procedures and regulations.

Provides useful information to assist the Council in conducting Council affairs, including the safeguarding of assets from waste, fraud and inefficient use.

ACCOUNTANT II

Prepares the annual budget and Comprehensive Annual Financial Report.

Researches and analyzes prior years financial activity; and forecasts information for the up coming years budget and amendments.

Allocates savings account interests to various funds; and reviews and verifies all related entries.

Prepares complex financial, statistical, and accounting statements and reports including but not limited to insurance cost schedules, bond prospectus and bond rating reports, FEMA disaster recovery reports and schedules, revenue-sharing reports and census reports; and maintaining information concerning arbitrage bond penalties to ensure IRS reporting compliance.

Analyzes and reconciles financial and data processing records with general ledger asset and liability accounts.

Analyzes and verifies payroll data prior to input into computerized payroll accounting system.

Maintains the Comprehensive Annual Financial Report (CAFR) system; provides and prepares notes and other pertinent information to be used in the preparation of the budget and CAFR.

Assembles records, reports and work papers required for public meetings, hearing and disclosures; drafts schedules; and adjusts entries in ledgers as necessary.

Reviews and prepares periodic financial reports for various departments and outside agencies receiving public funds directly from the Council; obtains documentation and justification for questionable expenditures.

Examines Parish records and record-keeping procedures

Develops, presents and assists in implementation of new financial accounting policies and procedures.

Operates a personal and medium sized computer, which includes using terminals, printers, and key-to-disk machines; Codes and batches information for computer input; coordinates computer job production; explains computer runs; identifies and corrects errors; loads and activates the computer; enters and retrieves accounting and fiscal information from computerized data file; reconciles computer and manual totals with adjusting entries, establishes and prepares quarterly and annual system processing of fiscal data.

Provides information as needed; and reconciles statements

ADDITIONAL JOB FUNCTIONS

Drafts correspondence and reports as required.

Performs routine internal accounting work in reviewing all accounting documents.

Performs related works as required

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting. Have 3 to 5 years in governmental accounting experience, specifically parish government experience. Any equivalent of experience that would provide the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must be able to be bonded

ACCOUNTANT II

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, check protectors, typewriters, calculators, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read correspondence, reports, invoices, payroll records, accounting journals and ledgers, etc. Requires the ability to prepare reports, correspondence, checks, invoices, tax forms, journals, ledgers, etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to understand government accounting and tax terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

ACCOUNTANT II

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of Federal, State and local laws governing payroll administration.

General knowledge of accepted theories and principles of accounting and methods of evaluating financial performance such as income statement preparation and analysis, cost accounting, variance analysis, and break even analysis.

General knowledge of the policies, procedures, rules and regulations governing the parish's accounting and reporting system.

General knowledge of accounting and budgetary methods.

General knowledge of computer systems operation

General knowledge of state and local fiscal regulations, policies and procedures
Considerable knowledge of modern office practices, methods and procedures used by the Parish.

Considerable knowledge of GASB Statement No. 34 and its impact on Governmental Financial Statements.

Skilled in Microsoft Office, including Excel, Word and Access

General knowledge of the principles of supervision, organization, and administration.

General knowledge of accounting for reimbursement of FEMA disaster assistance, including general knowledge of the Stafford Act.

Ability to prepare and maintain complete and accurate financial records, reports, and statements

Ability to detect and reconcile discrepancies in accounting transactions and financial reports.

Ability to add financial transactions data from manual or computer prepared ledgers and to generate statements of condition and profit and loss.

Ability to perform detailed work involving written or numerical data and to make arithmetic calculations rapidly and accurately

Ability to analyze financial transaction recording systems.

Ability to discern problems in internal control and other areas of the accounting system and recommend revisions.

Ability to learn advanced usage of computer systems applications to financial management.

Ability to communicate effectively orally and in writing

Ability to exercise independent judgment, discretion and initiative in completing assignments.

Ability to establish and maintain effective working relationships with other employees and the general public.

ST. CHARLES PARISH

JOB TITLE: ACCOUNTANT III

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory and responsible technical accounting work at the professional level involving the operations in the Finance Department. Employee is responsible for participating in researching, extracting, and compiling data for preparation of budgets, budgets amendments, annual financial statements, etc.; and providing information to assist the Council in making informed decisions. Work involves direct supervision of the Payroll department acting as a final check on all payroll runs. Work involves direct supervision of the accounting department, including the Accountant I's Accounting Clerk IIs, and the Accounting Technician, acting as a final check on all bi-weekly payable batches. Work involves preparing the annual budget and Comprehensive Annual Financial Reports (CAFR); researching, analyzing, and forecasting information for the following years budget and amendments; allocating savings account interest to various funds; maintaining information concerning arbitrage bond penalties to ensure IRS reporting compliance; verifying and reconciling various accounts and funds; adjusting entries in ledgers as necessary; performing periodic analysis on asset, liability and fund balances; and assists in developing and drafting department policies and procedures. Work also involves preparing miscellaneous correspondence for the Director, boards, etc…; preparing various reports and documents; providing information as needed; reconciling statements; and operating and maintaining the main computer system. Reports to the Senior Accountant.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Coordinates the flow of work through the Payroll Department.

Coordinates the flow of work for Accountant I's, Accounting Clerk II's and Accounting Technicians for the Accounts Payable process.

Coordinates flow of work on summer/temp workers.

Supervises payroll subordinate accountants in a variety of professional and sub-professional tasks; and evaluates subordinate employees job performance

Supervises Accountant I's, Accounts Payable Accountants/Clerks in a variety of professional and sub-professional tasks, and evaluates subordinate employee's job performance.

Provides guidance or technical direction to payroll accounting, bookkeeping or clerical personnel in the payroll department.

Provides guidance or technical direction to accounts payable, booking keeping or clerical personnel in the accounts payable process.

Coordinates scanning and disposition of all records and procedures in Laserfische Program.

Provides back up assistance to senior accountant in investment work up and posting.

Provides back up assistance to senior accountant on review of Cash receipt coding.

Researches and extracts financial, accounting, and statistical data for analysis; and compiles financial and statistical data for preparation of budgets, budget amendments and annual financial statements.

ACCOUNTANT III

Contacts representatives of other departments to discuss specific accounting transactions or to clarify accounting procedures and regulations.

Provides useful information to assist the Council in conducting Council affairs, including the safeguarding of assets from waste, fraud and inefficient use.

Prepares the annual budget and Comprehensive Annual Financial Report.

Researches and analyzes prior years financial activity; and forecasts information for the up coming years budget and amendments.

Allocates savings account interests to various funds; and reviews and verifies all related entries.

Prepares complex financial, statistical, and accounting statements and reports including but not limited to insurance cost schedules, bond prospectus and bond rating reports, FEMA disaster recovery reports and schedules, revenue-sharing reports and census reports; and maintaining information concerning arbitrage bond penalties to ensure IRS reporting compliance.

Resides as key Accounting Liaison between the Parish and the Federal Emergency Management Agency in times of natural or man-made disasters.

Coordinates and supervises the Purchasing Department during times of natural or man-made disasters and maintains all Project Worksheets as a result of natural or man-made disasters.

Maintains, updates and monitors the Department of Finance's Disaster recovery Plan

Analyzes and reconciles financial and data processing records with general ledger asset and liability accounts.

Supervises, analyzes and verifies payroll data prior to input into computerized payroll accounting system.

Provides and prepares notes and other pertinent information to be used in the preparation of the budget and CAFR.

Assembles records, reports and work papers required for public meetings, hearing and disclosures; drafts schedules; and adjusts entries in ledgers as necessary.

Reviews and prepares periodic financial reports for various departments and outside agencies receiving public funds directly from the Council; obtains documentation and justification for questionable expenditures.

Examines Parish records and record-keeping procedures

Develops, presents and assists in implementation of new financial accounting policies and procedures.

Operates a personal and medium sized computer, which includes using terminals, printers, and key-to-disk machines; Codes and batches information for computer input; coordinates computer job production; explains computer runs; identifies and corrects errors; loads and activates the computer; enters and retrieves accounting and fiscal information from computerized data file; reconciles computer and manual totals with adjusting entries, establishes and prepares quarterly and annual system processing of fiscal data.

Provides information as needed; and reconciles statements

Coordinates, monitors and maintains any and all adjustments as a result of implementing GASB Statement No. 45 - Financial Reporting by Employers for Postemployment Benefits Other Than Pensions

ADDITIONAL JOB FUNCTIONS

Drafts correspondence and reports as required.

Performs routine internal accounting work in reviewing all accounting documents.

Performs related works as required

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting. Have 3 to 5 years in governmental accounting experience, specifically parish government experience. Have a significant understanding of the payroll and the accounts payable process and previously served in a supervisory capacity. Any equivalent of experience that would provide the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must be able to be bonded

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, check protectors, typewriters, calculators, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read correspondence, reports, invoices, payroll records, accounting journals and ledgers, etc. Requires the ability to prepare reports, correspondence, checks, invoices, tax forms, journals, ledgers, etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to understand government accounting and tax terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Federal, State and local laws governing payroll administration.

Considerable knowledge of employee benefit programs

Considerable knowledge of accepted theories and principles of accounting and methods of evaluating financial performance such as income statement preparation and analysis, cost accounting, variance analysis, and break even analysis.

Considerable knowledge of the policies, procedures, rules and regulations governing the parish's accounting and reporting system.

Considerable knowledge of accounting and budgetary methods.

Considerable knowledge of computer systems operation

Considerable knowledge of state and local fiscal regulations, policies and procedures
Considerable knowledge of modern office practices, methods and procedures used by the Parish.

Skilled in Microsoft Office, including Excel, Word and Access

General knowledge of the principles of supervision, organization, and administration.

General knowledge of accounting for reimbursement of FEMA disaster assistance, including general knowledge of the Stafford Act.

Ability to prepare and maintain complete and accurate financial records, reports, and statements

Ability to detect and reconcile discrepancies in accounting transactions and financial reports.

Ability to instruct and supervise subordinate employees, and maintain good relations with employees and the general public.

Ability to add financial transactions data from manual or computer prepared ledgers and to generate statements of condition and profit and loss.

ACCOUNTANT III

Ability to perform detailed work involving written or numerical data and to make arithmetic calculations rapidly and accurately

Ability to analyze financial transaction recording systems.

Ability to discern problems in internal control and other areas of the accounting system and recommend revisions.

Ability to learn advanced usage of computer systems applications to financial management.

Ability to communicate effectively orally and in writing

Ability to exercise independent judgment, discretion and initiative in completing assignments.

Ability to establish and maintain effective working relationships with other employees and the general public.

ST. CHARLES PARISH

JOB TITLE: ACCOUNTING CLERK II

GENERAL STATEMENT OF JOB

Under general supervision, performs bookkeeping and fiscal-clerical work in the preparation and maintenance of fiscal and accounting records and data for the Parish Finance Department. Employee is responsible for maintenance of documents underlying financial transactions. Duties assigned to employees may vary according to the specific needs of the Department or the allocation of the workload; however, work involves some combination of the following responsibilities in the Parish Finance Department: Accounts Payable, Fixed Asset Accounts, Purchase Orders, and General Clerical. Accounts Payable work involves posting data to accounts payable; processing payables to ensure timely payment on vendor accounts, inter-Parish billings, and various contracted services; preparing financial reconciliations. Fixed Asset Accounts work involves researching and preparing fixed asset documents; verifies information on invoices of the fixed asset. Purchase Order work involves advising Purchasing Department on cost codes for purchase orders; making appropriate corrections in the journals; and training personnel on the appropriate codes to use. All work also involves performing general clerical-secretarial duties preparing and distributing associated accounting reports; filing bank statements and issued check copies; preparing and updating various logs; utilizing data entry and word processing equipment to enter data into computer records and to prepare a variety of periodic fiscal reports; and relieves Receptionist when necessary to answer telephones to route communications and/or provide information. Reports to the Department Director or designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs general clerical-secretarial; types materials from typed or handwritten copy or machine dictation, which requires use of a variety of complicated formats for preparing correspondence, memorandums, reports, files; assumes responsibility for correctness of spelling, punctuation, format and grammar; coordinates copying and distribution of memorandums and other documents, as appropriate.

Prepares, prints-out and distributes associated accounting reports such as Budget reports, Status reports, history reports, etc.

Sorts, copies and files bank statements, issued check copies, documents, correspondence, etc.

Answers telephone and greets visitors, receiving inquiries and providing information, or referring inquiries to appropriate personnel.

Accounts Payable

Receives invoices and matches to corresponding purchase orders; reviews and verifies bills for the proper codes, dates, amounts, etc...; verifies calculations and forwards to supervisor; and investigates extraneous amounts relating to the utilities of Parish facilities.

May verify and post financial data concerning accounts payable for the Sheriff's department; verifies the number of prisoners incarcerated in the jail; assigns codes to bills or invoices.

Answers questions from vendors and other Departments regarding the status of purchase orders.

ACCOUNTING CLERK II

Processes payables to ensure timely payment on vendor accounts, inter-Parish billings, and various contracted services; responds to vendor questions concerning payments and invoices.

Prepares financial reconciliations; verifies that issued checks have been cleared by the bank; receives cleared checks and deletes from computer system; reconciles vendor statement; verifies information on statements and invoices.

Fixed Asset Accounts

Researches and prepares fixed asset documents; receives and reviews copies of purchase orders, checks and invoices of fixed assets; verifies information on invoices of the fixed asset; and completes necessary forms.

Keys fixed asset documents into computer system for future retrieval.

Reconciles fixed assets balance sheets on a periodic basis.

Purchase Orders

Advises Purchasing Department on cost codes for purchase orders; making appropriate corrections in the journals; and training personnel on the appropriate codes to use.

ADDITIONAL JOB FUNCTIONS

May process public assistance program payments.

May process mileage travel expense payments.

Prepares and updates various logs; monitors the FAX machine log; verifies FAX calls; assists council with monitoring FAX expenses; prepares log sheets for utilities relating to Parish facilities.

Types manual checks as needed; and keys manual checks into computer system as needed.

Collects, sorts and distributes incoming mail.

Maintains Accounts Payable files.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by college-level courses in bookkeeping or accounting. Have 1 to 2 years experience in technical accounting or bookkeeping work, preferably accounts payable. Any equivalent combination of experience which provides the required combination of knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Revised 7-08-08

ACCOUNTING CLERK II

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, adding machines, typewriters, calculators, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are consistent with those for Sedentary Work, which involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, purchase orders, invoices, accounting journals and ledgers, etc. Requires the ability to prepare reports, correspondence, journal entries, ledgers, etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to understand government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply theories of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Revised 7-08-08

ACCOUNTING CLERK II

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of federal, State and local laws governing accounts payable administration.

General knowledge of accounting and office practices, methods and procedures used by the Parish.

General knowledge of Parish organization and operational policies and procedures.

General knowledge of grammar, spelling and punctuation.

Ability to use common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to prepare, maintain, and track purchase orders and invoices.

Ability to understand and apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to prepare standard accounts payable reports from financial books and records.

Ability to communicate effectively orally and in writing.

Ability to negotiate and problem solve with vendors and other Departments.

Ability to understand and follow written and oral instructions.

Ability to exercise independent judgment and initiative in the completion of work assignments.

Ability to exercise tact and discretion in handling confidential records.

Ability to exercise tact and courtesy in contact with Parish personnel, vendors and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised 7-08-08

ST. CHARLES PARISH

JOB TITLE: ACCOUNTING MANAGER

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory and technical accounting work at the professional level, assisting in the planning, directing and administering of the operations of the Finance Department. Employee is responsible for directing the work of subordinate accounting staff; providing technical guidance to the department staff; and addressing employee issues and operational problems. Work involves supervising the routine general accounting activities associated with the Finance Department on a day-to-day basis which involves frequent contact with vendors, the general public and supervisors of parish departments to exchange, obtain, or clarify facts and information; reconciling bank statements; managing the investment portfolio of the organization under the direction and guidance of the Finance Director; performs routine internal auditing to review accounting procedures and documents; coordinates and reviews payroll preparation and reporting; assisting in participating in researching, extracting and compiling data for preparation of budgets, budget amendments, and annual financial statements; preparing budgets and budget amendments, preparing information for the indirect cost allocation plan; preparing and posting entries to the computer system; maintaining the computer system; designing and printing various special reports; preparing purchase requests for supplies; and coordinates front foot assessment billing program. Reports to the Finance Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Coordinates the flow of work through the unit.

Supervises subordinate Accountant III's, II's, and I's, account technicians, payroll technicians, account clerks and clerk typists in a variety of professional and sub-professional tasks; coordinates and directs daily routine work of department; and evaluates subordinate employees job performance.

Coordinates the operations of the Finance Computer Server and maintains access to users and terminal server users, as well as authorizes new users to the Accounting system.

Responsible for coordinating setup of Electronic Requisition users and their security access level and related processing issues for the Parish's Procurement program.

Responsible for filing IRS Form's 941, W2, 1095 and State Tax withholding forms and reports.

Responsible for setting up all funds, accounts and departments in the Accounting and Payroll software programs to ensure proper reporting and security access.

Liaison between the parish and its local government investment pool – Louisiana Asset Management Pool (LAMP).

Provides guidance or technical direction to accounting, bookkeeping or clerical personnel in department; and addresses employee issues and operational problems.

Examines Parish records and record-keeping procedures; develops, presents, and assists in implementation of new financial accounting policies and procedures.

Coordinates and reviews payroll preparation and reporting procedures and activities.

Performs routine internal auditing such as preparing work papers, schedules and notes; reviews accounting procedures and documents; explains data contained in the annual financial statements to field auditors; and refers auditors to source documents.

Manages the investment portfolio of the organization under the direction and guidance of the Finance Director.

Prepares information for the indirect cost allocation plan.

Assists finance director in supervising and participating in researching, extracting and compiling data for preparation of budgets, budget amendments and annual financial statements.

Prepares budgets and budget amendments.

Prepares complex financial, statistical, and accounting statements and reports including bond prospectus and bond rating reports, revenue-sharing reports and census reports.

ACCOUNTING MANAGER

Researches and extracts financial, accounting, and statistical data for analysis.

Operates a personal and medium-sized computer, which includes using terminals, printers, and key-to-disk machines; codes and batches information for computer input; coordinates computer job production; explains computer runs; identifies and corrects errors; loads and activates the computer; enters and retrieves accounting and fiscal information from computerized data file; reconciles computer and manual totals with adjusting entries; establishes and prepares quarterly and annual system processing of fiscal data.

Drafts security transaction authorizations for signature.

Reconciles bank statements.

ADDITIONAL JOB FUNCTIONS

Prepares and posts entries to the computer system.

Designs and prints various special and routine reports.

Performs subordinate staff duties as necessary.

Prepares purchase requests for supplies.

Coordinates front foot assessment billing program.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in finance or accounting. Have 6 to 9 years of progressively responsible governmental accounting work, including supervisory experience. Any equivalent combination of experience that would provide the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must be able to be bonded.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demands are consistent with those for Sedentary Work, which involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions to subordinates.

ACCOUNTING MANAGER

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, time sheets, financial statements, manuals, etc. Requires the ability to prepare correspondence, reports, forms, financial statements, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and finance and accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; multiply and divide; to determine percentages and decimals; to apply theories of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of accepted theories and principles of accounting and methods of evaluating financial performance such as income statement preparation and analysis, cost accounting, variance analysis, and break-even analysis.

Considerable knowledge of the policies, procedures, rules and regulations governing the parish's accounting and reporting system.

Considerable knowledge of state and local fiscal regulations, policies and procedures.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of accounting and budgetary methods.

Considerable knowledge of computer systems operation.

Considerable knowledge of modern office practices, methods and procedures used by the Parish.

ACCOUNTING MANAGER

Skilled in operating electronic calculator, duplicating machine, electronic data processing equipment and computerized payroll accounting equipment.

Ability to instruct and supervise subordinate employees, and maintain good relations with employees and the general public.

Ability to prepare and maintain complete and accurate financial records, reports, and statements.

Ability to detect and reconcile discrepancies in accounting transactions and financial reports.

Ability to add financial transactions data from manual or computer prepared ledgers and to generate statements of condition and profit or loss.

Ability to perform detailed work involving written or numerical data and to make arithmetic calculations rapidly and accurately.

Ability to understand and apply laws, regulations and policies to the maintenance of financial records.

Ability to analyze financial transaction recording systems.

Ability to discern problems in internal control and other areas of the accounting system and recommend revisions.

Ability to acquire knowledge of the policies, procedures, rules and regulations governing the parish's accounting and reporting system.

Ability to learn advanced usage of computer systems applications to financial management.

Ability to communicate effectively orally and in writing.

Ability to exercise independent judgment, discretion and initiative in completing assignments.

Ability to establish and maintain effective working relationships with other employees and the general public.

ST. CHARLES PARISH

JOB TITLE: ADMINISTRATIVE ASSISTANT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of moderately complex clerical and complex administrative work to support the activities of the department. Employee is responsible for public contact and administrative office management duties to relieve the department head of operational detail. Work involves coordinating meeting activities; preparation and distribution of agendas; attends meetings and records minutes; prepares and composes correspondence and memorandums, type's reports, letters, etc.; prepares and maintains time sheets for office staff. Employee is also responsible for coordinating clerical activities within the department, training new personnel on acceptable work standards and duties; responds to inquiries; provides technical and procedural information. Reports to the department director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Maintains department office supplies; prepares purchase request for supplies; logs all invoices; and files purchase order requisitions upon payment.

Performs lead worker duties as they relate to training old/new clerical personnel in office on acceptable work standards and duties; develops individual work sequences within work field.

Provide ongoing clerical interface of departmental documents and information.

Maintains, prepares, and composes routine correspondence; typing letters, reports, memorandums, forms, documents, and a variety of records, etc., for multiple departments; develops file system modifications as necessary.

Types travel requests and coordinates travel arrangements for departmental staff, including training functions.

Coordinates meeting activities of the assigned Department including the preparation and distribution of detailed agendas, issuance of required notification letters, and the scheduling of adequate meeting locations and facilities.

Prepares and maintains time sheets for office staff, recording all work and leave periods for entire department. Ensures that time sheets are signed by the Director.

Responds to, forwards, and records complaints and work requests from the public and other Parish Departments.

Processes information using a variety of computer driven word processing, spreadsheet, and file maintenance programs; assimilates information from a variety of sources; and copies, collates, and distributes information to interested parties.

Operates and maintains various automated pieces of office equipment.

Greets callers, visitors; routes calls and processes messages.

Responds to inquiries from other departments, outside agencies, and the general public; provides technical and procedural information regarding Parish Department; and assists public in answering questions regarding Parish laws and ordinances.

Assist with budget preparation.

Opens, date-stamps, routes, and distributes incoming mail.

Maintains inventory of office equipment and furniture in department, verifying inventory information annually by checking serial numbers and bar codes.

Maintains files on committee members, civic associations, etc.

Assists or coordinates in the special departmental projects; prepare various reports of research data conclusions

Oversees the preparation of end of the month reports.

Verifies deposits with balance sheets, complaints and work orders, etc.

Performs related work as required and assigned by the department head and department supervisors.

DEPARTMENT SPECIFIC FUNCTIONS

PLANNING AND ZONING

Attends all meetings of the Planning and Zoning Commission and the Zoning Board of Adjustments so as to record the minutes of said meetings for subsequent transcription and recordation of those minutes in appropriate public format.

Ensures that properties affected by various land use hearings before the Planning and Zoning Commission and the Zoning Board of Adjustments are properly and timely posted with meeting notices according to the dictates of state and local law. Prepares public meeting notices for said hearings for publication in the official journal of the parish according to the dictates of state and local law.

Drafts basic ordinances resulting from actions of the Planning and Zoning Commission for subsequent review and action by the Parish Council. Prepares support materials and assembles related reports as background information for said ordinances placed on the Council agenda, and ensures accurate information.

PUBLIC WORKS

Indexing and opening and closing legal correspondence to attorneys involving claims and litigation.

Maintaining risk management and safety reference manuals and risk management legal files and claims chart on computer.

Organizing and scheduling of safety meeting and safety inspections.

Maintain CDL physicals, vehicle registration, recall records and other related documentation.

Answers questions and maintains department employee files as they relate to job status, insurance, injury forms, driver's license with expirations, warning and disciplinary actions, vacation and sick leave; tabulates weekly hours worked by employee and department.

Maintains necessary personnel records and files, personnel position openings, sick leave, vacation, etc.; coordinates vacation leave for multiple departments; maintains all memos concerning the rules and regulation policies for employees; and updates employee information charts.
Maintains classification charts of all duties for multiple offices.

Prepares daily and monthly reports and completion schedules, using knowledge of capacities of computer; and prepares work schedules.

ADMINISTRATIVE ASSISTANT

WATERWORKS

Assists in review of computer network operations and implementation of necessary upgrades, and new installations. Identifies computer problems and perform necessary procedures to correct, or contacts maintenance support personnel. Maintains proper backups of computer files; deletes and restore files as needed; arranges for service of various office machines and computer equipment as needed.

Prepares and maintains Engineering/Construction/Maintenance computerized project control systems, including project scheduling, tracking and cost control; utilizes sophisticated hardware and software.

Maintains necessary personnel records and files, personnel position openings, etc. for the department head and department supervisors. Answers all questions and maintain files concerning employee job status, insurance, injury forms, driver's license with expirations, warning and disciplinary action, vacation and sick leave, tabulates weekly hours worked by employees.

Assist customer service department in handling customer inquiries.

Assist customer service department with customer mail payment distribution and reconciliation.

Assist customer service department in bank deposit preparation.

Assist billing department with outgoing mailings and filing.

Preparation of files and documents for microfilming.

ECONMIC DEVELOPMENT

Updates information in the Business Directory and Resource Directory; verifies name, mailing address, physical address, phone number, and contact person; lists new businesses registering for sales tax licenses; maintains stock of directories in office for public distribution; and types welcome letters to all new businesses locating in St. Charles Parish.

Maintains and updates current mailing list of organizations and contacts for the Council of Service Organizations and Intergovernmental Council; updates Council of Service Organization's booklet with information concerning service name, address, phone number, contact, services provided, hours, and eligibility requirements; makes room reservations for meetings; composes letter of invitation to guest speaker and members; maintains list of agenda items; coordinates the purchase, delivery and set-up of refreshments for meetings; and takes minutes at meetings as required.

Prepares Public Information bulletins and newsletters for distribution; maintains current information on postal patron totals for each post office; retrieve mail bags; sorts bulletins and newsletters; and proofreads bulletins and newsletters when received from the printer to ensure correctness.

Files documents on all advertising monies spent and various documents used in the department for advertising purposes; receives invoices, obtains approval from director, copies invoice, magazine cover, and ad for files; maintains records on the location of ad art work; and ensures art work is returned after publication use.

Maintains department library with up-to-date information, updates as necessary; maintains binders with photographs and slides to ensure accessibility by department staff; and takes photographs at various functions as necessary.

Assists in preparing information packets/proposals for prospects interested in St. Charles Parish sites.

ADMINISTRATIVE ASSISTANT

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by course work in typing and business. Have 3 to 5 years of experience of progressively responsible experience in varied secretarial and clerical work, including experience in popular computer-driven word processing, spreadsheet, and file maintenance programs. Any equivalent combination of experience which would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, Dictaphones, facsimile machines, etc. Must be able to exert up to 50 pounds force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, timesheets, ordinances, etc. Requires the ability to prepare correspondence, reports, forms, ordinances, resolutions, proclamations, meeting agendas, meeting minutes, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and economic development terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of Departmental services and programs and of accepted business practices and procedures involved in providing the services and executing the programs.

General knowledge of office management principles and practices and of administrative procedures.

General knowledge of departmental rules, regulations, policies, and procedures, and the ability to interpret them.

General knowledge of the organization and functions of the parish government.

Ability to promote a positive image of the department among other service agencies and the general public.

Ability to maintain complex records and files.

Ability to type with accuracy at the speed required by the position.

Ability to communicate clearly and effectively in oral and written form.

Ability to establish and maintain effective working relationships with parish officials and employees, the general public, and boards and commission members, or as necessitated by work assignments.

Skilled in the operation of computer driven word processing, spreadsheet, and file maintenance programs.

Considerable knowledge of the principles and practices of public administration, management, accounting and budgeting.

ST. CHARLES PARISH

JOB TITLE: ADMINISTRATIVE AIDE I

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of moderately complex clerical and complex administrative work to support the activities of the Economic Development department. Employee is responsible for public contact and administrative office management duties to relieve the department head of operational detail. Work involves preparing and composing routine correspondence; typing letters, reports, memorandums, resolutions, proclamations, ordinances, etc...; maintaining files of a variety of records, forms, reports, documents, correspondence, etc...; maintaining department office supplies; preparing purchase requests; logging all invoices; typing travel requests for department director; and assisting with conventions and charitable campaigns as needed. Employee is also responsible for maintaining various directories; maintaining and purchasing various printed materials for the department; assisting the director in preparing the budget; troubleshooting problems with the department computer system; maintaining inventory on office supplies, equipment and furniture; maintaining department library; and collecting and verifying information on personnel forms and parish vehicle forms. Reports to the department director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Maintains current mailing list of elected officials, government representatives, industry representatives, school board administration, and other board and council members included in the Industry Dinner; composes and types purchase orders for invitation cards; composes and types agenda announcements, letter of invitation to guest speakers, thank you letters to sponsors and to speakers; and assists sponsors in planning and coordinating activities and equipment needed.

Prepares purchase orders for approval by director for purchasing of all office supplies; ensures purchases are applied to the correct department account; and maintains inventory of department office supplies.

Updates information in the Business Directory and Resource Directory; verifies name, mailing address, physical address, phone number, and contact person; lists new businesses registering for sales tax licenses; maintains stock of directories in office for public distribution; and types welcome letters to all new businesses locating in St. Charles Parish.

Maintains and updates current mailing list of organizations and contacts for the Council of Service Organizations and Intergovernmental Council; updates Council of Service Organization's booklet with information concerning service name, address, phone number, contact, services provided, hours, and eligibility requirements; makes room reservations for meetings; composes letter of invitation to guest speaker and members; maintains list of agenda items; coordinates the purchase, delivery and set-up of refreshments for meetings; and takes minutes at meetings as required.

Handles purchase requisitions and the distribution of printed materials for the department; reviews and verifies information in the Public Information Bulletin to ensure accurate and up-to-date phone numbers; prepares purchase order for Public Information Bulletins and newsletters; and ensures orders are applied to proper account.

Prepares Public Information bulletins and newsletters for distribution; maintains current information on postal patron totals for each post office; retrieve mail bags; sorts bulletins and newsletters; and proofreads bulletins and newsletters when received from the printer to ensure correctness.

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ADMINISTRATIVE AIDE I

Assists with the budget preparation; tracks all expenditures for the department; logs, copies, and presents all invoices to Parish President for approval; and sends to Finance Department for payment.

Files documents on all advertising monies spent and various documents used in the department for advertising purposes; receives invoices, obtains approval from director, copies invoice, magazine cover, and ad for files; maintains records on the location of ad art work; and ensures art work is returned after publication use.

Drafts and types, in a timely manner, all resolutions, proclamations, and ordinances for St. Charles Parish Council approval; notifies appropriate persons of council meeting dates, time and placement on agenda; and ensures accurate information.

Troubleshoots computer system problems in department; performs daily back-up of computer system information; and maintains and orders computer supplies.

Maintains inventory of office equipment and furniture in the department; and verifying information annually by checking serial numbers, origin, placement in office.

Ensures all office equipment is covered under a service maintenance agreement; and contacts service representatives when repairs are needed.

Maintains department library with up-to-date information, updates as necessary; maintains binders with photographs and slides to ensure accessibility by department staff; and takes photographs at various functions as necessary.

Forwards travel requests for department director for Parish President approval; and ensures reimbursement checks or travel advance checks are picked up or mailed within time constraints.

Collects copies and files time sheets from department personnel; ensures time sheets are signed by director; and are copied and filed.

Records Parish vehicle use by director on time sheet.

Assists in preparing information packets/proposals for prospects interested in St. Charles Parish sites.

ADDITIONAL JOB FUNCTIONS

Prepares all handouts for distribution at the St. Charles Expo; attends annual Expo, representing St. Charles Parish; and sets-up and organizes Parish display booth.

Types all award/nominations forms; and prepares any required information.

Assists with organizing conventions and the United Way Campaign; types schedules, prepares registration packets, types labels, sends out notices for committee meetings, prepares banners, attends various committee meetings, takes minutes, etc..., as needed.

Types and mails letters to graduating seniors at Hanville High School and Destrehan High School from Parish President.

Performs related work as required.

ADMINISTRATIVE AIDE I

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by course work in typing and business. Have 3 to 5 years of experience of progressively responsible experience in varied secretarial and clerical work, including experience in popular computer-driven word processing, spreadsheet, and file maintenance programs. Any equivalent combination of experience which would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, Dictaphones, facsimile machines, etc. Must be able to exert up to 50 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, ordinances, forms, time sheets, manuals, etc. Requires the ability to prepare correspondence, reports, forms, ordinances, resolutions, proclamations, meeting agendas, meeting minutes, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and economic development terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

ADMINISTRATIVE AIDE I

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of Departmental services and programs and of accepted business practices and procedures involved in providing the services and executing the programs.

Considerable knowledge of computer languages and software such as D-base, Word Perfect 5.1, and Harvard Graphics, Aldus Pagemaker, and DOS.

General knowledge of office management principles and practices and of administrative procedures.

General knowledge of departmental rules, regulations, policies and procedures, and the ability to interpret them.

General knowledge of the organization and functions of the parish government.

Some knowledge of the principles and practices of public administration, personnel management, accounting and marketing.

Skilled in the operation of popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to promote a positive image of the department among other service agencies and the general public.

Ability to maintain complex records and files.

Ability to type with accuracy at the speed required by the position.

Ability to communicate clearly and effectively in oral and written form.

Ability to establish and maintain effective working relationships with parish officials and employees and the general public, or as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: ANIMAL CONTROL OFFICER

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled work in the enforcement of ordinances and statutes related to the control of animals for the Animal Control Department. Work involves capturing, confining, and caring for stray animals; maintaining records pertaining to collection of animals and bothersome animal activity; and enforcing animal ordinances. Employee is responsible for answering compliant calls from Emergency Operations Center, the general public, and capturing and confining unwanted animals; assisting the public with the adoption of a pet or for those who have a missing pet; assisting in the general maintenance of the kennel and care for impounded animals; transporting unclaimed or diseased animals to a nearby Parish for humane destruction; and preparing associated reports and records. Employee is subject to the usual hazards of animal control work. Reports to the Animal Shelter Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Patrols the Parish picking up animals which are running loose in violation of state and Parish laws; uses traps and/or firearms equipped with tranquilizing ammunition to subdue animals, as necessary; capturing unlicensed, stray, sick or injured animals.

Investigates animal bite cases; ensures that confinement of such animals is proper and complete according to the law; apprehends animals that have bitten humans, and transports them to the Animal Control Center.

Implements procedures for operation of rabies control in the Parish; informs Parish Health Officer or proper authority of possible rabies cases.

Responds to requests for service from the Emergency Operations Center or general public to capture and confine unlicensed, stray, diseased, injured and bothersome animals, including domestic and wild animals, livestock and fowl.

Investigates complaints of cruelty to animals and violations of animal control ordinances; answers complaints regarding stray, dangerous, or injured animals.

Assists and advises the general public of laws and ordinances pertaining to care and confinement of animals.
Prepares and updates a variety of reports and records, including place, time, date, and breed of animal at time of capture, and numbers of animals collected and confined, released for human destruction and the number of animals under observation for rabies; maintains routine activity reports, including mileage and fuel consumption.

Discerns general health status of animal and whether or not it should be destroyed immediately.

Provides information to the public regarding the adoption process of animals in the shelter; and provides information and assistance to those who have a missing pet.

Observes and evaluates care of animals impounded at center.

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ANIMAL CONTROL OFFICER

Assists in the maintenance of kennel operations such as feeding and watering animals at the Animal Control Center; cleans and disinfects animal cages, disposing of refuse materials, changing sawdust and other bedding materials, and washing floors and walls of animal rooms when necessary.

Processes animal remains (i.e., burying or operation of an animal incinerator); transports animals to nearby parish for humane destruction; performs loading, unloading, and euthanizing of dogs and cats.

Performs minor maintenance, yard work, and repair work (including temporary repairs to cages), in and around the Animal Control Center office and kennels; cleans and dust office area, empties trash cans.

ADDITIONAL JOB FUNCTIONS

Maintains inventory of kennel.

Assists in training new personnel.

Picks up animal traps as necessary.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have some experience in animal control, public service program coordination or related work. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Possession of a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including typewriters, two-way radios, hand tools, animal traps, firearms, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Work involves walking, standing and running, and may involve physical confrontations. Physical demands are those for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

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ANIMAL CONTROL OFFICER

Language Ability: Requires the ability to read a variety of correspondence, reports, ordinance, forms, log, etc. Requires the ability to prepare reports, forms, correspondence, logs, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using weapons. Must be able to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of office equipment, control knobs, switches, weapons, etc.. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and when confronted with emergency situations. .

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of laws and ordinances related to animal control, including humane animal collection, care and disposal methods.

Considerable knowledge of the geographic layout of the Parish.

Considerable knowledge of safety practices concerning the handling of animals.

Considerable knowledge of rabies control program and procedures.

Considerable knowledge of correct dosage of tranquilizer to be used.

General knowledge of applicable traffic laws, ordinances, and rules and regulations.

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ANIMAL CONTROL OFFICER

General knowledge of basic breeds of dogs and cats.

General knowledge of methods used to determine an animal's age.

General knowledge of symptoms of injuries and illnesses common to small animals, including rabies.

General knowledge of record keeping procedures.

General knowledge of standard small animal diets.

General knowledge of cleaning and disinfecting methods.

Ability to use equipment for capturing and destroying animals.

Ability to prepare and maintain accurate records and reports concerning daily activities.

Ability to follow procedures required when an animal is suspected of being rabid.

Ability to understand the occupational hazards involved and the safety precautions necessary in the performance of job duties.

Ability to operate a two-way radio.

Ability to provide total upkeep of the animal shelter.

Ability to exercise tact and courtesy in explaining and enforcing State laws and local ordinances pertaining to animal control.

Ability to exercise initiative and independent judgment in applying laws and ordinances to work situations.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively orally and in writing.

Ability to exercise tact, courtesy and firmness in frequent contact with animal owners and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: AREA FOREMAN

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory and administrative work overseeing activities of assigned work crews involved in such areas as drainage, road maintenance, grass cutting and refuse collection for the Public Works Department. Work involves supervising, coordinating, and participating in activities of subordinate work crews, including planning projects and determining proper allocations of manpower, supplies and equipment, inspecting and maintaining records of work performed, and training crew members in proper work methods. Reports to the Assistant Superintendent of Public Works.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assigns, directs, coordinates, trains and supervises members of Public Works drainage, road maintenance, grass cutting or refuse collection crews, as assigned, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise; reviews work in progress and upon completion to ensure adherence to established project specifications.

Administers or makes recommendations for routine personnel matters affecting subordinates, including training, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by Department management.

Supervises work crews in the installation of drainage culverts, clearing of drainage ditches, patching of asphalt and gravel road surfaces, repairing bridge checks or installing road signs, mowing, edging, and trimming grass, spraying of herbicides, clearing of right-of-way, or collecting refuse according to route specified by the supervisor.

Notifies electric or utility company of need to cross utility lines.

Prepares daily reports and completion schedules, using knowledge of capacities of equipment and machines.

Inspects equipment for proper operating conditions and maintenance.

Receives and relays citizen complaints, requests, or suggestions to proper authorities.

Orders reimbursable items valued less than a specified dollar limit.

Interprets specifications and blueprints for workers; operates radio, light vehicle, or construction equipment, such as pick-up trucks, backhoes, lawn mowers, stake trucks, or tractor mowers.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

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AREA FOREMAN

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 3 to 5 years of experience in use of heavy equipment or public works maintenance work, including a minimum of 1 year of supervisory experience. Any combination of experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including pick-up trucks, backhoes, stake trucks, tractor mowers, chain saws, bush hogs, air hammers, lawn mowers, axes, shovels, picks, two-way radios, etc. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, blueprints, manuals, etc. Requires the ability to prepare correspondence, reports, forms, schedules, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand

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and power tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand and power tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of principles, practices, methods and techniques for construction and maintenance in assigned public works area(s).

Considerable knowledge of operating characteristics, hazards and safety precautions for use of standard light and medium weight equipment.

Considerable knowledge of Parish geography.

Considerable knowledge of the principles of supervision, organization and administration.

Skill in operating light and medium weight equipment.

Ability to follow oral and written instructions.

Ability to give directions clearly to subordinates.

Ability to learn Parish personnel policies and rules.

Ability to operate equipment used in building and repairing roads and drainage systems.

Ability to learn Parish grass cutting and sign ordinances.

Ability to interpret blueprints and specifications.

Ability to plan and allocate manpower, supplies and equipment for public works projects of varying complexity.

Ability to assign, direct, train and supervise large or multiple work crews.

Ability to exercise tact and courtesy in frequent contact with the general public.

Ability to communicate effectively orally and in writing.

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AREA FOREMAN

Ability to explain procedural information clearly.

Ability to prepare and maintain moderately complex records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised: June 23, 1998

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AREA FOREMAN

ST. CHARLES PARISH

JOB TITLE: ASSISTANCE PROGRAMS SUPERVISOR

GENERAL STATEMENT OF JOB

Under general supervision of the department director, coordinates community action programs and activities with Federal, state, parish, and vendor funded programs. Oversees and supervises work of entitlement/assistance program staff. Manages administrative work of related programs. Report to the Department Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Establish and maintain cooperative relationships with parish officials, employees, the general public and representatives of other agencies.

Supervises trains and evaluates assigned staff.

Prepares proposals and questionnaires for the related programs.

Assists with budget preparation and revisions, as necessary.

Prepares advertisements for assistance program activities.

Manages and reconciles public complaints.

Prepares and composes routine correspondence; typing letters, reports, memorandums, etc.

Coordinates and represents programs at meetings and workshops.

Seeks grant and other program funding.

Prepares and presents reports.

Works well under pressure to meet deadlines.

ADDITIONAL JOB FUNCTIONS

Answers telephone; routes calls; and takes and distributes messages. Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Any combination of equivalent experience and education that could likely provide the required knowledge, skill, and ability is qualifying. A typical way to obtain the knowledge, skill, and ability would be:

Bachelor's degree in social service programs and/or public administration or related field and/or 3 to 5 years of responsible experience in the administration of community services or entitlement/assistance programs. Some accounting experience is preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, adding machines, facsimile machines, etc. Must be able to exert up to 15 pounds of force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional or composite characteristics (whether similar to or divergent from obvious standards) of data or people.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments, and/or directions from superiors and subordinates. Excellent interpersonal and communication skills are required.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, time sheets, invoices, applications, manuals, etc. Requires the ability to prepare correspondence, reports, forms, advertisements, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to compute discounts, interest, profit and loss; and ratios and proportions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of parish's mission, department goals, program's objectives, and accepted business practices and procedures involved in providing the services and executing the programs.

Considerable knowledge of office management principles and practices and of administrative procedures.

ASSISTANCE PROGRAMS SUPERVISOR

Considerable knowledge of the activities offered within the community action program.

General knowledge of departmental rules, regulations, policies and procedures, and the ability to interpret them.

General knowledge of the organization and functions of the parish government.

General knowledge of the principles and practices of public administration, personnel management, accounting and marketing.

General knowledge of budget preparation and maintenance.

Skilled in the operation of various automated office equipment such as typewriter, tape recorder, copy machines.

Skilled in the operation of popular computer-driven word processing, spreadsheet database systems and programs and file maintenance programs.

Ability to promote a positive image of the department among other service agencies and the general public.

Ability to compare and compile verbal and numerical data.

Ability to make varied arithmetic computations and tabulations rapidly and accurately.

Ability to maintain complex records and files.

Ability to prepare correspondence and reports from them.

Ability to type with accuracy at the speed required by the position.

Ability to communicate clearly and effectively in oral and written form.

Ability to establish and maintain effective working relationships with parish officials and employees and the general public, or as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: ASSISTANT RISK MANAGER

GENERAL STATEMENT OF JOB

Performs specialized and highly skilled technical work as it relates to safety, loss control, and risk management, insurance as it relates to contractual liability, first and third party general liability, auto liability, and property claims. Knowledge of Louisiana worker's compensation laws, and knowledge of handling subrogation and litigation management. Use of Parish MIP system for the purpose and expenditure of the Parish's self-insured and the in-house loss fund. Assists in preparing department budget; investigates all accidents and injuries to prevent recurrences, facilitates medical treatment for injured employees. Must be able to work nights, weekends, holidays, and be essential personnel for Parish emergencies.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs and Identifies workplace safety inspections as it relates to: unsafe acts and/or unsafe conditions for corrective action regarding heavy equipment operations, PPE (Personal Protective Equipment), CDL requirements and CDL drug testing, trenching and shoring, electrical hazards, streets and roads hazards, MUTCD (Manual on Uniform Traffic Control Devices), environmental hazards of noise, extreme temperatures, and ventilation.

Accident investigation principles and practices to include root cause analysis and correction action.

Investigates claims in determining Parish liability to include interviewing or taking statements and/or working with witnesses, claimants, law enforcement, medical personnel, attorney's, etc.

Open claim files and manage claims for the General Liability, Auto Liability, and Property Liability for the Parish's Self Insured Retention Fund (to include payment of insurance vouchers) and the In House Loss Fund.

Receive and respond to claims inquiries, requests, complaints, reporting of wrong doing, alleged fraud with tact, discretion, and diplomacy.

Assist in review of the insurable litigation claims against the Parish to include testifying on behalf of the Parish

Assist in the budget for Risk Management.

Assists in reviews and revises safety, loss control policies, procedures, and standards, provides consultation and advice to all Parish Departments in identifying risk exposures in drainage, sewage, water, streets, and recreational facilities, in reducing overall losses to employees, property, and Parish funds.

Essential Personnel for all Parish Emergencies to include hurricanes, storms, rain events, etc.

Oversees, Provides, Coordinates a variety of training to include safety, loss control, equipment, parish policies, etc. as assigned.

Investigates and handles a wide variety of public requests/complaints and employee requests/issues related to safety, loss control, and risk management.

ASSISTANT RISK MANAGER

Be knowledgeable and have experience with overall insurance as it relates to: contractual liability (hold harmless/indemnity agreements), waiver of subrogation for worker compensation, subrogation process, first and third party claims.

Reviews database of worker's compensation claims for proper coding of injuries, medical costs, and reserves.

Assists third party TPA with comp claims to include investigating all employee injuries to prevent recurrence, potential fraud cases, surveillance, second injury fund (SIF), intervening lawsuits for recovery of funds.

Assures that reports on all injured employees are completed, kept on file, and forwarded to the personnel department.

Facilitates and coordinates medical treatment for injured employees through the Parish approved medical provider.

Authorize to approve after hours drug screening per the Parish Drug Policy to include probable cause drug testing.

Act as a liaison between the injured worker and the worker's compensation carrier to resolve issues and coordination of medical treatment.

Assist and work with the Personnel Officer for Employment Liability Practices claims.

Investigates, Mitigates, Manages, and Settles General Liability/Auto Liability and Property Claims (from inception to settlement) against the Parish and Reimbursements due the Parish.

Assists in Litigation Management to include civil and criminal litigation against the Parish, Administrative Personnel, and employees for purposes of action, cost control and settlement and/or trial.

Maintain and Manage database and insurance claim files for General Liability and Auto Liability.

Assist and work with TPA (Third Party Administrators) on the general liability and auto liability.

Appraise Parish owned buildings for insurable replacement cost and current property values.

Identify the Parish Property loss exposures and make recommendations to minimize losses.

Investigate, Mitigate, Manage, and Settle property loss claims against the Parish.

Maintain and Manages database, insurance claim files and the Property SIR (Self Insured Retention) fund for the Parish.

Assist and work with TPA for property insurance.

<u>Additional Job Functions</u>

Performs special assignments and projects as assigned by the Risk Manager and the Administration.

Run Department of Motor Vehicle records on all Parish drivers twice a year and whenever requested to do so by the Risk Manager.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in relevant discipline to include Safety, Risk Management or three or more years of experience in Occupational Safety, Risk Management and Insurance which would provide the required combination of knowledge, skills and abilities. Preferred safety certification and/or risk management certification.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Working Conditions

Physical demands. Be able to work in relative cold and heat, daylight, nighttime, rainy, severe weather; traverse level and un-level surfaces to include but not limited to ladders, scaffolding, confined spaces such as sewer manholes and exert 50 pounds of force and lift minimum of 20 pounds.

KNOWLEDGE, SKILLS AND ABILITIES

Be knowledgeable in application for employees on the Parish's various policies such as the driver safety policy, drug testing to include probable cause drug testing, discrimination policy, etc.

Knowledge and training in areas such as the Occupational Safety and Health Administration's (OSHA) Standards, Life Safety Codes (NFPA), National Electric Code (NEC), Boiler Inspection Codes (ASME), Manual on Uniform Traffic Control Devices (MUTCD), LA ONE CALL (dottie tickets for underground digging for utilities) and the Super Fund Amendment and Reauthorization Act.

Knowledgeable with Parish insurance policies for coverage and exclusions on the general liability, auto liability and property liability.

Knowledge of current public sector risk management methods, practices and regulations including Louisiana Worker's Compensation, governmental immunity and tort liability; general and auto liability, property liability, public sector fund, insurance practices, negotiation and resolution dispute.

Communication Skills: Interpersonal skills require the ability to speak and/or signal the general public, administration, departments, etc. to convey and/or exchange information; requiring tact and judgment to avoid friction; negotiation and conflict resolution skills; communicate effectively verbally and in writing; ability to make presentations to the administration, employees, and public. Requires the ability to prepare correspondence, narrative and statistical reports, technical studies, conforming to all rules of punctuation, grammar, diction, and style.

Analytical Ability: Establish and maintain effective working relationships with employees, executives, and the public; prioritize tasks; apply problem solving and analytical principles to effectively evaluate policies, contractual risk, investigate claims and employee injury; assess liability; recommend loss control programs; settle claims.

Computer Skills: Be proficient on XL Spreadsheets, Word, Power Point, Goggle Earth, GPS tracking system, Parish cell phone system.

Tool, Machine and Equipment Operation: Regular use of a computer, telephone, cell phone, various communication equipment, copy machine, fax machine, scanner, motor vehicle. Operate oxygen, explosive meter with understanding of LEL and UEL.

Must have a Louisiana Drivers License and have good driving record.

ST. CHARLES PARISH

JOB TITLE: AUTOMATION CONTROL ELECTRICIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and specialized technical work in the maintenance and repair of Public Works electrical systems. Work involves construction of automation panels and controls, maintaining electrical systems for Parish requirements and Pump Stations. Employee is also responsible for assisting and/or working with Public Works Electricians when performing general maintenance of assigned buildings and facilities. Reports to a Superintendent or his designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Starts, stops, operate, read, adjust, and repairs electrical equipment related to drainage and/or wastewater pumps.

Plans, implements, orders necessary items to construct and maintain various automation panels.

Plans layout and installs or repairs wiring to new or old drainage pumps, buildings, etc.

Measures, cuts, bends, threads, assembles and install electrical conduit using hacksaw, pipe threader and conduit bender, runs wiring through conduit, connects wiring to meter pan, switches, circuit breakers, control panels, motors, lights, etc.

Performs various installation duties, such as mounting sensors, controls, control panels, communication devices and/or other related tasks.

Troubleshoots equipment using test instruments, such as ammeter, multimeter, megger, computer and other specialized test equipment.

Maintains inventory of supplies, equipment and replacement parts, preparing requisitions and/or purchase orders as necessary.

Plans maintenance schedules of automation and computerized panels and controls.

Repairs malfunctions by such methods as replacing burned out fuses, switches, motors, bypassing or replacing defective wiring, adjusting controllers, etc.; installs upgraded electrical devices to protect motors and equipment.

Repairs, maintains, and installs electrical systems and equipment such as light fixtures, receptacles, switches, electric motors, etc., in buildings and facilities of St. Charles Parish as assigned.

ADDITIONAL JOB FUNCTIONS

Uses radios, remote terminal units, computerized and analog devices, pressure transducers, flow transmitters, and variety of switches in panels and equipment.

Troubleshoots telemetry and other systems for causes and correction of problems and malfunctions. Keeps track of inventory to maintain sufficient stock to facilitate operation and maintenance of systems within her/her control.

Performs related work as required.

AUTOMATION CONTROL ELECTRICIAN

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years of experience in electrical maintenance work. Any equivalent combination of experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including pipe benders, pipe threaders, wire crimpers, voltmeters, ohmmeters, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or 10 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are those for medium work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, electrical diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports forms, electrical diagrams, etc., using prescribed formats. Requires the ability to speak to people with pose, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and electrical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; perform calculations involving variables, formulas, square roots and polynomials.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand and power tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear; (talking; expressing or exchanging ideas by means of spoken words; hearing; perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of electricity, equivalent to that of a licensed electrician.

Working knowledge of instrumentation and control, including calibration, control and maintenance.

Proficient in computer skills predominantly “ladder logic”.

Ability to read, understand and comprehend technical manuals of system components.

Considerable knowledge of principles of mechanics and electricity.

Considerable knowledge of operating characteristics and maintenance requirements of assigned equipment.

General knowledge of heating and cooling systems.

General knowledge of general safety procedures and precautions necessary in electrical work.

General knowledge of Parish geography.

Skill in operating hand and power tools.

Ability to record pressures, temperature, and operating conditions accurately.

Ability to read and interpret blueprints and schematic drawings.

Ability to perform repair or service on equipment with reasonable speed.

Ability to understand and follow oral and written instructions.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: AUTOMATION CONTROLS TECHNICIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized and skilled technical work. The employee is responsible for the installation and programming of the Parish wide telemetry and wastewater systems. Reports to the Assistant Director of Wastewater and Public Works.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assists in development of specifications and prepares engineering drawings for construction projects; prepares packages of materials for soliciting of construction bids.

Programs, repairs, maintains and trouble shooting of all field components for the parish wide telemetry and wastewater system.

Performs and reviews installation of mounting sensors, connecting circuits; construction and installation duties of electrician.

Performs test and calibrate various components of the parish systems.

Prepares reports for Public Works/Wastewater department budget.

Additional Job Functions

Order, approve orders and track parts; complete purchase requisitions, review billing invoices, forward appropriate paperwork.

Maintains the computer network, troubleshoots various computer problems, back up wastewater plant data monthly.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Electrical Engineering with a specializing in process controls or an equivalent combination of experience that provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements**:** Must be physically able to operate a variety of automated offices machines including computers, typewriters, copiers, blueprint machines, microfilm readers and printers, vacuum frame printers, manual drafting tools, surveying equipment, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception**:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability**:** Requires the ability to read a variety of correspondence, reports, invoices, diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, engineering drawings, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, mechanical and computer terminology.

Numerical Aptitude**:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; compute discount, interest, profit and loss, ration and proportion, etc.; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations; and perform algebraic operations.

Form/Spatial Aptitude**:** Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination**:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity**:** Requires the ability to handle a variety of items such as office and surveying equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination**:** Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament**:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication**:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the operating system and the software utilized in the Department's Geographic Information System environment.

Considerable knowledge of programming techniques, programming languages, operating systems, electronic computers, and peripheral equipment used by the Department, or planned for use by the Department.

Considerable knowledge of computer-assisted drafting and design.

General knowledge of standard practices, materials and equipment used in land survey drafting.

Working knowledge of geographical areas and subdivisions of the Parish.

Some knowledge of various grades, quality standards, source of supply and price trends for various computer equipment, supplies and maintenance services.

Skill in the use of manual drafting tools and computer-aided drafting programs.

Skill in the use of common office machines, including computer-driven word processing, spreadsheet and file maintenance programs.

Ability to detect and correct computer system failures and to correct report programming failures.

Ability to compute areas from property descriptions and maps.

Ability to read and interpret registered land surveys to plot and/or digitize a field survey.

Ability to read and interpret U.S. Geographical Survey topographical maps and state Department of Transportation maps, and relate them to property maps.

Ability to explain computer program functions and operating procedures.

Ability to exercise tact and courtesy in frequent contact with the general public and Parish officials.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Skill to program parish telemetry system and Wastewater system.

Ability to determine course of action for repairing and maintaining parish telemetry and wastewater system.

ST. CHARLES PARISH

JOB TITLE: BENEFITS SPECIALIST

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized technical and advanced clerical work in the Parish's Personnel Office. Employee is responsible for paraprofessional personnel duties to relieve the Personnel Officer of operational detail. Work involves completing and maintaining various forms, files and records concerning employee benefit programs, serves as liaison between the insurance companies and employees. Schedules and coordinates random drug testing for current employees. Updates and maintains department personnel data base. Prepares and maintains records and forms, prepares various personnel reports; and general office work such as typing, filing and record keeping. Reports to the Personnel Officer.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Process and maintains health, dental, vision, group life, Parochial Retirement, 457 plan transactions, various supplement insurances, enrollment documentation, and dependent changes.

Verify DROP and retirement eligibility and provide required documentation to the retirement system to produce retirement estimate; Provide and explain estimate to employees.

Produce and maintain EEO records and provide information for required reports.

Compiles and reconciles monthly insurance reports; resolving any billing disputes and making necessary changes or additions to the insurance invoices (dental, vision, and health); and serves as liaison between employees and the insurance company to assist with claim questions and/or problems.

Provides the Finance department with all benefits enrollment, changes and cancellations.

Analyze and prepare insurance census information for annual insurance renewal proposals.

Ensures compliance with all federal programs such as HIPPA, COBRA, and FMLA; determine COBRA eligibility and enrollment via the outsourced COBRA program.

Schedules and coordinates annual Benefits Fair as well as additional benefits meetings for all employees. Prepares and provide personalized memos for all employees, department directors, retirees and providers regarding the benefits meetings. Processes changes from the Benefits Fair and submits the changes to the Finance Department. Updates department data base with changes generated.

Enter all benefit related information into HR Management database and multiple online provider websites according to established procedures. Update and maintain benefits related procedures as necessary.

Meets with retiring or terminated employees; ensures that all issued supplies and equipment has been returned; and explains retirement options.

Handles personnel inquiries and maintains personnel files; and answers questions.
Timely response to all employee inquires and complaints to ensure quick and courteous resolutions; serves as liaison between employees and insurance providers
Answers questions regarding benefit eligibility, amounts of coverage, and claims procedures for employees, supervisors, and vendors.

Assist in various research requests, including timely responses to audit inquiries; prepare and complete various reports, forms, documents, personnel forms, etc.

Assists the Personnel Technician 1 with verifying time sheets; assists with calculating department total compensation time, leaves of absence, payroll changes, etc.

Assist and advise management with day-to-day administration of benefits plans; and resolving benefit issues. Participates along with the Personnel Officer in obtaining renewal information and competitive quotes from insurance providers, to make recommendations on the Parish benefits package.

ADDITIONAL JOB FUNCTIONS

Guards confidentiality of files and employee data.

Performs general office duties; answers the telephone; records and routes messages; types correspondence, forms, letters, memos, etc.; and assists in maintaining official personnel records and files.

Makes duplicate copies of typewritten or handwritten numerical, verbal, or diagrammatic matter using a duplicating machine.

Types letters, tables, memorandum, minutes, and other materials from rough drafts.

Answers department phone, routes calls and processes messages.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 3 to 5 years of experience in clerical-administrative work, preferable in personnel-related programs and benefits administration. Any equivalent combination of experience which provides the required knowledge, skills and abilities or current employment with St. Charles Parish and permanent civil service status in the classification of Personnel Technician for a minimum of 3 years.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, dictaphones, calculators, facsimile machines, etc. Must be able to exert a negligible amount of force occasionally to lift, carry, push, pull or otherwise move objects. Physical demands are consistent with those for Sedentary Work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Abilities: Requires the ability to read a variety of reports, correspondence, personnel files, compensation reports, insurance records, medical reports, procedural manuals, legal literature, etc. Requires the ability to prepare correspondence, narrative and statistical reports, forms, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including insurance, medical, and personnel management terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas, to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hand and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear. (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Parish personnel policies, practices, and procedures.

Considerable knowledge of employee benefits program.

General knowledge of modern office practices, procedures and standard record maintenance procedures applicable to a personnel department.

Some knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Skilled in the use of common office equipment, including computer-driven word processing, spreadsheet and file maintenance programs.

Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.

Ability to understand, interpret, and follow complex written and oral instructions and specifications.

Ability to research program documents and narrative materials, and to compile reports from information gathered.

Ability to learn assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to communicate effectively in oral and written form.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to exercise tact and discretion in handling confidential personnel information.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Skilled in typing, record keeping and greeting the public in person and over the phone.

Ability to prepare and maintain accurate personnel records.

Ability to explain personnel matters to Parish employees.

Ability to compose effective correspondence.

REVISED: AUGUST 8, 2006

ST. CHARLES PARISH

JOB TITLE: BUILDING MAINTENANCE SUPERVISOR

GENERAL STATEMENT OF JOB

Under limited direction, supervises a staff of maintenance mechanics in maintenance tasks; and may oversee maintenance and renovation tasks performed by contractors; and performs complex maintenance tasks; and performs related duties as required. Employee supervises and performs maintenance, repair, remodeling, installations and similar projects for facilities maintained by General Government Buildings.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Makes periodic inspections of assigned facilities to determine conditions of the mechanical, electrical and plumbing systems

Diagnoses problems and then determines and initiates necessary corrective actions

Plans and schedules routine maintenance and establishes work priorities

Assigns and/or issues work orders for maintenance work to be performed

Prepares sketches and plans and carries out remodeling projects

Estimates materials and labor costs for remodeling, alterations and installation projects

Orders and issues tools, equipment and supplies for inventory stock and that which is required for maintenance work on an as needed basis

Supervises a maintenance mechanic staff that performs such duties as painting, carpentry, etc. and general upkeep involving structures, furnishings, equipment, floor coverings, acoustical ceiling, plumbing, heating, air conditioning, electrical and related systems

ADDITIONAL JOB FUNCTIONS

Trains, instructs and assigns subordinates to maintenance tasks and inspects completed work

Maintains cost and time records and prepares reports using computer software programs designed for building maintenance

Ensures that safety standards and regulations are observed and maintained in the workplace by subordinates and contractors

Assists in developing a yearly budget for Government Buildings and ensuring expenditures stay within the budget allowances

Performs other work as directed by the Facilities Manager

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by 3 to 5 years of work experience and or training that includes skilled trades ability and supervisory experience. Combination of training, education and experience that would provide the required knowledge and abilities such as advanced certification in a specialized trade including HVAC, electrical, or plumbing.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license, and the ability to maintain the driver's license.

Must possess a Stationary Building Engineer 1 License obtained from the Board of Operating Engineers, City of New Orleans or other approved licensing agency

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of building maintenance and repair methods

Considerable knowledge of materials, tools and equipment required to perform maintenance tasks

Considerable knowledge of the operation and repair of building mechanical, electrical and plumbing systems

Considerable knowledge of workplace safety standards and regulations

Considerable knowledge of the use of computers and software programs used to help facilitate record keeping related to maintenance tasks and costs

Ability to troubleshoot problems and perform complex repair and maintenance tasks involving building mechanical, electrical and plumbing systems

Ability to plan and schedule:

- the work of others
- routine preventive maintenance work and
- emergency maintenance repairs as required

Ability to train and supervise the work of others

ST. CHARLES PARISH

JOB TITLE: CARPENTER FOREMAN

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory, administrative and skilled work overseeing activities of employees in the maintenance and repair of the parish's infrastructure of catch-basins, streets, sidewalks, buildings and other related properties. Work involves directing, coordinating and participating in the maintenance, repair and installation of infrastructure within the parish. Employee is responsible for supervising a staff of carpenters, helpers and labors to ensure adherence to policies, procedures, and standards set forth by St. Charles Parish Public Works Department. Employee's work shall include the planning, allocating and progress of work being performed by employees under his direction. Employee may also be responsible for overseeing the work of equipment operators and various other employees on various projects. Employee shall also be responsible for maintaining records as deemed necessary by the Public Works Department. Employee is subject to usual hazards associated of work in industrial areas. Employee may assume the duties and responsibilities of the Assistant Superintendent in his or her absence. Reports to an Assistant Superintendent or their designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Responsible for the repair and installation of new and rebuilding of any and all hard surface driveways, sidewalks and catch basins as required.

Locates, requisitions, and orders supplies/parts as necessary to perform the assigned duties and maintain adequate materials stock for routine work.

Assigns, directs, participates with and supervises staff of Carpenters, helpers and equipment operators ensuring adherence to established policies, procedures and standards, assists and advises subordinates, as necessary, resolving problems as routine/non-routine situations arise.

Administers and/or makes recommendations for routine personnel matters affecting subordinates, including training, assigning, assisting with the scheduling of leave, appraising and disciplining, etc. by written report

Uses computer to facilitate/produce reports as needed for records and obtaining "Louisiana One Call" permits.

Produces progress reports on status of repairs.

Prepares daily work reports

Obtains bids/pricing for contractual infrastructure work

Employee may be required to keep parish supplied communication devices for emergency and or normal operations.

Performs as Area Foreman as directed by upper management

ADDITIONAL JOB FUNCTIONS

Performs other related work as required

MINIMUM TRAINING AND EXPERIENCE

High School diploma or GED, including or supplemented by 3 years work in the public works and/or carpenter field. Have a minimum of 2 years supervisory experience. Skill in construction procedures or construction related industry. Minimum computer skills are necessary. Any equivalent experience that provides the knowledge, skills and abilities required of this job will be considered.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to physically operate a variety of machinery, pumps, generators and motorized vehicles. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching, and/or stretching arms, legs or other parts of the body to grasp, push, pull or otherwise move objects. Physical demands are for heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (weather similar to or divergent from obvious standards) data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants. Must be able to organize concise verbal and written reports to keep superiors informed of operations as required.

Language Skills: Requires the ability to read/comprehend a variety of correspondence, reports, forms, electrical diagrams, schedules, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of variables in situations where only limited standardization exists: to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and/or written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages, including electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals, interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

Manual Dexterity: Requires the ability to handle and use a variety of hand and power tools. Must have minimum levels of hand/eye/foot coordination.

Color Discrimination: requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. Must be able to communicate effectively with the public.

Physical Communications: Requires the ability to talk and hear; (Talking; expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear.)
Must be able to communicate by telephone and/or 2-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of mechanical systems and maintenance repair techniques.

Considerable knowledge of the hazards and safety precautions associated with working around large equipment, both stationary and mobile.

General knowledge of principals of supervision, organization and administration.

General knowledge of methods and principals of inventory control

Skill in the use and care of all tools and specialty equipment

Ability to recognize, identify and repair/direct repair of equipment malfunctions.

Ability to supervise and direct a staff of skilled, semi-skilled and unskilled workers.

Ability to explain procedural information clearly.

Ability to prepare and maintain, by use of both writing and computer skills, moderately complex records and reports.

Ability to follow oral and/or written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

General knowledge of parish geography.

ST. CHARLES PARISH

JOB TITLE: CARPENTER HELPER

GENERAL STATEMENT OF JOB

Under general supervision of a Carpenter, performs semi-skilled to skilled carpentry work in the construction, maintenance, alteration and repair of general government buildings and facilities. Employee is responsible to assist in major and minor construction, repair or alteration of floors, ceilings, stairways, partitions, doors, roofs, catch basins, sidewalks, streets, driveways and curbs. Employee is required to have good knowledge in reading a tape measure and use of power tools to cut wood. Employee is also responsible for performing semi-skilled concrete work, and assisting other maintenance personnel in a variety of other trades work such as but not limited to, digging ditches, flagging traffic, hauling material, weed eating, etc: Reports to a Carpenter / Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assist in building small frame buildings; installs, repairs or replaces partitions, ceilings, doors, locks, cabinets, counter tops, book cases, storage shelves, etc.; performs renovation work in Parish buildings including removing or adding of walls, doors, windows, ramps, covers, etc., and related hardware; sands, paints, seals and finishes woodwork.

Utilizes wood shop equipment such as table saws, circular saws, miter saws, radial arm saws, and drill presses, compressor's, nail guns and utilizes various hand tools

Measures, cuts and assembles several types of forms used in construction of infrastructure such as sidewalks, catch basins, driveways, streets, bulk heads, etc:

Cuts and ties rebar mats for various construction projects designated by supervisor.

Pours and Finishes concrete for various construction projects and performs repairs as necessary.

Ability to read and understand blueprints and specifications.

Assist in cutting and hanging of sheet rock, paneling, wallpaper, tile and moldings; installs glass panes; installs suspended ceiling grids and tiles; sets door frames; lays flooring; and applies roofing and shingles.

Assist the Carpenter in planning out and estimating of needed supplies to complete designated project.

JOB TITLE: CARPENTER HELPER

Responsible for keeping work area clear and clean of debris that could be a safety hazard during construction, picking up and cleaning of hand tools and power tools used to perform job.

Responsible for Cleaning, loading and unloading truck with material needed for designated job assigned to Carpenter.

Responsible for setting out safety equipment such as Barricades, Working Signs, Cones, etc: Where the Carpenter interprets to be necessary.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High School diploma or GED. Have 1 -2 years of experience in the Carpentry field and knowledge of Pouring and Finishing of Concrete. Any equivalent combination of experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Must possess a valid Louisiana driver's License and the ability to maintain license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including table saws, radial arm saws, and drill presses, hammers, saws, planers, ladders, tape measures, levels, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or negligible amount of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are those for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

JOB TITLE: CARPENTER HELPER

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, blueprints, schematics, etc. Requires the ability to prepare blueprints, work orders, forms, etc. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and building trades terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide. Requires the ability to measure distances.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using carpenters' tools and woodworking equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as carpentry equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: Expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear.) Must be able to
communicate via telephone.

JOB TITLE: CARPENTER HELPER

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the standard methods, materials and equipment employed in carpentry work.

General knowledge of the procedures, materials and equipment related to the plumbing, masonry, mechanical and electrical trades.

General knowledge of the occupational hazards of building trades work and the associated safety precautions.

Skilled in the use and care of a variety of hand and power tools necessary to perform carpentry, plumbing, masonry, mechanical, and electrical trades work.

Ability to understand and follow oral and written instructions.

Ability to understand and work from blueprints and specifications.

Ability to estimate material necessary to complete various construction or renovation projects.

Ability to make routine mathematical calculations.

Ability to take direction from various other supervisors.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments

General knowledge of Parish Geography.

ST. CHARLES PARISH

JOB TITLE: CARPENTER

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled carpentry work in the construction, maintenance, alteration and repair of buildings and facilities. Employee is responsible for the major and minor construction, repair or alteration of floors, ceilings, stairways, partitions, doors and roofs. Employee is also responsible for performing semi-skilled masonry work, and assisting other maintenance personnel in a variety of building trades work, such as electrical, plumbing, painting. Work involves drawing sketches of work; reading blueprints; operating a variety of hand tools; and determining supplies needed for various projects. Work is performed in accordance with established trade practices. Reports to the designated supervisor.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Builds small frame buildings; installs, repairs or replaces partitions, ceilings, doors, locks, cabinets, counter tops, book cases, storage shelves, etc.; performs renovation work in Parish buildings including removing or adding walls, doors, windows, etc., and related hardware; sands, seals and finishes woodwork.

Prepares surfaces for concrete and pours concrete for various construction projects; estimates needed supplies; and performs repairs as necessary.

Utilizes such wood shop equipment as table saws, radial arm saws, and drill presses; utilizes various hand tools.

Makes sketches of projects; reads and interprets blueprints and specifications; and visits the job site to determine the quantity and cost of materials needed to complete a job.

Hangs and finishes sheetrock, paneling, wallpaper, tile and moldings; installs glass panes; installs suspended ceiling grids and tiles; sets door frames; lays flooring; and applies roofing and shingles.

Makes replacement pieces for the repair of furniture, repairs stairways, replaces siding, adjusts and repairs door closer.

Cuts holes for duct work and ventilators.

Assigns and reviews work of trades helpers and laborers.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED supplemented by vocational educational. Have two years experience in the carpentry field at the journeyman level. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including table saws, radial arm saws, and drill presses, hammers, saws, planers, ladders, tape measures, levels, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or negligible amount of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are those for Medium to Heavy Work.

Data Conception: Requires the ability to analyze data/information about data and information following a schema, plan or system, but using discretion to determine the appropriate classification of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, blueprints, schematics, etc. Requires the ability to prepare blueprints, work orders, forms, etc. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and building trades terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide. Requires the ability to measure distances.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using carpenters' tools and woodworking equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as carpentry equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: Expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the standard methods, materials and equipment employed in carpentry work.

General knowledge of the procedures, materials and equipment related to the plumbing, masonry, mechanical and electrical trades.

CARPENTER

General knowledge of the occupational hazards of building trades work and the associated safety precautions.

Skilled in the use and care of a variety of hand and power tools necessary to perform carpentry, plumbing, masonry, mechanical, and electrical trades work.

Ability to understand and follow oral and written instructions.

Ability to understand and work from blueprints and specifications.

Ability to prepare simple blueprints.

Ability to estimate time and material necessary to complete various construction or renovation projects.

Ability to make routine mathematical calculations.

Ability to supervise and assist small work crews.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

CIVIL SERVICE RULES AND REGULATIONS

THIS REVISION CONTAINS A SUBSTANTIAL NUMBER OF CHANGES AND SHOULD BE REVIEWED IN ITS ENTIRETY. ALL FUTURE CHANGES WILL BE DENOTED, NUMBERED IN SEQUENCE, AND DATED FOR CHANGE IDENTIFICATION.

ST. CHARLES PARISH

CIVIL SERVICE RULES AND REGULATIONS
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Rule 1.0. MERIT PRINCIPLES

Section 1.01. OBJECTIVE: It shall be the purpose of the policies, rules, and procedures adopted by the St. Charles Parish Civil Service Board to:

a. Provide all employees with a healthy and wholesome atmosphere in which to perform their work

b. Maintain proper superior-subordinate relationships, attitudes, actions, and communications

c. Define the rights and responsibilities of employees

d. Administer all personnel action in accordance with acceptable merit principles

e. Develop an organization of employees dedicated to providing courteous, dependable, and efficient service to the residents of St. Charles Parish

Section 1.02. MERIT PRINCIPLES: The objectives shall be pursued in accordance with the following merit principles:

a. Recruitment, selection, and advancement of employees shall be on the basis of their ability, knowledge, and skills and shall include open consideration of qualified applicants for initial appointments.

b. Employees shall be compensated equitably and adequately for work performed.

c. Employees shall be trained as necessary to ensure high quality performance.

d. Employees shall be retained on the basis of the adequacy of their performance, counseled when that performance is inadequate, and separated when performance cannot be corrected.

e. Applicants and employees shall be treated fairly in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age or disability and with proper regard for their privacy and constitutional rights as citizens.

Rule 2.0. GENERAL ADMINISTRATION

Section 2.01. TITLE: These rules shall be known as the "Civil Service Rules and Regulations of St. Charles Parish Government."

Section 2.02. PURPOSE: The purpose of these rules shall be to establish for St. Charles Parish a system of personnel administration based on established merit principles and policies governing the appointment, promotion, tenure, welfare, transfer, layoff, removal, and discipline of classified employees. All appointments and promotions to classified positions in the Parish service shall be made solely on the basis of merit, to be ascertained by competitive examinations.

These personnel policies and rules and regulations shall also serve as direction for the Parish President and Personnel Officer in executing the rules established by the Civil Service Board.

a. The following employees shall be exempt from these rules and regulations:

    1. All elected officials.

    2. Any Assistants to the Parish President, the Director and Assistance Directors of each Department of the Parish (excluding Personnel), the Superintendent and Assistant Superintendents, Executive Secretary to the Parish President and Secretary to the Parish Council.

    3. Members of Boards, Agencies, Special Districts, and all employees thereof.

    4. Organizations and their employees and other persons who are employed by the Parish on a temporary or contractual basis.

    5. Parish Attorney and his legal assistants, when applicable.

    6. All persons employed and paid exclusively with Federal funds administered by the Parish unless specifically required by Federal regulation or law to be included under this merit system of public employment.

b. All Parish employees not expressly exempted from coverage by these rules shall be subject to the provisions of these rules.

Section 2.03. CIVIL SERVICE BOARD

a. Objectives: As established by the St. Charles Parish Home Rule Charter, the objectives of the St. Charles Parish Civil Service Board shall be:

    1. Represent the public interest in matters of personnel administration in the services of the Parish government.

    2. Advise and assist the Parish President with reference to the maintenance and improvement of personal standards in the administration of Parish service, and the classified system.

    3. Advise and assist the employees in the classified service with reference to the maintenance, improvement and administration of personnel matters related to any individual or group of employees.

    4. Make at the direction of the Parish President, Personnel Officer, or upon its own motion, any investigation concerning the administration of personnel or the compliance with the provisions of this section in the Parish service; review and modify or set aside, upon its own motion, any of its actions, and take any other action which it determines to be

desirable or necessary in the public interest or to carry out effectively the provisions and purposes of this section, the findings of all investigations to be reported to the Parish President.

5. Conduct investigations and act upon complaints by or against any officer or employee in the classified service for the purpose of demotion, reduction in position or abolition thereof, suspension or dismissal of the officer or employee, in accordance with the provisions of this section.

6. Adopt, alter, amend and promulgate rules and regulations necessary to carry out effectively the provisions of this section, including prohibition against political activity of employees. Rules and regulations in effect on the effective date of this amendment will remain in effect until such time as these rules are altered or amended by the Board. No rule, regulation or order shall be contrary to or in violation of any other provisions of law. No rule, regulation or policy affecting finances shall be effective without approval of the Parish President and adopted in the Parish budget.

7. Adopt and maintain a classification plan and pay plan; such pay plan shall become effective only after approval by the Civil Service Board, Parish President, and the Parish Council.

8. Make reports to the Parish President upon its own motion or upon the official request of the Parish President, regarding general or special matters of personnel administration or with reference to any appropriation made by the Parish Council for the expenses incidental to the operation of the Board.

9. Perform such other policy-making or quasi-judicial duties as may be required under the rules developed pursuant to this section.

b. ORGANIZATION: The Civil Service Board shall be organized in the following manner:

1. A Civil Service Board is hereby created which shall be composed of five (5) members. This Board shall have a chairman, vice-chairman, and a secretary, which shall serve at the pleasure of the Board. The domicile of the Board shall be in Hahnville, Louisiana. The existing members of the Civil Service Board shall comprise the members of the Civil Service Board created by this section. Each existing member shall continue to hold office until the expiration of the term for which he was appointed.

2. Members of the Board may be paid a per diem allowance and may be reimbursed for expenses incurred in official duties as may be determined by the Parish Council.

3. To be eligible for appointment or to serve as a member of the Civil Service Board, a person shall be a citizen of the United States of America and shall be a qualified voter of the Parish and shall have resided within the Parish for a period of five (5) years prior to

his assuming office. No member of the board shall hold an elected office nor position in the Parish government.

4. The members of the Board shall be appointed as follows:

   (i) One (1) member shall be appointed by the Director of the Department of Civil Service, State of Louisiana, after consulting with the President of the Louisiana Civil Service League.

   (ii) One (1) member shall be appointed by the Parish Council upon its own nomination.

   (iii) One (1) member shall be appointed by the Parish President.

   (iv) One (1) member shall be filled by appointment of the Parish Council from a list of three (3) persons submitted by the President of Nicholls State University.

   (v) One (1) member shall be filled by appointment of the Parish Council from a list of three (3) persons submitted by the President of Tulane University.

Should any of the appointing authorities become non-existent, the Parish Council shall designate by ordinance, a replacement appointing authority.

5. The term of office for all members of the Board shall be for a period of three (3) years.

6. Upon the expiration of the term of office of any member of the Civil Service Board, or whenever a vacancy in the office of any member thereof occurs, the appointing authority shall appoint a successor in the same manner as the outgoing member was appointed, and such successive appointment shall be made within sixty (60) days after the expiration or vacancy occurs. Should the appointing authority fail to appoint within thirty (30) days, the first named nominee shall automatically become a member of the Board.

7. Each member shall take the oath of office before entering upon the duties of his office. His oath shall include a statement to uphold the constitution and laws of the United States, State of Louisiana and the Parish of St. Charles, and to administer faithfully and impartially the provisions of this section and the rules adopted under the authority of this section. The oath of office shall be administered by any person having the legal authority to administer oaths.

8. A member of the Civil Service Board may be removed by the appointing authority, as the case may be, for cause, after being served with written specifications of the charges against him and being afforded an opportunity for a public hearing thereon by the appointing authority. The District Attorney of the Judicial District wherein the Board member resides may institute such suit, upon his own initiative.

9. The Parish Council shall advise, within the thirty (30) days provided for the appointment of the Board members, each appointee of his appointment and term of office as a member of the Civil Service Board.

10. The Board shall meet at any time after its original meeting upon the call of the Chairman, who shall give all members of the Board due notice thereof. The Chairman of the Board shall call, and the members of the Board shall attend, one regular meeting of the Board within each quarterly period of each calendar year. If the Chairman fails or refuses to call such quarterly meeting of the Board, the members of the Board shall meet upon the written call of any two (2) members mailed five (5) days in advance of the meeting. Three (3) members of the Board shall constitute a quorum, and the concurring votes of all three (3) members shall be sufficient for the decision of all matters to be decided or transacted by it. Meetings of the Board shall be held in accordance with the public meeting laws of the State of Louisiana.

Section 2.04. PERSONNEL OFFICER

a. This shall be a competitive position, with selection, appointment and/or removal from office made by the Civil Service Board.

b. Procedures for terminating the Personnel Officer shall be in accordance with The Rules and Regulations for Classified Employees.

c. The duties of the Personnel Officer shall be to:

    1. Administer the personnel system for the Parish.

    2. Prepare personnel rules and revisions for consideration by the Board.

    3. Interpret and enforce rules adopted by the Board.

    4. Establish procedures for implementing the adopted personnel policies and rules.

    5. Establish eligibility lists and prepare classification plan and pay plan for approval by the Board.

    6. Establish and maintain a roster of Parish employees.

    7. Serve as Secretary to the Civil Service Board at Board meetings.

    8. Establish and maintain such records, forms, and procedures as may be necessary to control personnel transactions.

    9. Perform other duties as required by the Board and Parish President.

Section 2.05. EMPLOYEE STATUS: All employees under the provisions of these rules shall be classified as either full-time or part-time or temporary or seasonal (full-time or part-time).

a. A full-time employee is one whose position requires 28 hours or more a week on a regularly scheduled basis

b. A part-time employee is one whose position requires less than 28 hours a week on a regularly scheduled basis.

c. A temporary or seasonal employee (full-time or part-time) is one whose position is established for a period not to exceed six (6) months.

All full-time and part-time employees shall be entitled to all employee benefits provided by the Parish, as required by law. Temporary and seasonal employees shall not be entitled to any benefits unless otherwise specified by the Parish President.

Section 2.06. HOURS OF WORK:

a. **Work Week**: The work week shall consist of the following hours for these specified employee classifications:

   1. Labor and Trades: 40 hours (five 8-hour or <u>four 10-hour days</u> during a seven day week, Saturday through Friday).

   2. <u>Administrative/Professional and Clerical/Technical:</u> As established by the Parish President.

Local conditions, the nature of the work, seasons of the year, and custom shall determine the specific starting and ending times of each work day.

b. **Lunch Periods:** Employees shall be given one half hour each day for lunch. Time off for lunch shall not be considered work time for pay and overtime purposes.

Section 2.07. DISSEMINATION: All Parish employees shall be informed of the existence of these rules. The Personnel Office and each department shall keep a current copy available for review by employees.

a. The Board shall be responsible for making, altering, amending, and promulgating the rules governing the administration of the Civil Service system for St. Charles Parish. Amendments may be proposed by any member of the Board, and the Personnel Officer or Parish President.

b. Within 15 days after adoption, amendment, or repeal of any rule, the Personnel Officer shall furnish an official copy to each Department Director.

RULE 3.0. POSITION ACTION

The personnel officer shall consider the creation, reallocation or abolishment of any position for which such a request is made.

a. Creation or Abolishment of Position or Reallocation of Position: The Department Director or the Personnel Officer may initiate requests for the creation or abolishment of a position or reallocation of a position whenever the requester believes that changes in job duties have had a permanent and substantial affect on the assignment and scope of duties and responsibilities therein. (See Layoff Procedures).

b. Reallocation of a Filled Position: Requests for reallocation shall include a written description of the newly assigned duties and responsibilities.

In the reallocation of a filled position, the incumbent employee shall be permitted to remain in the position, provided the incumbent meets the qualification requirements for the new position and passes any required examination.

If the incumbent does not qualify for the new class, the incumbent shall be transferred to another position for which he/she is qualified. If no position is available for which the incumbent is qualified, his/her employment shall be terminated (Refer to Layoff Procedure).

c. Action Ratification: Action to create, abolish or reallocate a filled or vacant position shall be subject to approval by the Board.

d. Employee Appeal: If any employee believes his position has been improperly allocated, he may take the following course of action:

    1. Submit a written appeal to the Personnel Officer.

    2. If dissatisfied with the Personnel Officer's decision, employee may follow the established grievance procedure for a Board hearing.

e. Maintenance of Classification Plan: The Personnel Officer shall be responsible for the proper and continual maintenance of the classification plan. The Personnel Officer or designee shall conduct such review of proposed or existing position as deemed necessary to ensure their proper allocation in the classification plan and to ascertain the validity of proposed or existing class specification.

Rule 4.0. COMPENSATION PLAN

Section 4.01. COMPOSITION: The compensation plan shall comprise the following:

a. Pay Schedule: The pay structure shall be contained in one general schedule for all classified employees in service.

b. List of Job Titles According to Pay Ranges: A list of jobs grouped according to assigned pay ranges.

c. Methodology: The method by which a job is assigned to a pay range. The Parish Administration shall recommend the methodology process, as approved by the Personnel Officer and by the Civil Service Board.

d. Salary Survey Form: A summary of the recommended pay range for jobs per the selected methodology process.

Section 4.02. MAINTENANCE: The Personnel Officer shall perform periodic audits of the prevailing compensation plan to make recommendation for changes or to see independent studies be conducted to recommend changes. Based on these recommendations the Civil Service Board shall submit its recommendations to the Parish President for approval. Final approval for the compensation plan shall be obtained from the Parish Council through the enactment of the annual Parish budgets.

Section 4.03. PAY PLAN ADJUSTMENTS: On the effective date of any amendment to the compensation plan, the affected employee's rate of pay shall be adjusted to a relative position in the newly assigned range as the employee's position occupied in the previous pay range for the respective class.

Section 4.04. APPOINTMENT RATE: For purposes of administering these rules and the pay plan, newly hired classified employees shall be compensated at the entry level of the pay range for which the job is assigned. A newly created or revised position shall be assigned the minimum rate of pay for the range to which the position is assigned.

a. Original Appointment:

1. Exceptional Qualifications: In cases where the applicant possesses exceptional qualifications directly related to a position specification, the Department Director can recommend to the Personnel Officer that the applicant be offered a pay rate 15 % above the entry rate for that position, not to exceed the maximum rate for that range. The Department Director/head of department or office must present the request with rationale for the request to the Personnel Officer. This action, if approved, shall be subject to review by the Civil Service Board at its next scheduled meeting.

2. Recruitment Difficulties: With prior approval from the Parish President and the Personnel Officer, in the case where a recruitment effort has failed to produce qualified candidates, the position may be filled at a rate above the entry level of the assigned pay range, not to exceed the maximum of that pay range. The recommendation to hire at a rate above entry level shall require the Personnel Officer to document recruiting efforts and rationale for the recommended pay rate, and shall be subject to review by the Civil Service Board at its next scheduled meeting. Whenever a higher starting rate is approved and implemented

based on recruiting difficulties, all current employees occupying the position involved whose salaries are below the new entrance rate shall be raised to the new higher rate. The position shall then be "red circled" to identify the approved rate of pay above the entry of the pay range.

b. Promotion: On promotion to a higher class, an employee shall receive a minimum pay increase of 5% or to the minimum of the new pay range, whichever is higher.

c. Demotion: All demotions will be compensated at entry level of the pay range to which the employee is demoted.

d. Reinstatement: A former employee reinstated under the provisions of these rules shall be compensated at the rate of pay prior to termination.

e. Transfer: A lateral transfer shall require no pay action.

f. Temporary Assignment: In a temporary interdepartmental or intradepartmental assignment, the employee shall be entitled to the same salary and benefits as he/she would hold in his/her regular position (i.e., no pay reduction or increase). Pay may be increased to the rate he/she could receive upon promotion to such a position, provided that:

   1. The employee meets the minimum requirements of the job, per the job description, for which he is performing temporarily.

   2. The temporary assignment shall not exceed six (6) months. See section 6.09.

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g. Introductory Period: There shall be a probationary period of six (6) months for all full-time employees beginning on the first day of employment. During this time the supervisor will determine if the employee is performing the job satisfactorily. If at any time during this introductory period, the supervisor determines that the employee is unsuitable for the job, employment shall be terminated, without recourse as prescribed in grievance procedures.

Section 4.05. MERIT INCREASE: An employee may be granted an annual merit award of up to 5% on the basis of proficiency and performance. Such award shall not be automatic, but shall be granted only on meeting the accepted required criteria and provided sufficient funds are available. No employee shall receive merit awards of more than 5% within a class in any fiscal year.

Section 4.06. PART-TIME EMPLOYEES: Part-time employees shall be paid according to the rules applicable to full-time employees in the same class.

Section 4.07. OVERTIME: Overtime shall be authorized for the proper maintenance of essential Parish services and shall be allocated as evenly as possible among all qualified

Section 4.08. COMPENSATION FOR OVERTIME:

a. Classified exempt employees shall be credited with compensatory leave equal to the number of authorized extra hours worked below 40 hours per week and at a rate of 1 ½ times the extra hours worked, over 40 hours per work week. See section 7.08 concerning use of compensatory leave.

b. All employees in a non-exempt FLSA status shall be compensated at the rate of one and one- half times the normal rate of pay for each hour of authorized work over 40 hours per work week.

Section 4.09. PAYMENT OF ANNUAL LEAVE UPON SEPARATION:

a. Each employee upon separation from the classified service shall be paid the value of his/her accrued annual leave in a lump sum. However, a pro rata deduction shall be made from final wage payment for any vacation taken but not earned.

b. No payment shall be made to terminated employees for accrued sick leave.

Section 4.10. REPORTING PAY: Exempt employees who are sent home because of inclement weather shall receive pay for the number of hours worked at their regular straight time rate, unless otherwise approved by the Parish President.

Section 4.11. MAKE-UP TIME: Department Directors may authorize employees to perform additional work outside their regularly scheduled work time in order to make up for work time lost as a result of inclement weather. However, employees must make up work within the same pay period. For example, if employees are paid every two (2) weeks, then make-up time needs to be performed within a two (2) week period. Employees shall be paid straight time for this additional work.

Section 4.12. PAY PERIOD: Employees shall be paid by check every two weeks. When a scheduled payday coincides with an authorization holiday, checks shall be issued on the preceding work day.

Section 4.13. GARNISHMENTS: The Parish administration shall make deductions from **an employee's** earnings in compliance with court orders requiring that such earnings be withheld for payment of debt.

Section 4.14. TRAVEL EXPENSES: Employees traveling on Parish business shall be compensated in accordance with the Civil Service Travel Regulations.

Section 4.15. HEALTH AND LIFE INSURANCE: All permanent full-time employees shall be eligible to participate in the Group Health and Life Insurance plan administered by the Personnel Officer. Insurance premiums shall be paid at not less than 50% by the employer.

Section 4.16. BENEFITS CONTINUATION: Employees who take leave, have the option to continue or cancel their group insurance benefits.

Employees covered by the group insurance plan may continue coverage during authorization periods of leave with or without pay provided the employee continues to pay his/her portion of the premium.

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents/ beneficiaries the opportunity to continue health insurance coverage under the group insurance plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are:

a. resignation
b. termination of employment
c. death of an employee
d. a reduction in an employee's hours or a leave of absence
e. an employee's divorce or legal separation
f. a dependent child no longer meeting eligibility requirements

Under COBRA, the employee may elect to continue coverage, provided the employee continues to pay his/her monthly premium. (Refer to federal guidelines concerning COBRA continuation coverage for specifics).

Section 4.17. RETIREMENT: the Parochial Employees Retirement System of Louisiana and the rights and benefits of employees provided thereunder are hereby recognized. The cost of the program shall be paid in accordance with the requirements established by the system.

RULE 5.0 COMPETITIVE AND NON-COMPETITIVE CLASSES

Section 5.01. DETERMINATION OF CLASSES: The Personnel Officer shall determine which classes of work are competitive and which are non-competitive.

a. Non-competitive Classes:

1. The Personnel Officer, and the Department Director may designate some classes as being non-competitive, thereby eliminating the need for open competitive examinations.

2. Notice of job vacancies in the non-competitive classes shall be posted in the same manner that classified competitive positions are posted and advertised (Section 6.01). Probationary employees who are in their initial introductory period shall be eligible to bid on jobs or be temporarily upgraded , only when the position is not filled by a qualified non-probationary employee (see Introductory Period: section 4.04h). If the employee has served less than three months of their probationary period the period shall be extended six months. If the employee has served more than three months, the probationary period shall extend three months.

3. All other aspects related to non-competitive classes (i.e., performance appraisal, classification, compensation, employee discipline, etc.) shall be administered in the same manner as for competitive classes.

b. Competitive classes shall be those classes of work requiring a passing grade on an open competitive examination in order for the applicant to be considered for that type of work.

Section 5.02. DEVELOPMENT AND ADMINISTRATION OF THE EXAMINATION

a. The Personnel Officer and Department Director shall develop or select reliable and valid examination techniques for competitive classes.

b. All appointments shall be made on the basis of merit. Insofar as practicable, every applicant shall be rated by an examination process appropriate for his/her class, prepared at the direction of the Personnel Officer.

c. Examination may be assembled or unassembled and may include written, oral, physical or performance tests; ratings of training and experience; or any combination of these. They may rate such factors as education, experience, demonstrated performance, aptitude, knowledge, character, fitness for duty, or any other qualification that the Personnel Officer and Department Director determines valid indicators of performance in the class.

d. A person may apply for the same competitive or non-competitive position only once within a four-week period, not to exceed three times a year.

e. Scores or ratings resulting from the examination process are prepared at the direction of the Personnel Officer and maintained by this office. Scores shall be used only to qualify candidates for the interview process. To qualify for an interview, the candidate must score a 70% or higher.

f. Candidates shall be notified by the Personnel Office of their examination results.

g. Test scores are valid for one (1) year. Therefore candidates must retest for re-qualification after the expiration period.

Section 5.03. REGRADING OF TESTS:

a. Upon proper application to the Personnel Officer, an applicant may have his examination and rating reviewed.
b. If a rating error is found, it shall be corrected but the change shall not invalidate any certification or appointment made from the eligible list for the respective class. Assuming the applicant passed the examination; the applicant shall be placed on the class list of eligible applicants and considered for the next notice of vacancy.

b. If a rating error is found, it shall be corrected but the change shall not invalidate any certification or appointment made from the eligible list for the respective class. Assuming the applicant passed the examination; the applicant shall be placed on the class list of eligible applicants and considered for the next notice of vacancy.

Rule 6.0. HIRING PRACTICES

Section 6.01. METHODS OF FILLING VACANCIES:

a. A personnel requisition shall be filed with the Personnel Office notifying them of a vacancy in the department. With the hiring Department Director and Parish President's approval the search process for qualified applicants begins.

b. All positions shall be first posted for a period of five (5) working days and open to competitive application/bid by Civil Service employees. If no applications/bids are submitted, or no current employees meet the established minimum qualifications, the Personnel Officer will first refer to the application file. If necessary, a job advertisement will be placed in newspapers and market sources or professional journals.

c. The Personnel Officer shall refer all applicants who have met the minimum requirements to the hiring authority. The Personnel Officer shall make all arrangements for interviews. The hiring authority shall notify the Personnel Officer and Parish President of the interview results. The results should include rationale for recommendations.

Section 6.02. SELECTION FOR NON-COMPETITIVE CLASSES: Preference shall be given to St. Charles Parish residents and persons with prior experience in related work.

Section 6.03. EMPLOYMENT OFFERS:

a. All conditional employment offers to classified candidates shall be made by the Hiring Department Director/head of department/office with the advance knowledge of the Personnel Officer. Offers shall give first preference to qualified St. Charles Parish residents. If no qualified applicants reside in or is willing to relocate to the Parish, the Personnel Officer may approve the hiring of an applicant who does not reside in the Parish. This action shall be subject to review by the Civil Service Board at its next scheduled meeting.

b. If the offer involves an inter-departmental transfer or promotion in the Parish service, the employee's present supervisor shall be notified by the Personnel Officer prior to the employee's notification.

Section 6.04. PHYSICAL EXAMINATION: A physical requirements test may be required of all applicants after a conditional employment offer has been made. The physician shall be

The Parish will make reasonable accommodations for qualified applicants with disabilities to enable them to perform essential job functions as long as the accommodation required does not cause undo financial hardship to the Parish.

Section 6.05. ORIGINAL AND PROMOTIONAL APPOINTMENTS:

a. New applicants to the Parish service and current employees of St. Charles Parish shall be required to successfully complete the same examination process in order to be declared eligible for original or promotional appointment to a class. New applicants and current employees who successfully complete the examination process shall be considered eligible for the class.

b. Department Directors or hiring authorities shall make original or promotional appointments from the appropriate list of eligible applicants certified by the Personnel Officer.

c. The Personnel Officer shall not include any employee having a current overall service rating of "unsatisfactory" in any promotional certification.

d. Department Directors or hiring authorities shall document their reasons for selecting or rejecting available eligible applicants from the certified list.

Section 6.06. TEMPORARY APPOINTMENTS:

a. Whenever a Department Director determines that a position should be filled for a limited period, they shall describe in writing to the Personnel Officer the circumstances that require temporary appointment.

b. Temporary appointments shall be made from lists of qualified applicants certified to the Department Director by the Personnel Officer. No temporary appointment shall exceed six (6) months.

Section 6.07. EMERGENCY ASSIGNMENT:

a. A Department Director, upon approval of the Personnel Officer, shall be permitted to make an emergency assignment when a position vacancy caused by unforeseen circumstances or conditions beyond his/her control threatens the proper functioning of the Parish and the efficient rendering of public services.

b. A Department Director may make an emergency assignment by reassigning an employee within the department to a position not formally established. Before making such an assignment, the Department Director shall immediately report to the Personnel Officer the duties and responsibilities of the employee and the expected duration of the reassignment. After receiving notification of such reassignment, the Personnel Officer shall take such steps as he/she deems necessary to maintain the

integrity of the classification plan and the rule for limitation of emergency assignment.

c. An emergency assignment may be made without regard to the selection provisions of these rules, but in no case shall such assignments continue longer than 90 work days.

Section 6.08 TEMPORARY INTERDEPARTMENTAL ASSIGNMENTS: Following the agreement between Department Directors concerning use of an employee with special knowledge or qualifications, and with prior approval of the Personnel Officer, an employee may be assigned to a position for which he/she is qualified in another department for a period not to exceed 90 work days. Such arrangements may be continued beyond 90 work days upon presentation of sufficient justification in writing to the Personnel Officer, but in no case shall a position be filled by such assignment for more that 120 work days in any 12 month period.

Section 6.09. TEMPORARY ASSIGNMENT: A Department Director may temporarily assign an employee to a different job within the same department as long as:

a. The employee meets the reassigned class minimum qualifications, and has completed the introductory period.

b. If an employee is temporarily assigned to a position with a higher classification, the employee's salary shall be adjusted to at least the minimum of the temporarily assigned classification.

If an employee is temporarily assigned to a position with a lower classification, the employee's salary will remain unchanged.

If a change in salary occurs as a result of a temporary assignment, the employee's salary will be restored to the original salary upon completion of the temporary assignment.

c. The reassignment is necessary for valid work-related conditions.

RULE 7.0. LEAVES OF ABSENCE

Section 7.01. HOLIDAYS:

a. Regular Holidays:
   1. The following days shall be observed as regular holidays by all employees of St. Charles Parish working a 5-day 8-hour schedule:

a. New Years Day	8 hours
b. Martin Luther King, Jr. Day	8 hours
c. Mardi Gras	8 hours
d. Good Friday	8 hours
e. Memorial Day (Last Monday in May)	8 hours
f. President's Day	8 hours

g.	Veteran's Day	8 hours
h.	Independence Day	8 hours
i.	Labor Day	8 hours
j.	Thanksgiving Day	8 hours
k.	Day after Thanksgiving	8 hours
l.	Christmas Day	8 hours

In addition, there shall be 2 floating holidays each year to be chosen from, All Saints Day, Christmas Eve, and New Year's Eve. The total holidays for each employee shall equal a minimum of 112 hours. Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday. Whenever a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.

2. The following days shall be observed as regular holidays by all employees of St. Charles Parish working a 4-day 10-hour work schedule:

a.	New Years Day	10 hours
b.	Martin Luther King, Jr. Day	10 hours
c.	Mardi Gras	10 hours
d.	Good Friday	10 hours
e.	Memorial Day	10 hours
f.	President's Day	10 hours
g.	Veteran's Day	10 hours
h.	Independence Day	10 hours
i.	Labor Day	10 hours
j.	Thanksgiving Day	10 hours
k.	Christmas Day	10 hours

In addition, there shall be one-half day given each year as a floating holiday. Whenever a holiday falls on a Saturday, the preceding Thursday shall be observed as the holiday. Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

The Parish President may declare additional holidays at his discretion.

Holidays shall be observed in accordance with the annual schedule approved by the Civil Service Board.

c. Eligibility for Paid Holidays: All classified, full-time employees whose regular work schedule falls on a holiday shall be entitled to time off during such period with pay. Temporary and part-time employees shall be granted unpaid holidays.

d. Compensation for Holiday Work:

1. Employees required to work during holidays shall earn overtime as presented in Sections 4.07 and 4.08 of the Compensation Rules.

2. When an employee's leave of absence without pay coincides with a holiday or with the scheduled work day immediately preceding or following a holiday, the employee shall not be entitled to receive pay for the holiday.

3. Employees wishing to observe religious holidays not coinciding with official holidays may be given time off without pay, or may be authorized to use accrued annual leave, upon the prior approval of the Department Director and the Personnel Officer.

Section 7.02. ANNUAL AND SICK: (EMPLOYEES HIRED PRIOR TO 1-1-95)

a. Eligibility for Annual and Sick Leave: Full-time status employees shall earn annual leave on an annual basis and sick leave on a quarterly basis in accordance with the following schedule of total service. Temporary, part-time, and emergency employees shall not earn annual and sick leave.

b. Earning Annual and Sick Leave: The beginning of vacation leave will be as of January 1st of each year. Sick leave is accrued quarterly.

1. A salaried or hourly wage employee working a five 8-hour weekly schedule shall be authorized annual and sick leave in the following manner:

Years of Service	Days of Annual Leave	Days of Sick Leave
1- 4	10(80 hrs/yr)	15(120 hrs/yr)
5- 9	15(120 hrs/yr)	25(200 hrs/yr)
10- 19	20(160 hrs/yr)	30(240 hrs/yr)
20- 29	25(200 hrs/yr)	35(280 hrs/yr)
30 +	30(240 hrs/yr)	35(280 hrs/yr)

***NOTE:** An employee becomes entitled to each annual vacation on his service anniversary date; but for convenience, an employee after completion of one year of service may be permitted to take his vacation at any time during the calendar year in which he becomes entitled to his vacation.

2. A salaried or hourly wage employee working a four 10-hour weekly schedule shall be authorized annual and sick leave in the following manner:

Years of Service	Days of Annual Leave	Days of Sick Leave
1- 4	8(80 hrs/yr)	12(120 hrs/yr)
5- 9	12(120 hrs/yr)	20(200 hrs/yr)
10- 19	16(160 hrs/yr)	24(240 hrs/yr)
20- 29	20(200 hrs/yr)	28(280 hrs/yr)
30 +	24(240 hrs/yr)	28(280 hrs/yr)

c. Accrual of Annual Leave: An employee may not accrue annual leave.

d. Accrual of Sick Leave: An employee may accrue sick leave from one year to the next. Employees being transferred, promoted or demoted shall retain accrued sick leave.

e. Use of Annual Leave:

1. Annual leave must be applied for as required by the Department Director.

2. An employee must take annual leave when scheduled, or otherwise lose it, if required by the Department Director.

3. If work-related circumstances arise which prevent the employee from taking scheduled leave, special arrangements shall be made by the Department Director.

4. The minimum charge to annual leave records shall be ½ day.

f. Use of Sick Leave: Sick leave with pay may be taken for illness or injury that prevents performance of an employee's usual duties, or for medical, dental or optical consultation or treatment. The employee's Department Director may request and obtain, through licensed physician notification, verification of the circumstances surrounding any use of sick leave.

Section 7.02a. ANNUAL AND SICK (EMPLOYEES HIRED AFTER 1-1-95)

a. Eligibility for Annual and Sick Leave: Full-time status employees shall earn annual and sick leave on a quarterly basis in accordance with the following schedule of total service. Temporary, part-time, and emergency employees shall not earn annual and sick leave.

b. Earning Annual and Sick Leave: Vacation and sick leave shall be earned on a quarterly basis, and shall not be taken until earned. The quarterly basis shall end on March, June, September, and December. An employee must be employed for a minimum of 60 days in a quarter to receive credit for the quarter.

1. A salaried or hourly wage employee working a five 8 hour weekly schedule shall be authorized annual and sick leave in the following manner:

Years of Service	Days of Annual Leave	Days of Sick Leave	Maximum Accrual of Sick Leave
1- 4	10(80 hrs/yr)	10(80 hrs/yr)	60
5- 9	15(120 hrs/yr)	10(80 hrs/yr)	60
10- 19	20(160 hrs/yr)	15(120 hrs/yr)	80
20- 29	25(200 hrs/yr)	20(160 hrs/yr)	100
30 +	30(240 hrs/yr)	20(160 hrs/yr)	100

2. A salaried or hourly wage employee working a four 10-hour weekly schedule shall be authorized annual and sick leave in the following manner:

Years of Service	Days of Annual Leave	Days of Sick Leave	Maximum Accrual of Sick Leave
1- 4	8(80 hrs/yr)	8(80 hrs/yr)	48
5-9	12(120 hrs/yr)	8(80 hrs/yr)	48
10- 19	16(160 hrs/yr)	12(120 hrs/yr)	64
20-29	20(200 hrs/yr)	16(160 hrs/yr)	80
30 +	24(240 hrs/yr)	16(160 hrs/yr)	80

c. Accrual of Sick Leave: An employee may accrue sick leave from one year to the next in accordance with the above schedule. Employees being transferred, promoted or demoted shall retain accrued sick leave. **At the point that the maximum accrual of sick leave is reached, days over the maximum will be placed in a "sick leave bank" to be used according to the Family Medical Leave Act of 1993, Section 7.03 of these rules. In addition, employees hired prior to January 1, 2007 may utilize "sick leave bank" days to convert to additional retirement benefit credit upon normal retirement, in accordance with the leave conversion provision of the Parochial Retirement System of Louisiana. Employees hired after January 1, 2007 may convert only their maximum accrual of sick leave balance excluding sick leave bank, in accordance with the Parochial Retirement System of Louisiana leave conversion provision and the St. Charles Parish Administrative Policy on Retiree Leave Conversion.**

d. Use of Annual Leave:

1. Annual leave must be applied for as required by the Department Director.

2. An employee must take annual leave when scheduled, or otherwise lose it, if required by the Department Director.

3. If work-related circumstances arise which prevent the employee from taking scheduled leave, special arrangements shall be made by the Department Director.

4. The minimum charge to annual leave records shall be ½ day.

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5. Annual leave must be used prior to the second succeeding anniversary date of the year in which it was earned.

e. Use of Sick Leave: Sick leave with pay must be taken for illnesses or injury which prevents performance of an employee's usual duties, or for medical, dental or optical consultation or treatment. The employee's Department Director may request and

obtain verification of the circumstances surrounding any use of sick leave, through licensed physician notification.

Section 7.03. FAMILY AND MEDICAL LEAVE ACT OF 1993: The Family and Medical Leave Act of

1993 was passed by Congress to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity, to minimize the potential for employment discrimination on the basis of sex by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons, and to promote the goal of equal employment opportunity for women and men. (The Act shall be administered as per the St. Charles Parish Family/Medical Leave Policy).

Section 7.04. SPECIAL LEAVE: The Department Director may grant special leave **up to and not to exceed three work days** under the following circumstances:

a. Funeral Leave: A full-time employee will be given time off without loss of pay, annual leave or sick leave in the event of a death in the employee's immediate family. For the purposes of this provision, "employee's immediate family" shall mean the employee's children, spouses of children, brothers, sisters, parents, spouse, and parents of employee's spouse, **grandparents and grandchildren.**

b. Jury Duty/Civil Leave: If a full-time employee of the Parish service is called for jury duty, the employee will be paid regular salary. The employee shall be expected to report for work if a reasonable amount of time remains in a regular work day.

c. Natural Disaster: A full-time employee will be paid regular salary or wages for absence because of extremely severe weather such as hurricanes, tornadoes, floods, or other natural disasters, provided that the Parish President has declared that these circumstances pose a definite threat to the safety and welfare of Parish residents and their families, and the Parish President has authorized leave.

d. Time Off Without Pay: The amount of time off without pay granted shall be based on the specific facts of each case. In exceptional cases, with the approval of the Department Director and the Personnel Officer, an employee may be granted more than three days of time off without pay in a calendar year.

****NOTE:** The intent of time off without pay is for leaves of personal reasons (i.e., death in the family, personal emergency, etc.).

Revised 12-9-08

Section 7.05. LEAVE OF ABSENSE WITHOUT PAY:

a. Leave without pay is an administrative decision and may be granted for up to, but not to exceed one (1) year, by the Parish President, upon recommendation of the Department Director and Personnel Officer.

   1. Leave may be granted for reasons of personal or family illness or injury, completion of education, or special work which will permit the Parish to benefit by the experience gained; or work performed; or for reasons that would be of general benefit to the Parish. **(See section 7.03.)**

   2. Failure to report for duty at the expiration of a leave of absence, unless an extension has been requested and granted, shall be considered a resignation.

b. Leave Without Pay- Retention and Continuation of Benefits: An employee shall retain all unused leaves while on leave without pay status. Vacation and sick leave credits will not be accrued during leave without pay. An employee ceases to earn leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the Parish's group insurance plans, provided employee pays 100% of premiums, subject to any regulations adopted and the regulations of the respective insurance companies.

Section 7.06. MILITARY LEAVE:

a. Reinstatement after Active Duty: A full-time employee who is drafted or called to active duty in the armed forces of the United States, the Coast Guard, Public Health Service or Civil Defense or is drafted in the Merchant Marine Service shall (in accordance with existing law) be entitled to re-employment after honorable discharge or discharge under honorable conditions from such service, provided he reports for work within 90 days of such discharge or within 90 days after he is released from hospitalization continuing after discharge for a period of not more than one year. The veteran shall be employed in a job similar to the one held prior to leaving Parish service, at the same salary plus any increases declared during the employee's absence. If the job has been reclassified at a higher level, the veteran shall be employed at the higher level, provided he meets the classification's minimum qualifications. In the event that he does not meet the minimum qualifications or the former job no longer exists, the veteran shall be employed in the highest capacity possible for which he is qualified and for which a vacant position exists. The veteran shall receive a salary comparable to the one he formerly received. To restore the veteran to similar standing as soon as possible, he shall receive preference in selection among the other bidding employees when a vacancy occurs in the formerly held class.

b. Reinstatement of Disabled Veterans: If the Veteran is not qualified to perform the duties of such position by reason of disability sustained during such service, but is qualified to perform the duties of any other position in the department where he formerly worked, he shall be restored to such other position, the duties of which he is

qualified to perform that will provide him with like seniority, status and pay (or the nearest approximation thereof).

c. Reserve Training: A full-time employee who is an officer or enlisted member of the National Guard of the state and who attends regular military reserve training shall be given necessary time off at full pay for a period not to exceed 15 days in any calendar year. Time off for the purpose of attending military reserve training shall not affect time, annual leave credit or efficiency.

Section 7.07. WORKER'S COMPENSATION LEAVE:

a. When the disability of an employee is of such nature that he/she is entitled to payment under Worker'' Compensation Insurance which is in effect, he/she shall be entitled to be paid only Worker's Compensation. Accrued sick leave shall not be paid.

b. **NO COMPENSATION** shall be paid to an employee for the **FIRST WEEK AFTER THE INJURY IS RECEIVED; PROVIDED**, that in cases where disability from injury continues for two **(2)** weeks or longer after the date of the accident, compensation for the first week shall be paid after the two **(2)** weeks have elapsed.

Section 7.08. Compensatory Leave: Classified exempt employees shall receive compensatory time off, in lieu of immediate overtime pay, equal to the number of authorized extra hours worked below 40 hours per week and at a rate of one and one-half hours for each hour of overtime worked. Compensatory time off shall be granted by the Department Director within a reasonable period of time after it is requested if to do so would not unduly disrupt the operation of the department.

Accumulated compensatory time will be paid upon termination of employment and shall be calculated at the current regular rate received by the employee.

The maximum number of hours that can be accumulated for 40-hour employees is 240 (not more than 160 hours of actual overtime worked).

Department Directors will be responsible for administering their compensatory policies by allowing employees to take accrued compensatory time in a timely manner so that compensatory hours will not accrue to excessive levels. In situations in which compensatory time off is not practical, employees will be paid in cash for overtime; however, overtime cash compensation must be approved by the Personnel Officer and Parish President.

In general, an employee who has been credited with compensatory leave shall be required to take all or part of such leave within 30 days of earning it. Only the last 3 months of a calendar year earning of compensatory time may be carried over into the next calendar year

In cases where an employee is accumulating compensatory leave at a rate faster than it can be taken or if taking the compensatory leave would severely hamper Parish operations, the Department Director will take the necessary steps to change the job content or obtain the necessary help to bring it under control.

Section 7.09. SPECIAL LEAVE OF ABSENCE WITHOUT PAY: The Parish President may grant a full-time classified employee a special leave of absence without pay whenever such a leave is for the purpose of enabling the employee to accept an unclassified position in Parish service except an elective office. Any such leave shall not exceed one year without annual review and approval of the Civil Service Board.

RULE 8.0. PERFORMANCE APPRAISAL

Section 8.01. OBJECTIVE: A uniform performance appraisal system shall be established to provide a systematic and job related basis for obtaining information necessary for supervisors to assess adequacy of individual improvement needs and as a basis for personal actions including promotion, recognizing or rewarding superior performance, correcting inadequate performance and separating employees in cases where inadequate performance cannot be corrected. Employees shall be evaluated as dictated by the administration.

Rule 9.0. SEPARATIONS, SUSPENSIONS, AND LAYOFFS

Section 9.01. RESIGNATION:

a. Any employee resigning from the employment of St. Charles Parish shall file a written resignation with his/her Department Director at least two weeks before the date of termination. The resignation shall state the date it is to become effective and the employee's reasons for leaving. Department Directors shall forward the employee's resignation to the Personnel Officer within 24 hours of receipt.

b. By mutual agreement between an employee and his Department Director, an accepted resignation may be withdrawn at any time prior to the effective date and time specified by the employee in his/her notice of intention to resign.

c. A resigning employee who fails to notify his/her Department Director as required by this rule may be denied future employment with the Parish.

d. Unauthorized absence from work for a period of three consecutive work days may constitute a dismissal for cause.

Section 9.02. LAYOFFS: The Parish may reduce its work force or lay off employees because of lack of work or because of insufficient funds. Procedures for layoffs shall be established by the Personnel Officer and approved by the Civil Service Board.

Section 9.03. REPRIMAND: A Department Director may issue a written reprimand to an employee, provided that any such reprimand shall state:

a. The specific violation or act of noncompliance causing the issuance of the reprimand; and

b. The fact that any subsequent violations or acts of noncompliance by the employee may warrant more severe disciplinary action.

c. The written reprimand shall be signed by the Department Director, employee and immediate supervisor. If the employee refuses to sign the reprimand, a second party will be called in to witness the refusal of the employee's signature.

Section 9.04. SUSPENSION:

a. A Department Director may, for cause, suspend an employee without pay. The Director shall confer with the Personnel Officer before rendering the suspension.

b. Within 24 hours of the time a suspension becomes effective, the Department Director shall notify, by written memorandum, the suspended employee and the Personnel Officer. The notice shall include the terms of the suspension and the cause for the suspension.

Section 9.05. DISMISSAL FOR CAUSE: A Department Director may dismiss an employee for cause. The Director shall confer with the Personnel Officer before dismissing an employee. A written statement of reasons for the dismissal shall be submitted to the Personnel Officer and the affected employee. If the dismissal is directly and solely attributable to the job performance, the dismissal notice shall also include evidence that the employee was given reasonable opportunity to correct the inadequacies.

Section 9.06. NOTIFICATION OF PERSONNEL ACTION: In the case of decisions relating to suspensions or dismissals, the Department Director shall immediately furnish the Personnel Officer and the affected employee(s) with a written statement of reasons for said action. The Personnel Officer shall notify the employee by certified mail, at his/her last known address, informing the employee of his/her right to appeal the action to the grievance committee.

Section 9.07. CAUSES FOR SUSPENSION, DEMOTION, OR DISMISSAL: Cause for suspension, demotion and dismissal shall include, but not be limited to, the following:

a. Unwillingness or failure of an employee to perform the duties of his/her position in a satisfactory manner.

b. The deliberate omission of any act that is the employee's duty to perform.

c. The commission or omission of any act or acts to the prejudice of the Parish service or any act contrary to the public interest or policy.

d. Insubordination

e. Conduct of a discourteous or wantonly offensive nature toward the public, any Parish official or employee; and any dishonest, disgraceful immoral or prejudicial conduct.

f. Drinking alcoholic beverages while on duty and reporting for duty while under the influence of alcohol.

g. The use of intoxicating liquors or habit-forming drugs, liquids or preparation to an extent that precludes such employee from performing the duties of his/her position in a safe or satisfactory manner.

h. Falsely making a statement of any material fact in the application for admission to any test for securing eligibility or appointment to any position in the Parish service, or the practicing or attempting to practice fraud or deception in any such test.

i. The conviction of a felony.

j. Using or promising to use influence or official authority to secure any appointment to a position within the Parish service as a reward or return for partisan or political services.

k. Soliciting or receiving any money or valuable thing from any person or group of persons, for any political party or political purpose.

l. Inducing or attempting to induce, by threats of coercion, any person holding a position in the Parish service to resign his/her position, take a leave of absence from his/her duties or waive any of his/her rights under the personnel policies of rules lawfully adopted.

m. The development of any defect of physical or mental condition that precludes the employee from properly performing the essential duties of the position; or the development of any physical or mental condition that may endanger the health or lives of fellow employees.

n. The willful violation of any personnel policy or of any rule, regulation or order lawfully adopted.

o. Any other act or failure to act, that the Parish government shall approve as being sufficient to show the offender to be an unsuitable or unfit person to be employed in the service, as shown through progressive discipline.

p. Habitually reporting to work more than 10 minutes late, or leaving more than 10 minutes early, without an acceptable excuse.

q. Unauthorized absence from work for a period of three consecutive work days.

r. Failure to meet established residency requirements will result in dismissal.

s. Violation of Ordinances # 92-10-11, an ordinance to adopt a Sexual Harassment policy for the Parish of St. Charles and # 90-5-7, an ordinance of the Parish of St. Charles amending the code of Ordinances to provide regulations for Substance Abuse by Parish employees.

Section 9.08. PAYMENT UPON TERMINATION:

a. Upon an employee's dismissal, layoff or resignation, the Parish shall pay the employee all compensation due under the terms of employment, upon formal written request to the Personnel Officer. Payment shall be made at the place and in the manner customary during employment (L.R.S. 23:631A).

b. Upon an employee's dismissal, layoff or resignation, the Parish shall retain compensation due the employee until such time that equipment (i.e.; hard hats, boots, rain suits, etc.) provided to the employee is returned.

c. Upon retirement or voluntary or involuntary separation, employee shall be paid for accumulated annual leave.

d. In the case of retirement, an employee may utilize accrued annual leave in accordance with the provisions of the Parochial Employee's Retirement System of Louisiana.

Rule 10.0. APPEALS AND GRIEVANCES

Section 10.01. PURPOSE:

a. To provide employees a procedure by which their complaints can be considered expediately, fairly, and without reprisal.

b. To encourage employees to express themselves about the conditions of work which affect them as employees.

c. To promote better understanding of policies, practices, and procedures that affect employees.

d. To instill in employees confidence that personnel actions are taken in accordance with established, fair, and uniform policies and procedures.

e. To develop in supervisors a greater sense of responsibility in their dealings with employees.

Section 10.02. GRIEVANCE- DEFINITION AND POLICY: A grievance is cause for dissatisfaction by an employee as a result of suspension, demotion, dismissal, reduction in pay, alleged discrimination, or objection to material in his/her personnel file. It is the policy of St. Charles Parish to provide a means whereby employees may freely discuss such dissatisfaction by providing an appeal process.

Section 10.03. GRIEVANCE COMMITTEE: The Civil Service Board shall constitute the Grievance Committee and all grievances and appeals shall be reviewed by the Board.

Section 10.04. DEFINITIONS:

a. An appeal is a petition submitted by an employee to the Board requesting consideration and remedy of a complaint.

b. A grievance is a written complaint by an employee that is presented to the employee's supervisor or Department Director and processed through the administrative structure.

Section 10.05. GRIEVANCE PROCEDURE- STEPS: When an employee wishes to file a grievance, the following steps should be taken. The number of days indicated at each level should be considered the maximum number of working days unless provided for otherwise and every effort should be made to expedite the process.

a. STEP ONE: The employee with a grievance shall present the matter in writing to the Department Director within fifteen (15) working days after demotion, suspension, dismissal, or alleged discrimination; or within fifteen (15) working days after learning of objectionable material in his/her personnel file. Upon receipt of the grievance, the Department Director shall make arrangements for the employee to present his/her case. The Personnel Officer shall be present.

b. STEP TWO: If the decision reached by the Department Director is not acceptable to the employee, he/she may request in writing within ten (10) working days that the written grievance presented in step 1, be referred to the Civil Service Board, through the Personnel Officer.

The employee may not be represented or assisted by others at this level of the grievance, but may present evidence or have witnesses to testify. The Department Director will make a decision within five (5) working days and a written copy of this decision will be furnished immediately to the employee. The decision of the Civil Service Board ends the formal hearing process.

Section 10.06. APPEAL OF DISCRIMINATORY ACTION: Any employee who alleges discrimination may appeal directly to the Personnel Officer in writing within ten (10) days of the occurrence of the action. The Personnel Officer shall investigate the allegations and call for a meeting if necessary, within ten (10) working days and render a decision within ten (10) working

days after the investigation and/or meeting. A copy will be provided to the employee, the Civil Service Board, and the Department Director. If the decision reached by the Personnel Officer is not acceptable to the employee, he/she may request in writing within ten (10) working days that the Civil Service Board review the decision of the Personnel Officer. Any decision of the Board shall be in writing within ten (l0) working days after the hearing. The Civil Service Board will send a copy of their decision to the employee, the Personnel Officer and the Department Director.

Section 10.07. REINSTATEMENT- BACK PAY: Full back pay and benefits may be awarded to fully reinstated employees winning appeals in suspension, demotion, dismissal, and discrimination cases, if so ordered by the Board.

Section 10.08. COMPLAINTS NOT CONSIDERED TO BE GRIEVABLE: An employee is encouraged to discuss with his/her supervisor or Department Director any problem or dissatisfaction outside of the employee's control which grows out of employment with the Parish. Dissatisfactions other than those listed in Section 2 of this Article, however, are not considered grievable actions and would not follow the formal grievance process. The employee should file the complaint with the Department Director and the Personnel Officer, if necessary.

Section 10.09. MAINTENANCE OF RECORDS: All documentation, records, and reports will be retained for a minimum of five (5) years and shall be held by the Personnel Officer. These records will be subject to review by the grievant, the employee's Department Director, the Parish President, and the Civil Service Board.

Section 10.10. PROCEDURE FOR RECORDING, RECEIPT, AND DISPOSITION OF FORMAL GRIEVANCES: The Personnel Officer will keep a record of all grievances filed. If a complaint is withdrawn, the record shall include any statement from the compliant indicating the reason for withdrawal.

Section 10.11. ALTERNATIVE REMEDIES: The existence of these grievance procedures does not preclude an individual from pursuing other remedies available under law.

RULE 11.0. RIGHTS AND PROHIBITIONS

Section 11.01. Management Rights: Administration Maintains the ultimate right to establish policies governing its work forces, including the determination of methods and procedures of work, size of work force, assignment of duties, hours of employment.

Section 11.02. FRAUD: No person shall willfully or corruptly falsify any statement, certificate, mark rating or report with regard to any test, certificate or appointment, or attempt to commit any fraud preventing the impartial execution of personnel rules.

Section 11.03. EMPLOYMENT DISCRIMINATION: No person shall be appointed, promoted, demoted, denied any benefit relative to a full-time or part-time position or in any way favored or discriminated against because of political, religious, racial, age, national origin, sex, physical handicap or other extraneous considerations and forms of prejudice. No person shall be

discriminated against because of a physical handicap if the handicap does not inhibit effective performance in the position he/she is holding or for which he/she is applying.

Section 11.04. PAYMENT OF MONEY OR SERVICES: No person seeking appointment or promotion shall either directly or indirectly give, render or pay any money, service or other valuable things to any person for, on account of, or in connection with his/her test, appointment or proposed promotion or appointment.

Section 11.05. POLITICAL ENDORSEMENT:

a. No person shall seek the benefit of, or attempt to use , any political influence in his/her application for any appointment or in connection with performance appraisal, merit increase, grievance processes or appeals decisions.

b. No person in the Classified Service shall be permitted to allow his/her political activities to interfere with the performance of his/her work, or be permitted to influence other employees in the Classified Service to accept his/her political views while on the job.

Section 11.06. DUAL OFFICEHOLDING: No employee may seek or hold an appointive or elective Parish office of public trust, partisan office in any jurisdiction, or any other office which is prohibited by Louisiana Revised Statutes 42:31.

Section 11.07. DUAL EMPLOYMENT: An employee shall not engage in outside employment, including self-employment, where such employment would constitute a conflict of interest or would adversely affect the employee's performance in the Parish service.

Section 11.08. OTHER PROHIBITIONS: No employee shall engage in any activities prohibited by law or administrative policy.

Section 11.09. TRANSPORTATION TO WORK: Employees are prohibited from using Parish-owned vehicles without written authorization from the employee's Department Director.

Section 11.10. SAFETY EQUIPMENT, PROCEDURES AND PRACTICES: All supervisors are responsible for establishing adequate safety measures and requiring necessary safety equipment. Violators of established safety requirements shall be subject to disciplinary action as prescribed by these rules.

Section 11.11. TOOLS, SUPPLIES, AND EQUIPMENT: Employees will be provided with all tools, supplies and equipment requisite for the performance of their job. Misuse, neglect, theft, abuse and loss of tools, supplies and equipment are prohibited. Employees may be required to pay for any tools, equipment or supplies lost by the employee.

Section 11.12. PENALTY FOR VIOLATIONS: Violations of any of the above prohibitions shall be grounds for rejection of application, suspension or dismissal.

RULE 12.0. RECORDS

Section 12.01. PERSONNEL RECORDS: The Personnel Officer shall maintain the official personnel files for all Parish Civil Service employees. Unless otherwise provided by law, personnel files and information shall be confidential and may not be used or divulged for purposes unrelated to Parish personnel management, without the expressed permission of the employees involved. Nothing herein shall prevent the dissemination of impersonal statistical information. An employee shall have the right of reasonable inspection of his official personnel file under procedures established by the Personnel Officer.

Section 12.02. STATUS CHANGES: Department Directors shall report changes in the personnel status of employees in accordance with procedures developed by the Personnel Officer. Employees shall report changes in personnel information, such as address, marital status, telephone number, etc.

12.03. PERSONNEL OFFICE RECORDS: Records maintained by the Personnel Officer shall include, but not be limited to, the following files:

a. Status of all positions in the Parish service covered by these rules.

b. Status, classification, individual rates of pay or other terms of compensation of all employees in the Parish service.

c. Leave records for all personnel indicating vacation earned, used and unused, and any other authorized leave with or without pay.

d. Personnel action or employment records including application forms and records relative to selection, appointment, demotion, transfer, layoff or termination.

Section 12.04. PERIOD OF RETENTION: All of the above records shall be maintained at least five years after the date that record was made or the action was taken, whichever occurred later. Records relevant to a charge of discrimination or action brought against the Parish by the U.S. Attorney General shall be retained until final disposition of the charge or action.

Section 12.05. EXAMINATION OF RECORDS: The Personnel Officer shall, from time to time, examine department payrolls and related records to determine whether the persons on such payrolls have been appointed, transferred, reinstated, continued or otherwise employed in violation of any provision of the law and rules and to determine whether employees are being paid duly authorized rate.

Section 12.06. CONFIDENTIALITY OF PERSONNEL RECORDS: Except as specifically provided in this rule, all records of the Personnel Office and Board (i.e., Board minutes, actions and methodologies used in developing employee classification, compensation and performance appraisal systems) shall be public records and shall be open to public inspection during Parish

government office hours. For reasons of public policy, the following records shall be held confidential:

a. Any materials pertaining to individual employees (employment applications, merit ratings, pay rates, performance evaluations, disciplinary notices).

b. All examinations and test questions constructed, maintained or conducted by the Personnel Officer.

c. Files, statements, reports, correspondence and other data in connection with and related to investigations of violations of the ordinance or rules, when such inquiries are conducted by the Board or the Personnel Officer, other than that which is admitted in evidence at a public hearing.

Section 12.07 STATUS OF NONCLASSIFIED EMPLOYEES WHOSE POSITIONS ARE DECLARED TO BE IN THE CLASSIFIED SERVICE: Any of Non-Classified employees whose positions are accepted into the Parish Classified service or are acquired by a Parish department or office, following a needs assessment if deemed necessary, shall be included in the parish Classified service under the following provisions:

a. Position incumbents who have occupied their position for one year or more shall be granted permanent Civil Service status.

b. Position incumbents who have occupied their positions for less than one year shall be granted permanent Civil Service status provided they possess the necessary minimum qualifications per the job description and test scores, if applicable. These employees may retain their current dates of employment, (seniority) as their benefits eligibility date; i.e.: sick, vacation, etc…However, their employment (seniority) for purposes of application of Layoffs Procedure shall be the date on which they are accepted into the Civil Service system, unless otherwise grandfathered in prior to the date this amendment was adopted.

REVISED 6-21-05

RULE 13.0. DEFINITIONS OF TERMS

13.01. **"Allocation"** means an assignment of position to a class.

13.02. **"Board"** means the Civil Service Board of St. Charles Parish established by Council ordinance and charged with responsibility of policy development and review for the Parish's personnel management systems.

13.03. **"Class" or "Class of Positions"** means one or more positions that are sufficiently alike with regard to the kind of work, the level of difficulty and responsibility, qualification requirements and other allocation factors to warrant like treatment in carrying out the usual personnel activities.

13.04. **"Classification Plan"** means methodology and products regarding the allocation of positions to classes including official descriptive titles for all classes, class specifications and rules and regulations for implementation of the plan.

13.05. "Department Director" means the Director of a Department of Parish Government or their designee, the Administrative head of a Parish Office or their designee or the person designated by the Parish President as the supervisory person to handle personnel matters for a specific group of parish employees. Added-10-11-11

13.06. **"Employee" or "Incumbent"** means a person assigned to perform the work of a position.

13.07. **"Grievance Committee"** means the Civil Service Board, which in accordance with Section 10.03., reviews employee complaints about their employment situation.

13.08. **"Management"** means the Parish President and all unclassified supervisory personnel at the Department Director level.

13.09. **"Parish Service"** means all classified positions and classified employees subject to the provisions of the personnel policies and rules of St. Charles Parish.

13.10. **"Pay Plan"** means pay schedules, assignment of classes to pay ranges or specific rates of pay, and rules and regulations governing the implementation and maintenance of the plan.

13.11. **"Personnel Officer"** means the person selected by the Civil Service Board for the purpose of directing and overseeing the administration of personnel affairs.

13.12. **"Position"** means a group of duties and responsibilities, assigned, or delegated by competent authority and requiring, at minimum, part-time employment of one person. A position can be vacant or occupied. It is the basic component of the entire classification process.

13.13. **"Service"** See **"Parish Service"**

All Sections **"He"** shall apply to both male and female.

St. Charles Parish
Political Activity Restrictions

These restrictions shall apply to all Civil Service Employees of St. Charles Parish regardless of whether he or she is:

1. On active duty or off duty.

2. On annual, sick, or compensatory leave.

3. On special or military leave.

4. On leave of absence of any kind, with or without pay, including Family and/or Medical Leave and Worker's Compensation Leave.

5. Off duty during a holiday.

6. Under suspension.

PROHIBITIONS AGAINST POLITICAL ACTIVITIES

Section 1.0 PROHIBITED ACTIVITIES:

1.1 No person shall be appointed to, promoted to, demoted from, or dismissed from any position in the Civil Service System of the Parish or in any way favored or discriminated against with respect to employment in the Civil Service System of the Parish because of his political or religious opinions or afflictions.

1.2 No employee in the Civil Service System of the Parish shall, directly or indirectly, pay or promise to pay an assessment, subscription, or contribution to any political organization or for any political purpose, or solicit or take part in soliciting any assessment, subscription, or contribution from any employee in the Civil Service System.

1.3 No person shall, directly or indirectly, give, render, pay, offer, solicit, or accept any money, service, or other valuable consideration for or on account of any appointment, proposed appointment, promotion, or proposed promotion to, or any advantage in a position in the Civil Service System of the Parish.

1.4 The Parish President nor any Department Director, or agent or deputy thereof, or supervisor of any employee, shall directly or indirectly demote, suspend, discharge, or otherwise discipline any person in the Civil Service System of the Parish for the purpose of influencing his/her vote, support, or other

political activity in the primary, general, special or other election; and no Parish President nor Department Director, agent or deputy thereof, shall use his/her official authority or influence, by threats, promises, or other means directly or indirectly, to punish or coerce the political action of any employee in the Civil Service System of the Parish.

1.5 No employee in the Civil Service System of the Parish shall be a member of any national, state, or local committee of a political party, or an officer or member of any factional political club or organization, or a candidate of nomination or election to any public office, or shall make any political speech or public political statement on behalf of any candidate, faction, or party as a part of any political campaign for the nomination or election of public office, or shall take part in the management or affairs of any political faction or party, or in any campaign, except to exercise his/her rights as a citizen to express his/her opinion privately, to cast his/her vote for whom he/she pleases, and to serve as a poll commissioner at the polls in any election.

1.6 No person elected to public office shall, while serving in such elective office, be appointed to or hold any position in the Civil Service System of the Parish.

Section 2.0 REPORT OF VIOLATIONS:

2.1 It shall be the duty of any employee or Parish official to report promptly any violation of the provisions of this rule to the Personnel Officer, whose duty it shall be to make a thorough investigation concerning the alleged violations and to report his/her findings to the Civil Service Board.

Section 3.0 BOARD ACTIONS ON VIOLATIONS:

3.1 The Civil Service Board, on its own initiative, may at any time investigate any violations of the provisions of this Rule by any person. The Civil Service Board, upon the filing of written charges by any person of such violation, shall, through the Personnel Officer, investigate said charges. Within ninety (90) days after the filing of the charges as herein provided, the Board shall hold a hearing concerning the charges. If the Board, after conducting a hearing in an investigation instituted either on its own initiate or after charges, shall determine that the person or persons under inquiry did violate any of the provisions of these Restrictions, the Board if empowered, in its discretion, to take the following actions.

a. In the case of employees who, under Article III, Section C. 5. a. of the St. Charles Parish Home Rule Charter, are exempt from the Civil Service Board authority with regard to appointment, promotion, and dismissal, the Civil Service Board shall recommend to the Parish President such disciplinary action as the Board deems appropriate, and shall furnish copies of its recommendations to the appropriate Department Director.

b. In the case of employees who are subject to the full jurisdiction of the Civil Service Board in accord with Article III, Section C. 5. of the St. Charles Parish Home Rule Charter, the Civil Service Board shall order such disciplinary action as the Board deems appropriate, and the appropriate Department Director shall immediately take such action necessary to comply therewith.

Section 4.0 RECALL PETITIONS:

4.1 Classified Civil Service employees may sign recall petitions of elected Public Officials and Initiative petitions, however, no classified employee will be permitted to solicit any signatures or in any way act as an initiator or member of a recall or initiative petition committee.

Section 5.0 VIOLATION EXAMPLES:

5.1 The following are examples of Prohibited activities in which a classified employee may not engage. These examples are only a sample of violations and are not intended to be a complete listing:

a. Acting as a campaign manager or officer

b. Soliciting votes in an election campaign

c. Acting as a chauffeur or driver for a candidate in an election campaign or accompanying him/her when he/she is soliciting votes.

d. Openly announcing preference for a candidate, faction, or group in an election campaign

e. Attempting to influence voters in an election campaign

f. Threatening reprisals because of a citizen's activity on behalf of a candidate

g. Attempting to influence a voter in his choice of candidates or issues while serving as a commissioner at the polls.

h. Distributing cards for a candidate, faction or group during an election campaign

i. Speaking over a loud speaker in aid of a campaign

j. Distributing money for support of a candidate, faction or group. Contributing a vehicle or money to promote transportation of voters to the polls.

k. Offering to pay for votes or passing out cards in aid of a candidate, faction or group

l. Procuring the services of another to work in the promotion of an election campaign

m. Asking a subordinate employee to vote for a particular candidate.

n. Displaying a political sticker on a vehicle owned or operated by the employee

o. Posting political pictures or advertisements in public places. Addressing campaign literature or envelopes

p. Working at campaign headquarters or otherwise assisting in a political campaign

q. Wearing in public places shirts printed with vote solicitations or political messages

r. Purchasing tickets for “testimonial” or “political” dinners for purposes of raising campaign funds for contributing to a candidate for public office

s. Distributing or transporting political literature, posters, or other political data

t. Displaying a political sign or poster on property owned by an employee either solely or jointly

TRAVEL REGULATIONS

The following travel regulations have been established by the St. Charles Parish Civil Service Board. The regulations and allowances contained herein pertain to the travel of all classified employees on official Parish business the expenses incurred thereon and the maximum claims for reimbursement that will be allowed.

SCOPE OF REGULATIONS

The following regulations will be effective May 1, 1995

I. EXCEPTIONS TO TRAVEL REGULATIONS:

The travel regulations established by the Civil Service Board shall govern reimbursement of travel expenses (transportation, meals, lodging and miscellaneous expenses) for all classified employees with the following exceptions:

a. Where allowances are fixed by law.

b. Where the best interest of the Parish call for exceptions, however, no charge from the established regulations will be allowed without first securing prior written approval of the respective Department Director and the Parish President.

II. ELIGIBILITY FOR REIMBURSEMENT OF TRAVEL EXPENSES:

a. All Classified employees are eligible to receive reimbursement for travel and subsistence only when away from "official domicile" on temporary assignment. "Official domicile" is defined as the employee's "normal work place."
b. A Classified employee whose residence is other than the official domicile of his/her office shall not receive travel and subsistence while at his/her official domicile nor shall he/she receive reimbursement for travel to and from his/her residence.
c. Classified employees will be reimbursed on an actual expense basis except in cases where other provisions for reimbursements have been made by statues and/or cited herein. In cases where actual expenses are claimed, all employees will cooperate to the extent that all records of travel will be clear and complete. Receipts and other supporting documents must accompany the request for reimbursement.

III. AUTHORITY TO INCUR TRAVELING EXPENSES:

a. All travel must be authorized and approved in writing by the head of the Department or Office from whose funds the traveler is paid, all out of Parish travel must be also approved by the Parish President. A file

shall be maintained by the Department Director on all approved travel authorization.

b. Traveling expenses shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized by law to be performed by the Department and must be within the limitations prescribed.

IV. **TRANSPORTATION:**

a. Travel routes- The most direct and usually traveled route must be used by official Parish travelers. All mileage shall be computed on the basis of odometer readings from point of origin to point of return.

b. Method of Transportation- A common carrier (train, bus or airplane) should be used for out-of-state travel. As otherwise provided herein, air travel by classified employees will be reimbursed only at coach or economy class rates. The difference between the air coach or economy class rates and first class air rates will be paid by the traveler, if travel was performed at first class rates. If space is not available in less than first class air accommodations in time to carry out the purpose of the travel, the traveler will secure a certification from the airlines indicating this fact. The certification will be attached to the expense statement. When the Department Director and Parish President approves use of privately-owned automobiles for out-of-state travel, the traveler shall be reimbursed travel cost (transportation, lodging, meals while in route) not to exceed the cost of travel by coach/economy class air rates. Reimbursement shall be on the basis of the most direct route. Employees should schedule vacation or compensatory time if extra time off the job is required to accommodate their preference not to use a common carrier.

c. Parish-Owned Automobiles

1. No Classified employee may operate a Parish-owned vehicle without having in his/her possession a valid State of Louisiana Driver's License.

2. No Parish-owned vehicle may be operated in violation of the generally recognized State or Local laws.

3. All accidents, major and minor, involving Parish-owned vehicles must be reported immediately in writing to the Risk Management Officer, together with name and addresses of available witnesses and principals.

4. Travelers in Parish-owned automobiles, who purchase equipment and incur repairs while on travel status, shall make use of all fleet

discount allowances and Parish bulk purchasing contracts where applicable and invoice repairs. Each department shall acquaint themselves with the locations of such firms doing business with the Parish by contacting the Purchasing Office.

5. No parish employee shall carry unauthorized passengers in Parish-owned automobiles.

d. Personally-Owned Vehicles

1. No personally-owned vehicle may be used on official Parish business unless prior written approval has been granted.

2. No personally-owned vehicle may be operated on official Parish business in violation of generally recognized State and Local laws including automobile insurance coverage requirements as provided by State Law.

3. All accidents major or minor involving personally-owned vehicles being operated on official Parish business must be reported immediately in writing to the Risk Management Officer, together with names and addresses of available witnesses and principals.

4. When two or more persons travel in the same personally-owned vehicle only one charge will be allowed for the use or expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.

V. REIMBURSEMENT FOR TRAVEL, SUBSISTENCE, AND OTHER EXPENSES

a. Transportation- For the purpose of reimbursement, the following regulations are prescribed.

1. A mileage allowance shall be authorized for travelers using personally-owned vehicles while in the conduction of official Parish business. Mileage shall be reimbursable on the basis of the allowable reimbursement rate established by the Parish President. Mileage will be computed as provided for in Section IV-A. The traveler shall be required to pay all vehicle operating expenses such as, but not limited to, fuel, repairs, replacement parts, and insurance.

2. Parish employees using either Parish-owned vehicles or personally-owned vehicles of official Parish business will be reimbursed for storage and parking fees, ferry fares, and road and

bridge tolls. Receipts are required and must accompany expense statement.

Department Directors may waive in writing the parking receipt requirement when employees utilize parking areas where receipts are not given. Examples are: Parking meters and parking lot boxes where you insert the parking fee. The employee shall prepare a statement giving the reason the exception to the regulations is needed and state the parking method used (i.e.: parking meter (street address must be shown), parking garage/lots where no receipt is given (lot name and address must be listed)). The statement shall be approved by the Director and attached to the travel expense statement.

3. In no case will a traveler be allowed mileage on transportation when he is gratuitously transported by another person.

4. Rental automobiles are permitted for transportation when at a location away from the official domicile. Prior written approval will be required from the respective Department Director. Good judgement should be exercised and automobiles should be shared with fellow travelers when possible. Medium to small cars should normally be rented unless the group size cannot be reasonably accommodated. Receipts for car rentals must accompany the expense statement.

Revised: 10-15-08

b. Meals- for purpose of reimbursement, the following amounts will apply:

1. Meals only- (including tips): Employees, while on in-state/out-of-state travel, may be reimbursed on an actual expense incurred basis up to but not to exceed the following amounts:

Breakfast:	$12.50
Lunch:	$18.50
Dinner:	$29.00
Total:	$60.00

Receipts are required and must accompany the expense statement. The receipts must state the name and location of the restaurant, the names of employees for which reimbursement is being requested, the date of service and the expense amount.

2. Employees may be reimbursed for meals according to the schedule below:
Breakfast: When travel begins before 7:00 AM and extends beyond 10:00 AM

Lunch:When travel begins before 10:00 AM and extends beyond 2:00 PM
Dinner:When travel begins before 4:00 PM and extends beyond 7:00 PM

*Departure and arrival times for all destinations must be shown on the expense statement.

If travel begins before 7:00 AM and extends beyond 7:00 PM, on the same day, employees will be reimbursed up to the total daily allowance for meals regardless of individual meal amounts.

c. Lodging only: Employees may be reimbursed actual expenses for lodging at the going rate, for a single occupancy room. Receipts are required and must accompany the expense statement.

Other expenses- The following expenses incidental to travel may be reimbursed:

1. Communication expense relative to official Parish business. (receipts required)

2. Registration fees at conferences. (receipts required)

3. Charges for storage and handling of equipment. (receipts required)

4. Taxi and bus fares (Taxi receipts required)

5. Tips (for baggage handling only)

6. Shuttle services (receipts required)

d. Restrictions Governing Claims for Reimbursement

1. In case an employee travels by an indirect route for his/her own convenience any extra cost shall be paid by the traveler and reimbursement for expense shall be based only on such charges as would have been incurred by the most direct and usually traveled route.

2. Items included in any expense account which do not fully conform to these regulations will not be allowed for payment.

e. Receipts or Other Support

** Receipt for other substantiation are required for travel expenses, except for the following:

1. Local bus or streetcar fares

2. Tips (for baggage handling only)

VI. General

a. Funds for Travel Expense- Persons traveling on official business will provide themselves with sufficient funds for all routine expenses. Advances of funds for travel shall be made only for meals and lodging. A travel advance shall be issued for each day of authorized travel and each day spent at the destination. Any excess advance funds shall be punctually repaid when submitting the travel voucher covering the related travel.

b. Claims- All claims for reimbursement for travel shall be submitted on the Parish form and shall include all details provided for on the form. The form must be signed by the person claiming reimbursement and approved by the appropriate Department Director. The purpose for extra and unusual travel must be stated on the form. In all cases, the date and time of departure from and return to domicile must be shown. **The person submitting the form shall be responsible for making a copy of the form with the department director's approving signature and all attachments and keeping it on file. The Parish shall not be responsible for the claimed travel expenses if the original expense claim form and/or attachments are misplaced and a copy cannot be provided to substantiate the expenses.**
The cost of air transportation shall be invoiced directly to the Parish. The expense statement shall show all expenses in detail to the end that the total cost of the trip shall be reflected by the expenses statement. A notation will be made on the expense statement depicting the date of travel, destination, amount, and the fact that the air fare, registration, or any other direct payment has been paid by the Parish.
Revised 3-5-96

c. Lodging- Agency and department heads shall take all steps to inform all personnel on travel status that:
   1. Whenever possible travelers shall request and make use of discount rates for lodging.
   2. Request for reimbursement for lodging that reflect above average charges will be subject to subsequent review and justification.

d. Fraudulent Claims- Any person who submits a claim pursuant to the aforementioned regulations, and who willfully makes and subscribes any such claim which he/she does not believe to be true and correct as to every material matter or who willfully aids or assists in or procures, counsels or advises the preparation or presentation of a claim which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be subject to immediate

dismissal, as well as being criminally and civilly liable within provisions of State Law.

e. ****All travel vouchers must be filed within 15 days after the completion of the assignment or 15 days after the end of the month for routine mileage reimbursement.**

LAYOFFS

PURPOSE: To provide an equitable means of reducing the work force.

Section 1: ADMINISTRATION

1.1 In the event of a reduction in the work force for fiscal or other reasons, in each classification to be reduced the employee having the lowest amount of Seniority shall be laid off.

Section 2:DESIGNATION OF CLASSIFICATIONS AFFECTED

2.1 The Department Director or Administrative Officer having jurisdiction over the job classifications to be eliminated shall forward a list of said classifications to the Personnel Officer for processing. The classifications thus designated shall include all the employees who are currently employed or who are on authorized leave from position in that classification.

Section 3:SUCCESSION OF LAYOFFS

3.1 When employees in a designated classification are to be laid off, the order of layoff shall be determined by the Personnel Officer in the following order of succession:

a. Seasonal employees/temporary employees
b. part-time employees
c. full-time employees, in the manner herein after specified

3.2 Should it become necessary to lay off full-time employees, an order-of-layoff list for each classification involved shall be established in the following manner:

a. Full-time employees shall be laid off in the inverse order of seniority within the classification eliminated, within the grade level, or in a lower grade level of work for which the employee if qualified, in this order.

b. All employees demoted to a classification in a lower grade level shall be compensated at the entry level salary for the classification

c. The employee in the lower classification shall be demoted or laid off in accordance with this rule.

3.3 Seniority for full-time employees shall be computed as follows:

a. By the total length of continuous, uninterrupted service under full-time employment with the Parish Civil Service System, unless hired as an employee of Waterworks District #1, Waterworks District #2, Sewer District #3, and the Department of Community Services prior to

consolidating, then original date of hire with continuous, uninterrupted service.

b. By the total length of continuous service under full-time employment plus the total length of prior uninterrupted service under full-time employment occasioned by a layoff, providing the break in service occasioned by such layoff is not greater than thirty-six (36) months.

c. From the date of re-entry into Parish employment by a full-time employee who was separated from the Parish service by resignation; provided, however, that half credit shall be allowed for prior service under full-time employment with the Parish in excess of forty-eight (48) months, if the break in service occasioned by resignation does not exceed thirty-six (36) months.

d. From the date of re-entry into the Parish employment by an employee who was terminated from the service for cause and subsequently rehired.

3.4 In the event two (2) or more full-time employees have like seniority, an honorable discharge member of the Armed Forces, or a dependent thereof shall be laid off last. When two (2) or more full-time employees have like seniority with or without benefit of honorable discharge the Director of the Department shall have the discretion in determining which employee shall be laid off first.

Section 4:PROCEDURE

1. The Parish President shall submit a list of the job Classifications to be eliminated to the Personnel Officer.

2. The Personnel Officer shall, in accordance with these procedures, prepare a list of employees to be laid off.

3. Full-time employees shall be given written notice of their layoff at least ten (10) work days prior to the effective date of the layoff.

4. Employees shall be sent to the Personnel Office for an exit interview prior to layoff. During the exit interview, re-employment rights will be explained to the employees.

5. When laid off, employees must be paid their accumulated annual leave and compensatory time at the time of separation from the service.

6. The name of every regular employee who is laid off shall be placed on an appropriate re-employment list by the Personnel Office for a period not to exceed two (2) years from the date of layoff. All such names shall be ranked by seniority within classification.

ST. CHARLES PARISH

JOB TITLE: CLERK I

GENERAL STATEMENT OF JOB

Under general supervision, performs routine skilled clerical and general office duties in support of the Department. Work involves clerical duties such as typing schedules, tables, correspondence, reports, forms, etc.; verifying information on standard forms; updating information as necessary; preparing various materials for meetings, supervisors, other department personnel, etc.; maintaining files of records, correspondence, forms, etc.; answering and routing incoming telephone calls; and recording and distributing messages. Work may involve scheduling meetings and/or appointments; maintaining office inventories; collecting payments, and preparing receipts. Reports to the Department Director or his designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Types letters, tables, reports, forms, memoranda, schedules, and other materials from rough drafts or detailed instructions; applies standard typing techniques and methods to produce prescribed format.

Verifies standard forms and correspondence for inaccuracies of spelling, punctuation, grammar, spacing, neatness, or other general appearance; verifies numerical or verbal data on forms, records, or other items against a master form or other standard for inconsistencies, errors, or omissions; and updates and corrects information as necessary.

Performs a variety of clerical duties involving filing, tabulating, checking, and comparing forms; applies standard formulas to data in making arithmetical computations; prepares and maintains time sheets for office staff.

Prepares various materials for meetings, supervisors, other department personnel, etc; types, proofreads, and prints correspondence, reports, ordinances, forms, documents, etc.; makes available for various personnel; and mails notices of meeting or other information to meeting members or the general public.

Sorts and files correspondence, index cards, forms, maps, pamphlets, books, documents, or other materials numerically, alphabetically, or by other established classification; retrieves materials from files upon request; separates and distributes multiple copy forms such as personnel forms, requisitions, travel requests.

Maintaining files of records, correspondence, forms, etc.; types standard information on file cards, and keeps files according to an established file classification system; and assists in establishing a new file system.

Answers telephone and routes visitors and calls; secures and gives out routine information regarding Parish laws, ordinances, or departmental polices.

Receives, opens, sorts, stamps and distributes mail.

Relays complaints to proper person or authority.

Duplicates copies of typewritten or handwritten numerical, verbal, or diagrammatic matter suing some type of duplicating machines.

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CLERK I

Creates various routine forms by hand or typewriter, according to designated procedures.

ADDITIONAL JOB FUNCTIONS

May schedule meetings and/or appointments for directors, coordinators, and various personnel.

Maintains office inventories; prepares purchases orders for supplies.

May collect payments for such items as invoices, rentals, violation notices, etc.; and prepares receipts.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by course work in typing or secretarial science. With some experience in clerical or job-related work. Any equivalent combination of experience that would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, schedules, time sheets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and

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written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

General knowledge of modern office practices, procedures, and equipment.

General knowledge of Parish and departmental rules, regulations, policies and procedures, and the ability to interpret them.

General knowledge of all fields of sports and the requirements needed to support the athletic program.

General knowledge of the organization and functions of the Department.

Some knowledge of recreation equipment used in a variety of sporting events.

Skilled in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to learn assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to understand and follow oral and written instructions.

Ability to make basic arithmetic computations.

Ability to perform assigned clerical tasks.

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CLERK I

Ability to adhere to prescribed departmental procedures.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: CLERK RECEPTIONIST

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled typing and clerical work to support the functions of the Public Works Department. Work involves responsibility for skilled typing and clerical work which follows clearly prescribed or well-established methods and procedures. The work is of routine difficulty performed under immediate supervision. Employees may make arithmetic or other checks upon the work of other employees for accuracy but does not exercise direct supervision over others. Personal contacts are with Parish employees and the public to obtain, clarify, or explain general as well as technical information. Assignments are usually checked for accuracy and adherence to instructions as well as rate of performance. Reports to the Assistant Director of Public Works.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Type's letters, tables, reports, forms, memoranda, and other materials from rough drafts or detailed instructions; applied standard typing techniques and methods to produce prescribed format.

Performs a variety of clerical duties involving filing, tabulating, verifying, and comparing forms;
applies standard formulas to data in making arithmetical computations.

Prepares and maintains time sheets for office staff; prepares and maintains financial records.

Mails notices of meetings or other information to councilmen, contractors, or the public.

Sorts and files correspondence, index cards, forms, maps, pamphlets, books, document, or other materials numerically, alphabetically, or by other established classification; retrieves material from files upon request.

Separates and distributes multiple copy forms such as personnel forms, requisitions, travel requests.

Types standard information on file cards, and keeps files according to an established file classification system; assists in establishing a new file system.

Posts routine data to records; keeps records of postage used and other simple records.

Answers telephone or acts as office receptionist and routes visitors and calls, secures and gives out routine information regarding parish laws, ordinances, or departmental policies.

Receives, opens, sorts, stamps and distributes mail.

Processes telephone messages; relays complaints to proper person or authority.

Operates dictaphone, copier, or other standard office equipment.

Maintains adequate stock of office supplies.

Manages errands to post office, etc.

CLERK RECEPTIONIST

Monitors communication on a two-way radio.

Performs all general clerical tasks related to the permit application process (i.e. receive and review applications for building, zoning, and sewage permits, compute, collect, and record payments for permits, file permits, update land survey maps); reads blueprints and land survey maps to determine technical information needed.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by course work in tying and filing. Any equivalent combination of experience which would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, dictaphones, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, ordinances,forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, meeting agendas, meeting minutes, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

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CLERK RECEPTIONIST

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern office practices and procedures.

Knowledge of business English, spelling and arithmetic.

Skill in the operation of typewriter.

Skill in shorthand or speedwriting.

Ability to understand and follow oral and written instructions.

Ability to learn assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to make routine arithmetical computations and tabulations accurately and with reasonable speed.

Ability to deal effectively and tactfully with other employees and the public.

Ability to learn how to interpret elementary facts from blueprints and land survey maps.

Ability to learn operation of radio.

Ability to take messages and numbers quickly and accurately.

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ST. CHARLES PARISH

JOB TITLE: COASTAL ZONE MANAGEMENT ADMINISTRATOR

GENERAL STATEMENT OF JOB

Under general supervision, performs highly responsible administrative, professional planning and technical work in planning for and administrating the coastal zone management function of the Parish Planning & Zoning Department. Work involves managing resources, planning land use, monitoring coastal activities, and handling public relations for the department. Employee is also responsible for administering department grants and contracts, coordinating activities of the Coastal Zone Advisory Committee, negotiating policy, and keeping the rest of the parish informed regarding state and federal plans for wetland activities. Reports to the Director of Planning and Zoning.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans, develops and coordinates a program to actively manage renewable and non-renewable resources within the wetland areas of the Parish.

Performs various duties and projects related to the general land use planning functions of the department.

Performs inspections of permitted coastal zone activities; insures compliance with established mitigative conditions for such activities; maintains considerable contact with the oil and gas industry.

Handles all related correspondence, telephone calls, and public meeting functions associated with the coastal zone management program and general land use work.

Administers grants and contracts on environmental and general planning projects.

Coordinates the activities of the Coastal Zone Advisory Committee; renders technical assistance, as needed.

Review and prepares comments for the Parish governing authority relative to permits from state and federal agencies for proposed wetland activities.

Negotiates policy and mitigative relief with various public and private concerns relative to applications for coastal use activities.

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COASTAL ZONE MANAGEMENT ADMINISTRATOR

Consults with and provides information updates to local decision-making officials.

ADDITIONAL JOB FUNCTIONS

Completes routine inspections related to general land use planning functions.

Provides information to public and private entities relative to general land use planning functions.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in planning, engineering, environmental management, or a related field. Have 3 to 5 years experience in planning, environmental management, or public administration. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Possession of a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, calculators, facsimile machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Physical demand requirements are consistent with those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants and/or subordinates.

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COASTAL ZONE MANAGEMENT ADMINISTRATOR

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, permits, statistical data, maps, billings, permits, etc. Requires the ability to prepare correspondence, statistical and narrative reports, press releases, grant applications, agendas, etc., using proper formats and conforming to all rules of punctuation, grammar, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in various technical or professional languages, including engineering and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to calculate decimals and percentages; and to interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and in maneuvering boats.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles, practices and objectives of urban and rural planning.

COASTAL ZONE MANAGEMENT ADMINISTRATOR

Considerable knowledge of Parish zoning ordinances and codes, and related land use and zoning regulations.

Considerable knowledge of existing environmental policy.

Considerable knowledge of the environmental and socio-economic implications of the planning process.

Considerable knowledge of governmental programs, laws, grants and services pertinent to the planning process.

Considerable knowledge of the financing sources and programs available through state and federal funding agencies, and of the requirements and standards for obtaining and retaining state and federally funded programs.

Considerable knowledge of the geographic and socio-economic layout of the Parish.

Considerable knowledge of mitigative conditions for coastal zone activities.

Considerable knowledge of the principles of organization and administration.

General knowledge of the grant application and administration process.

Skilled in the collection, analysis and presentation of technical data and planning recommendations.

Ability to evaluate, interpret and enforce rules, laws, policies and procedures.

Ability to use common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to read and interpret surveys and engineering drawings and plans.

Ability to evaluate local planning and environmental problems, to develop solutions based on existing laws and good planning practices and to prepare technical reports.

Ability to maintain complete and accurate records and to develop meaningful reports from those records.

Ability to effectively express ideas orally and in writing.

Ability to exercise considerable tact and courtesy in contact with public officials, community leaders, professional groups, and the general public.

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Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: COASTAL ZONE MANAGEMENT PLANNER

GENERAL STATEMENT OF JOB

Under general supervision, performs administrative, professional, and technical work in planning and coordinating the Coastal Zone Management Section of the Department of Planning and Zoning. Employee is responsible for the planning, development, coordination, and administration of a program to manage the parish's renewable and non-renewable resources within the wetland areas of its jurisdiction. Work involves coordinating the activities of the Parish Coastal Zone Advisory Committee (CZAC); providing technical assistance; reviewing and preparing comments for the parish governing authority relative to permits from state and federal agencies for proposed activities in the Parish's wetlands and environmentally sensitive areas; inspecting and directing the inspection of permitted coastal zone activities and environmental protection projects and problems; ensuring compliance with established mitigative conditions on such permits; administering grants and contracts with state and federal agencies related to Coastal Zone Management and environmental activities; responding to inquiries from Parish officials and the general public; planning and directing water related recreational facilities; and conducting tours of environmentally significant areas. Reports to the Planning & Zoning Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Coordinates the activities of the Parish Coastal Zone Advisory Committee (CZAC); attends all Coastal Zone Advisory Committee meetings; provides technical expertise as necessary to implement a Coastal Zone Management program for the parish; reviews environmental concerns effecting the Parish; and makes recommendations to the Council concerning state and federal coastal use permits effecting the Parish's wetlands.

Reviews and prepares comments for the parish governing authority relative to permits from state and federal agencies for proposed activities in the Parish's wetlands and environmentally sensitive areas; develops the necessary legislation and administrative processes for reviewing, issuing, and monitoring permits for uses of local concern, of greater than local benefits, affecting regional, state, or national interests, and those uses within designated special areas.

Directs the inspection of permitted coastal zone activities; inspects environmental protection projects in the field; investigates environmental problems in the field; formulates solutions concerning environmental problems; and ensures compliance with established mitigative conditions on such permits.

Manages and administers state and federal grants providing for fiscal assistance in the development of the Coastal Zone Management and environmental activities; assists in preparing annual program budget; initiates and supervises outside professional service contracts and documents; and requisitions all expenditures for local reimbursement.

Provides minutes and written reports of the Coastal Zone Advisory Committee to the Coastal Management Section and Coastal Restoration Section of the Louisiana Department of Natural Resources as they become available concerning: accomplishment of contractual tasks, proceeding of CZAC meeting, and reports developed in conjunction with the CZAC or the Council.

Identifies and describes the existing potential resource use conflicts including their location and severity.

Develops goals and objectives and policies for the management of the Parish's coastal zone.

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COASTAL ZONE MANAGEMENT PLANNER

Develops procedures providing for the full participation of federal, state, local, and municipal governmental bodies, and the general public in the development and implementation of the Parish program.

Describes and lists those areas and uses that will normally require local coastal use permits.

Plans and directs water related recreational facilities; inspects and supervises inspections and related investigations by appropriate personnel of seismic activities, all oil and gas permits, permits for the construction of board roads, pipeline, or other linear facilities, permits for dredging or channelization activities within the parish's wetlands, and all other activities as permitted under the provisions of the Army Corp of Engineers 404 permitting process and the state Department of Natural Resources, Coastal Zone Management Program; and assists the general public with the completion of coastal use permit applications.

Reports environmental violations to the appropriate authority.

Reviews and provides recommendations and technical assistance to the Parish governing authority for all environmental impact statements or assessments involving the Parish.

Assists with representing the Parish's governing authority in dictating, negotiating, and developing the Parish's policy on environmental issues affecting the Parish.

ADDITIONAL JOB FUNCTIONS

Serves on all committees and attends all public meetings, deemed necessary by that authority to represent the Parish in its environmental concerns.

Responds to inquiries from Parish officials and the general public; handles all related correspondence, telephone transactions, and public discussions necessary for the development and completion of the local program; ensures that all environmental conditions and mitigative relief dictated by the Parish governing authority are administered properly and conform to adopted resolutions or legal agreements.

Educates and disseminates public information relating to the Parish environmental policy.

Conducts tours for the general public of environmentally significant areas.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

A Bachelor's degree in planning, environmental studies or a related field. Have 2 to 4 years of experience in planning, or coordinating environmental studies. Any equivalent combination of experience that would provide the required knowledge, skills, and abilities.

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COASTAL ZONE MANAGEMENT PLANNER

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, ordinances, forms, manuals, permits, proposals, etc. Requires the ability to prepare correspondence, reports, forms, ordinances, resolutions, memos, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering and scientific languages.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; understand and apply the theories of statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment, motor vehicles, and water craft.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment, motor vehicles, and water craft. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

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Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern planning and zoning principles and environmental management principles and public administrative principles.

Considerable knowledge of federal, state, and local planning and zoning laws, environmental regulations and restrictions.

Considerable knowledge of the environmental and socio-economic implications of the planning process.

Considerable knowledge of the oil and gas industry and the affect such industries have on the Parish's wetlands program.

Considerable understanding of the Deltaic Estuarine System and it physical, chemical, biological, geological, and its economic and social parameters.

Considerable knowledge of federal and state coastal wetland permitting process.

Considerable knowledge of the principles of negotiation.

General knowledge of the principles of supervision.

General knowledge of governmental programs, laws, grants and services pertinent to the planning process.

General knowledge of the financing sources and programs available through state and federal funding agencies, and of the requirements and standards for obtaining and retaining state and federally funded programs.

General knowledge of the geographic and socio-economic layout of the Parish.

Ability to use common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to operate and maneuver motor craft and related equipment.

Ability to evaluate local planning and environmental problems.

Ability to develop solutions and management alternatives based on existing laws and good planning and environmental management.

Ability to plan, assign, supervise, and evaluate the work of professional, technical, and clerical personnel.

Ability to read and analyze blueprints, plans, and drawings of potential permitted coastal wetland uses including but not limited to oil and gas structures, pipelines, board roads, and other lineal facilities, channelization and other possible coastal wetland uses.

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COASTAL ZONE MANAGEMENT PLANNER

Ability to prepare and evaluate technical and administrative reports, press releases, drafting of legal agreements or contracts, and the ability to prepare and maintain annual budget and bookkeeping records.

Ability to analyze environmental, planning, economic, and social problems in the parish and identify probable causes and possible solutions.

Ability to exercise considerable tact and courtesy in contact with public officials, community leaders, professional groups, and the general public.

Ability to organize and communicate effectively in the presentation of plans, programs, and technical information at public hearings, meetings, and other governmental agencies the general public and media representatives.

Ability to establish and maintain effective working relationships with public officials, representatives of other government agencies, private corporations and concerns, scientific communities, media representatives, civic organizations, and the general public.

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ST. CHARLES PARISH

JOB TITLE: CODE CLERK

GENERAL STATEMENT OF JOB

Under general supervision, the Code Clerk performs technical and skilled clerical work processing Parish building permits and code violations as well as routine clerical and office work that supports the Department. The Code Clerk acts as a liaison between the public and the Parish permitting division by assisting with online and in person permitting services, tools, and communication. The Code Clerk monitors and manages code enforcement actions related to notices, invoices, liens, and ad valorem reporting.

Work involves assisting the public with local permit requirements; advising the public of state and federal permit requirements; reviewing permit applications for completion; and verifying information.

Performs general clerical work associated with office functions, including answering telephones, greeting visitors, preparing correspondence, and other documents, sorting mail, and maintaining permit and code enforcement files.

Reports to the Zoning Regulatory Administrator or their designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Greets visitors and callers; routes calls and takes messages; assists public in answering questions regarding Parish laws and ordinances.

Receives and processes permit applications; interviews applicants to compile information necessary to complete applications; informs applicants of Parish regulations and departmental requirements; reads and interprets paper plans, digital plans, and land survey maps to obtain technical information as necessary.

Helps applicants create permit accounts.

Offers applicants technical assistance with all application formats and assists in conveying timely communications with all applicable agencies.

Coordinates and transmits information to designated personnel for clarification, scheduling of inspections and/or final approval.

Communicates with utility companies, and parish and state departments to ensure compliance with Parish and State codes.

Notifies applicants of permit status and responds to public requests for information about construction and land use activities.

Organizes and fulfills notices, invoices, liens, and associated records of ad valorem reporting.

Receives permits filed with outside agencies and forwards them to the appropriate personnel or agencies.

Maintains records and files dealing with the permit process; answers inquiries regarding the status of matters pending or matters acted upon by board, commission or council.

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CODE CLERK

Types correspondence and reports, transcribes material into form from handwritten or typed copy or as dictated using Microsoft Office software; completes various routine forms by hand or computer, according to designated procedures; reviews correspondence for spelling, punctuation, grammar, formatting; checks forms, records, digital entries, or other items for inconsistencies, errors, or omissions; examines charters, and licenses to determine compliance with laws, rules, and regulations, and reports discrepancies to the Senior Permit Coordinator, or follows up in person and by correspondence to obtain further information.

Files correspondence and/or other materials by established classification systems; creates new filing systems as needed; retrieves materials from files or computer database upon request or as otherwise necessary; separates and distributes multiple-copy forms such as personnel forms, requisitions, and travel requests.

Reads parish flood hazard boundary maps, zoning maps, and/or specific department maps, blueprints, etc.

ADDITIONAL JOB FUNCTIONS

Performs a variety of clerical duties involving filing, tabulating, checking and comparing forms; applies standard formulas to data in making arithmetical computations

Receives, opens, sorts, stamps, and distributes mail; process telephone messages; manages small clerical or research projects, performs all technical and clerical tasks related to the permit application process.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by course work in typing and other clerical skills. Have 1 to 2 years of experience in governmental or administrative work. Any equivalent combination of experience that provides the required knowledge, skills and abilities. Preference given to candidates with experience or education related to land use planning, building construction permitting, or internet service technologies.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, electronic calculators, lettering devices, duplicating machines, blueprint copiers, hand tools, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.

CODE CLERK

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, technical drawings, blueprints, maps, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including building trades terminology and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern office practices, procedures, equipment and clerical techniques.

General knowledge of business English (grammar and spelling) and mathematics.

General knowledge of the organization and functions of parish government.

General knowledge of construction terminology and techniques.

General knowledge of parish geography.

Skilled in the use of a variety of common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to interpret parish regulations and procedures, and to collect and analyze information.

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CODE CLERK

Ability to learn the procedures and processes of assigned outside agencies.

Ability to follow oral and written instructions.

Ability to effectively express ideas orally and in writing.

Ability to read and interpret computer-generated plans, blueprints, and maps.

Ability to exercise tact and courtesy in frequent contact with developers, contractors, Parish officials, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: CODE ENFORCEMENT INSPECTOR

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled inspection work in securing compliance with established codes governing the Parish's ordinances concerning property use. Employee is responsible for the interpretation, application and enforcement of rules and regulations relating to code and zoning violations of land use; refers any complaints or violations to the proper department. Work involves responding to complaints from property owners and/or referrals; investigating and researching complaints; follow-up on previously cited properties; preparing invoices for department services rendered; prepares evidence for upcoming cases; tagging abandoned or derelict vehicles; making determinations on abandoned structures; and performing various duties for the Public Works Department. Reports to the Code Enforcement Supervisor or the Zoning & Regulatory Administrator.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Investigates and responds to complaints from property owners, administrative and legislative branches of parish government, parish Sheriff's Office, and/or other referrals concerning complaints of Parish code violations; interviews complainants and property owners to determine if complaint is valid; interviews property owner in order to notify owner of violation, and to encourage compliance and/or correction of violation; interacts with complainant to encourage complainant to testify before Code Enforcement Board.

Performs routine inspections of new and existing Parish properties for conformance with safety standards, zoning codes and ordinances; and performs necessary research of property's address and description to verify information.

Takes measurements, pictures, and gathers any necessary evidence for code violation case hearings; researches legal descriptions, property ownership, and ordinances.

Assists in the issuance of notices to property owners or occupants citing nature of violations; prepares invoices and submits to property owners, contractors and the Finance Department for services performed by the Code Enforcement Inspector.

Files liens against property for non-payment of invoices; and prepares affidavits to cancel liens when invoices have been paid.

Attends desk to receive and answer inquiries concerning Parish code and zoning questions; receives and pursues complaints alleging code or zoning violations, performing inspections as necessary.

Assists in the formulation of recommendations to rectify violations; forwards recommendations to the supervisor.

Interacts with supervisor and other Parish departments, Parish Attorneys, and District Council members concerning questionable cases of code violations, and to aid in questions in areas of specialty.

Maintains all necessary reports and records pertaining to inspections and code enforcement work; prepares worksheets for notices for violations; prepares referral forms for other agencies concerning possible violations.

Assists in the establishment of administrative procedures to affect the efficiency of the code enforcement section.

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CODE ENFORCEMENT INSPECTOR

Inspects new construction to ensure compliance with zoning criteria and Federal and State laws regulating flood elevations.

Tags derelict or abandoned vehicles for removal by owner.

Inspects abandoned structures to make determinations as to whether a structure is safe or in violation of Parish building codes; prepares and distributes violation notices; and makes determinations as to whether structure should be demolished or boarded up.

Uses electronic calculator, parish vehicle, measuring wheel, survey instruments, office duplicating machines, blueprint machine, basic drafting instruments, in carrying out assigned work.

ADDITIONAL JOB FUNCTIONS

Assists with answering telephone for other designated Parish departments on a periodic basis.

Researches locations of servitude, drainage and road right-of-ways for the Public Works Department.

Inspects add-on structures of residential and commercial areas for code compliance.

Assists with receiving permit applications, fees and with issuing receipts; and maintains records of permits issued, inspections made and other official work performed.

Directs and processes Council requests as required.

May be required prepare documentation and testimony for presentation in a court of law.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by special training in building and property inspection. Have 1 to 2 years' experience in construction work. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including calculators, typewriters, copiers, levels, measuring gauges, hand tools, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work/ Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls require exertion of forces greater than that for Sedentary Work and the worker sits most of the time,

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the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, log sheets, plat maps, forms, etc. Requires the ability to prepare correspondence, reports, forms, worksheets, code explanations, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, architectural and construction terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Parish and departmental rules, regulations, policies and procedures, and the ability to interpret them.

Considerable knowledge of the organization and functions of the Planning & Zoning Department.

Considerable knowledge of state and local ordinances and codes administered through the Planning and Zoning Department concerning property zonings.

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CODE ENFORCEMENT INSPECTOR

General knowledge of the geographical layout of the Parish.

Ability to prepare technical reports.

Ability to use basic survey and drafting instruments.

Ability to use and interpret parish maps and flood hazard boundary maps.

Ability to read blueprints.

Ability to interpret diagrams, specifications, codes and zoning regulations.

Ability to deal tactfully and firmly with contractors, property owners and the general public.

Ability to physically maneuver on structures and in cramped quarters to accomplish thorough inspections.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: CODE ENFORCEMENT SUPERVISOR

GENERAL STATEMENT OF JOB

Under general supervision, performs limited supervisory and technical work in the inspection of buildings and related facilities to enforce state codes and local ordinances concerning property use for the Planning & Zoning Department. Employee is responsible for the investigation, supervision and administrative processing of complaints received by the Planning and Zoning Department involving infractions of local laws, ordinances and regulations; and the interpretation, application and enforcement of rules and regulations relating to code and zoning violations of land use. Work involves responding to contractor's and homeowner's inquiries; inspecting commercial and industrial complexes with the State Fire Marshal; responding to complaints from property owners and/or referrals; investigating and researching complaints; follow-up on previously cited properties; reviewing and preparing various reports; tagging abandoned or derelict vehicles; issuing special permits; making determinations on abandoned structures; and coordinating various activities with the Public Works Department. Reports to the Planning & Zoning Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises and coordinates the activities of the Code Enforcement Inspectors; monitors existing programs and regulations; formulates recommendations for their improvement; forwards such recommendations.

Investigates, supervises and administers the processing of complaints received by the Planning and Zoning Department involving infractions of local laws, ordinances and regulations.

Supervises the issuance of notices to property owners or occupants citing nature of violations, forwarding copies to appropriate individuals and agencies; establishes case files.

Ensures follow-up inspection by assigned code enforcement inspector.

Consults with contractors, architects, engineers, and the general public about zoning, permit requirements or other related topics.

Interprets the application and enforcement of rules and regulations relating to code and zoning violations of land use.

Coordinates code enforcement provision with other agencies, including, but not limited to, Sheriff's Office, District Attorney's Office, Parish Attorney's Office, and the judiciary; may be required prepare documentation and testimony for presentation in a court of law.

Responds to contractor's and homeowner's inquiries relating to code and zoning regulations and ordinances, or the code enforcement process; and explains general, procedural and technical information.

Inspects commercial and industrial complexes independently or with the State Fire Marshal for compliance with local, state and federal code compliance.

Supervises and coordinates the activities of departmental Code Enforcement Inspectors to ensure compliance with

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enforcement of provisions contained in the Code of Ordinances.

Inspects new construction to ensure compliance with zoning criteria and federal and state laws regulating flood elevations.

Responds to complaints from the general public, administrative and legislative branches of parish government and Parish Sheriff's Office.

Investigates and researches complaints; follows-up on previously cited properties; and performs related inspection duties to ensure compliance with applicable zoning and regulatory ordinances.

Monitors existing programs and regulations; formulates recommendations for their improvement; forwards such recommendations to the Zoning and Regulatory Administrator.

Assists in the establishment of administrative procedures to effect the efficiency of the code enforcement section.

Reviews and preparing various periodic reports; submits to the Planning & Zoning Commission and Director.

Coordinates activities with the Public Works Department and Animal Control Department.

Makes determinations on residential municipalities.

Tags abandoned or derelict vehicles; and coordinates removal.

Monitors and enforces contractual provisions with vehicle toning contractors.

Makes determinations on abandoned structures; and issues special permits.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by special training in building and property inspection. Have 3 to 5 years experience in construction work, including progressively responsible experience in a supervisory capacity. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Driver's License.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

CODE ENFORCEMENT SUPERVISOR

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including calculators, typewriters, copiers, levels, measuring gauges, hand tools, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work/ Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls require exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates.

Language Ability: Requires the ability to read a variety of reports, correspondence, log sheets, plat maps, surveys, forms, etc. Requires the ability to prepare correspondence, reports, forms, worksheets, code explanations, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, architectural and construction terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

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CODE ENFORCEMENT SUPERVISOR

Thorough knowledge of state and local ordinances and codes administered through the Planning and Zoning Department.

Considerable knowledge of work performed in construction of buildings and structures.

Considerable knowledge of Parish geography.

General knowledge of the principles of supervision, organization and administration.

Ability to detect and locate defective workmanship in construction or repair of buildings.

Ability to interpret blueprints, diagrams, specifications, codes and building regulations.

Ability to learn use of basic survey and drafting instruments.

Ability to use parish maps and flood hazard boundary maps.

Ability to prepare technical reports.

Ability to deal tactfully and firmly with contractors, property owners and the general public.

Ability to physically maneuver on scaffolds, structural members and in cramped quarters to accomplish thorough inspections.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: COMMUNITY SERVICES APPLICATIONS CLERK

GENERAL STATEMENT OF JOB

Under general supervision, the purpose of the position is to perform a variety of clerical duties in support of the community services programs, such as interviewing clients, accepting and processing applications, determining income eligibility for services and providing information on available services and the application process.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Interviews individuals in need of social service assistance; accepts applications for services; provides information on available services and the application process; makes referrals to other agencies as appropriate.

Assists in determining client eligibility for services; verifies documentation and eligibility; submits applications to supervisor for approval; notifies clients of eligibility/non-eligibility.

Greets the public and answers the phone; takes messages; gives out applications; schedules appointments.

Prepares and maintains weekly, monthly and quarterly reports both online and in writing.

Processes, posts and files clients' applications for services/assistance.

Types correspondence and necessary documentation; inputs data into computer; files information for future reference.

Assists clients in completing applications for services and/or financial assistance.

Explains program policies, procedures, rules and regulations to potential applicants.

COMMUNITY SERVICES APPLICATIONS CLERK

ADDITIONAL JOB FUNCTIONS

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School diploma or GED; supplemented by one (1) year of prior office experience; or an equivalent combination of education, training and experience. Ability to obtain Medicaid and LIHEAP certification within six (6) months of employment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Abilities: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying. pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Tasks require oral communications ability, as well as visual perception and discrimination.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., cold, fumes, noise). However, potential exposure to disease/pathogens, violence, dust and wetness may occur.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles and practices of record keeping and file maintenance.

Skill in using modern office equipment, such as typewriter, adding machine, computer,

telephone, facsimile machine, copy machine, etc.

Ability to learn methods and techniques of interviewing potential applicants for program eligibility.

Ability to learn and apply pertinent Federal, State and local laws, codes and regulations.

Ability to learn about community service programs available to low-income residents of the Parish.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to effectively utilize a variety of computer software programs, such as word processing and spreadsheet applications.

Ability to perform mathematical functions, such as add, subtract, multiply and divide; calculate decimals and percentages.

ST. CHARLES PARISH

JOB TITLE: COMMUNITY SERVICES CENTER COORDINATOR

GENERAL STATEMENT OF JOB

Under administrative direction, the purpose of the position is to coordinate neighborhood based community center program activities and ensure that family members of all ages have access to affordable and appropriate recreational activities and enrichment programs in collaboration with the Community Services department activities and with other divisions, outside agencies and the general public. Other duties include providing information and referrals to low-income individuals and families. Reports to the Department Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Duties include coordinating and implementing culturally appropriate educational and recreational programs and activities. Other duties include planning, graphic design, marketing, event hosting, volunteer program, regional community events, property specific events, summer programs, tutoring and mentoring, supervising computer center, special/seasonal events, and collaboration with the Community Services department activities with other divisions, outside agencies and the general public.

Explains program policies, procedures, rules, and regulations to potential applicants. Screens individuals in need of social service assistance; provides information on available services and the application process; makes referrals to department or other agencies as appropriate.

Daily tasks include budget management, needs assessment, and computer work.

Communicates with agency and non-agency organizations to continually ascertain the needs of the community and to improve the community, thus eliminating the cause and effect of poverty through combined efforts of existing groups within the area.

Utilizes the center facilities to assist the residents in improving their circumstances and to obtain maximum input into center activities.

JOB TITLE: COMMUNITY SERVICES CENTER COORDINATOR

Responsible for the control of the center's property, equipment and fiscal allocations.

Prepares and maintains weekly, monthly and quarterly reports.

ADDITIONAL JOB FUNCTIONS

Answers telephone; stamps and distributes mail; orders supplies; sets appointments; refers clients to other agencies as appropriate.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High School diploma or GED plus 4 years of related experience or Bachelor's Degree with course work in recreation, education, or related field. Considerable professional experience in community related activity including provision of recreation/community service programs and activities. Experience must include technology skills in Microsoft software and internet; demonstrated communication and customer service skills or an equivalent combination of education, training and experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Interpersonal Skills: Solid interpersonal skills, including conflict resolution skills, required for work with individual and groups of citizens, suppliers or other employees.

Skills, Knowledge and Abilities: Ability to develop and supervise youth, adult and family programs in a community center based environment.

JOB TITLE: COMMUNITY SERVICES CENTER COORDINATOR

Physical Ability: While performing the duties of this job, the employee is regularly required to use hands and fingers to operate a computer keyboard, mouse, and telephone keypad; reach with hands and arms; talk or hear; and taste and smell. The employee is required to stands; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to fifty pounds.

Sensory Requirements: Tasks require ability to communicate effectively, both orally and in writing, as well as the ability to hear. Some tasks require visual perception and discrimination.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, or violence. However, potential exposure to disease, or pathogenic substances, bright or dim light and temperature extremes may occur.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of community resources available in assigned program area.

Knowledge of methods and techniques of interviewing clients in assigned program area.

Knowledge of policies and procedures of maintaining records in assigned program area.

Knowledge of pertinent Federal, State and local laws, codes and regulations.

Knowledge of agencies and organizations providing social and community services.

Skill in the operation of office equipment including computers and supporting work processing and spreadsheet applications.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

JOB TITLE: COMMUNITY SERVICES CENTER COORDINATOR

Ability to attain and maintain reliable transportation.

Ability to work flexible hours for special events.

Ability to develop programs; self-starter.

Experience in leading, managing, evaluating and supervising staff.

Ability to communicate clearly and effectively, both verbally and in writing.

Solid computer skills with experience in performing administrative duties.

Experience in building and sustaining partnerships in providing recreational programming.

Ability to work in a team based environment.

Ability to receive and give directions.

Ability to interpret and adhere to policies.

Ability to develop, implement and enforce policy.

Ability to make sound decisions in a consistent manner.

Ability to evaluate programs.

Ability to analyze data.

Ability to problem solve and think creatively.

Willingness to participate in a variety of activities, including but not limited to arts, sports, games, music and tutoring.

Basic knowledge of first aid methods and safety precautions used recreational work.

Ability to prepare reports. Ability to express technical/leadership philosophies effectively, both orally and in writing.

09-09-08

ST. CHARLES PARISH

JOB TITLE: COMMUNITY SERVICES HOUSING REHABILITATION SPECIALIST

GENERAL STATEMENT OF JOB

Under general supervision, the purpose of this position is to administer the HUD HOME Program in the performance of operational aspects of the department's Housing Rehabilitation Programs. The position will be responsible for client screening and certification; project management; and program oversight for the HUD HOME program and the Department of Community Services Health and Safety Program.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Provide project planning and oversight to ensure that funds are spent in accordance with program guidelines.

Develop annual budget for Health and Safety and HOME Program and prepare projections based on number of projects, scope of work and project time line.

Monitor expenditures in accordance with the program budget.

Compile required documents.

Serve as a liaison between St. Charles Parish HOME program and Jefferson Parish (lead agency).

Manage client screening, eligibility and certification process in accordance with HUD program guidelines.

Conduct in-depth client interview, provide explanation of program requirements, benefits, terms and conditions for program participation.

Prepare HUD application and documents to set-up projects and submit in a timely fashion to St. Charles Parish for review and approval.

Qualify all applicants based on HOME program standards.

Compile documents to verify homeownership.

Certify HOME Program projects in accordance with HUD rules and regulations and eligible activities.

COMMUNITY SERVICES HOUSING REHABILITATION SPECIALIST

Conduct preliminary review of property to determine whether the allocated grant amount for rehabilitation of the property is sufficient for up-grading the property to meet HUD requirements.

Conduct site assessment for qualified projects including a site visit and physical inspection of the interior and exterior of structures.

Work with contract inspector to prepare scope of work and submit in a timely fashion to St. Charles Parish for review and approval.

Provide project management and oversight.

Prepare bid documents (packages) for the purchasing department. Check all bid figures for accuracy after they are released by purchasing and record as required by the Rehabilitation Program specifications.

Assist inspector with assessments of workmanship and quality of work performed by qualifying contractors.

Monitor progress on project in progress on a regular basis to ensure completion on time and within the defined scope of work.

ADDITIONAL JOB FUNCTIONS

Conduct pre-bid conferences with homeowner to make certain that all concerns are addressed in preparation for rehabilitation before releasing for bid.

Assist in conducting pre-construction conference with homeowner along with inspector.

Make all necessary arrangements with the legal department for executing contract signing with the homeowner and contractor. Includes a pre-signing conference which takes place approximately 45 minutes prior to the signing to discuss any concerns regarding this process.

Prepare all documents that are necessary to execute contract.

Make sure all rehabilitation forms are signed and filed appropriately with the Clerk of Court's Office.

Compile necessary file information for support documents for all pay requests in accordance with parish finance procedures.

Assess all complaints and prepare response in a timely fashion.

COMMUNITY SERVICES HOUSING REHABILITATION SPECIALIST

Compile and submit required reports.

Attend monthly meetings in order to stay current with information and new procedures required by HUD.

Oversee the Health and Safety Program for St. Charles Parish.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in human service with 3-5 years of related experience or an equivalent combination of experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license and acceptable driving record.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Ability: Tasks involve some physical effort, i.e., some standing, walking, stooping, kneeling, crouching and/or crawling; and may involve lifting items of light to moderate weight (5-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and/or discriminate colors, sounds, odors, depths, textures and visuals. Some tasks also require oral communication skills.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions when conducting inspection activities, i.e., dust, odors, wetness, traffic hazards, and temperature extremes.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of principles and standards of housing construction to include plumbing, electrical and structural requirements.

Knowledge of principles and practices of contract monitoring and administration.

Knowledge of principles and techniques of cost estimation for construction maintenance and repair to include materials, time, labor and equipment.

Knowledge of pertinent Federal, State and local laws, codes and regulations.

COMMUNITY SERVICES HOUSING REHABILITATION SPECIALIST

Ability to exchange communication in obtaining information or clarifying details; ability to provide advisement in adhering to contract specifications and stipulations.

Ability to receive and respond to homeowner and contractor inquiries, requests and complaints with tact, discretion and diplomacy.

Ability to coordinate activities of others to include providing instruction and guidance; assigning, reviewing and planning the work of others; and ensuring that standards are maintained.

Ability to compile, assemble, copy and record information according to prescribed procedures.

Knowledge of HUD client certification process.

Knowledge of lead based paint requirements; ability to successfully complete course requirements for certification as a lead paint inspector.

10-11-11

ST. CHARLES PARISH

JOB TITLE: Community Services Receptionist

GENERAL STATEMENT OF JOB

Under general supervision, greets and assists general public, parish personnel and external agencies in a professional and courteous manner. Utilizes various software database systems to screen applicants for eligibility. Routes walk-in and telephone inquiries to appropriate assistance/entitlement or other department staff. Work may involve clerical duties such as typing schedules or forms, etc.; verifying information on standard forms; updating information as necessary; maintains file of community resources, etc.; answering and routing incoming telephone calls; and recording and distributing messages. Work involves scheduling appointments. Maintains records and manages scheduling of department vehicles' maintenance. Reports to designated supervisor.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Provides telephone and walk-in customers with information and referrals, and screens and schedules appointments.

Reviews, screens and verifies documentation before referring applicants to assistance staff or other personnel.

Manages educational and outreach video equipment and records compliance with Federal program guidelines of "education before assistance".

Receives and responds to general information requests; provides information; resolves and reconciles complaints and issues. Directs more complicated complaints and issues to appropriate entity.

Maintains record of telephone calls; relays messages to appropriate party in a timely and professional manner.

Performs a variety of clerical duties involving filing, checking, and comparing documents and forms.

Assists families with emergencies or crisis intervention; reviews and verifies documentation;
Assists with purchasing food, clothing and medication for disbursement to clients.

Performs related duties as directed.

COMMUNITY SERVICES RECEPTIONIST

MINIMUM TRAINING AND EXPERIENCE

High School diploma or GED; supplemented by six (6) months prior office experience; or an equivalent combination of education, training and experience.

MINIMUM QUALIFICTIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Ability: Tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 pounds); occasionally may require lifting heavier items (12-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Tasks require excellent oral communications ability, as well as visual perception and discrimination.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, rain, fumes). Some tasks may involve exposure to temperature extremes.

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, Dictaphones, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of the arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the workers sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, ordinances, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, meeting agendas, meeting minutes, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

COMMUNITY SERVICES RECEPTIONIST

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentage and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of alphabetic and numeric filing principles and standards.

Knowledge of basic mathematical functions, i.e., addition and subtraction.

Ability to exchange communication in obtaining information or clarifying details both verbally and in writing.

Ability to receive and respond to customer inquiries, requests and complaints with tact, discretion and diplomacy.

Ability to compile, assemble, copy and record information according to prescribed procedures.

Ability to operate a variety of modern office equipment, i.e., telephone systems, facsimile machines, computer terminals, adding machines, copy machines.

10-21-09

ST. CHARLES PARISH

JOB TITLE: COMPUTER INFORMATION SYSTEMS SPECIALIST

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized and highly skilled technical work. The employee is responsible for the operation of the technology help desk, definition of specifications for all technology and management of the parish's phone systems (land based and cellular) and multi-function printer (copying machines). Reports to the Information Technology Coordinator/Assistant to the Parish President, or designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Operates and maintains a technology help desk. Answers calls, logs details, resolves problems, places service calls to vendors, coordinates problem resolution with technology staff members and notifies the Technology Director of unresolved problems.

Develops technical specifications for all parish utilized technology, some of which includes: computers, printers, software, networks, switches, access points, bridges, wiring, cameras, phones, radios, and copying machines, based upon the requirements of the task(s) at hand.

Manages the programming, preventative maintenance, repair, and replacement of the parish's land based and cellular phone systems.

Reports multi-function printer (copy machine) outages to the appropriate vendor and follows up on any trouble related issues with the Technology Director.

Maintains detailed diagnostic flow and logs of all problems and solutions.

Uses diagnostic flow, maintenance log, procedure manuals and staff resources to effectively resolve problems.

Schedules equipment maintenance and repair with the appropriate vendor. Maintains an equipment maintenance log of required service calls, vendor responsiveness, and nature of problems encountered.

Operates, monitors, and controls all components of all computers, assuring that tasks and reports are handled within deadline.

Reports periodically to the Technology Director concerning difficulties encountered and conformance with operational schedules.

Sets up computers and peripheral equipment.

COMPUTER INFORMATION SYSTEMS SPECIALIST

Screens callers and visitors arranging appointments using good judgment and discretion.

Performs periodic maintenance procedures on the computer equipment.

Installs and maintains personal computer and multi-media hardware and software.

Operates equipment and stores media in its proper place to ensure that up to date back-ups are properly maintained.

ADDITIONAL JOB FUNCTIONS

Prepares and maintains technical, operational, and user documentation according to departmental standards.

Performs job responsibilities utilizing efficient time management techniques allowing for the successful completion of tasks before specified deadlines.

Acts as a back up to other technology staff members.

Participates in reviewing, testing and carrying out disaster recovery procedures.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor of Science degree from an accredited university with a major emphasis in Computer Information Systems, Computer Science or an equivalent degree and experience which would provide the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated offices machines including computers, copiers, blueprint machines, microfilm readers and printers, vacuum frame printers, manual drafting tools, surveying equipment, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

COMPUTER INFORMATION SYSTEMS SPECIALIST

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey highly technical information to a wide user base. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, engineering drawings, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, mechanical and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; compute discount, interest, profit and loss, ration and proportion, etc.; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations; and perform algebraic operations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office and surveying equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

COMPUTER INFORMATION SYSTEMS SPECIALIST

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone, e-mail, multi-media presentations in person or via the web (webinars).

KNOWLEDGE, SKILLS AND ABILITIES

Exceptional knowledge of the Microsoft Office programs such as Word, Excel, Power Point, Access, and Outlook.

Exceptional knowledge of all hardware, software and supplies for parish departments.

Demonstrable knowledge of state-of-the-art computer systems hardware installation, maintenance, upgrades, and repair principals and techniques.

Demonstrable ability to identify and resolve system component malfunctions and breakdowns.

Ability to exchange communication in obtaining information or clarifying details.

Exceptional ability to evaluate the integrity of current systems hardware and provide recommendation for upgrades, repair, and/or replacement.

Demonstrable ability to develop technical specifications for computers, printers, software, LANS, WANS, switches, access points, bridges, wiring, cameras, phones, radios, and copying machines.

Demonstrable ability to program PBX phone systems and individual cellular phones.

Considerable knowledge of multi-function printers (copiers) functionality and troubleshooting techniques.

07-08-08

ST. CHARLES PARISH

JOB TITLE: COMPUTER SYSTEMS SUPERVISOR

GENERAL STATEMENT OF JOB

Under the direction of the Parish President and Executive Staff, performs professional and technical level supervisory work in the area of administrative coordination of a Parish wide mainframe computer system with multi-user Local Area Network (LAN) and Wide Area Network (WAN) communications technology; and the supervisory management of a technical staff engaged in completing work order requests for troubleshooting, repair, upgrades, and maintenance of personal computers, networking equipment, and related software applications. The Computer Systems Supervisor has the responsibility of supervising and directing the work performed by the technical support staff. The supervision is exercised over a professional, technical support staff consisting of a Computer Information Systems Specialist and Multimedia GIS Technician engaged in the operational maintenance and efficiency of personal computers, related peripheral devices and network communications. The Computer Systems Supervisor differs from the Computer Information Systems Specialist and Multimedia GIS Technician in that the latter also serves as the Network Engineer/Systems Analyst by performing advanced system repairs, performs the installation of network systems which include the configuration and maintenance of Ethernet hubs, switches and routers, as well as computers and related peripheral devices working on the network.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises the technical support staff and performs administrative functions.

Coordinates the use of the LAN/WAN hardware and interfacing software on a parish wide Metropolitan Ethernet Network.

Plans and supervises all networking activities of the parish. Designs system layout, selects or approves appropriate hardware and software programs for initial installation or upgrading.

Troubleshoots and repairs system problems with assistance from the technical support staff and outside consultants regarding operational concerns.

Monitors and maintains all e-mail, antivirus, LAN and WAN communications software.

Maintains and monitors the direct internet access service.

Talks and meets with vendors and consultants to discuss contractual installation, repair, maintenance or other services.

COMPUTER SYSTEMS SUPERVISOR

Prepares and submits annual budgets as well as prepares annual reports on new and upgraded projects.

Meets with parish employees and departmental representatives to ascertain concerns and needs for future system changes.

Supervises a technical support staff engaged in the installation, repair and maintenance of computers, networking equipment, and related software and peripheral devices.

Discusses service requests with technical support staff, discusses pending work orders with them, and reviews the staff's notations on completed work orders.

Provides technical assistance and guidance to technical support staff by assisting in resolving problems encountered by them, trains and informs technical support staff of latest updates of software and other system issues.

Supervises and personally performs the installation of new hardware, the troubleshooting of PC system and/or network connections problems, and the adding of users and permissions on the parish network.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs the installation of new hardware, the troubleshooting of PC system and/or network connection problems, and the adding of users and permissions on the parish network.

Performs related work as directed or required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree from an accredited university in computer science, computer information systems, or information systems decision sciences. A minimum of 6 years experience information technology, 1 of which has been spent working in the field of network and server management. A network certification from a nationally recognized organization.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, blueprint machines, microfilm readers and printers, vacuum frame printers, manual drafting tools, surveying equipment, etc. Requires the ability to

exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey highly technical information to a wide user base. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, engineering drawings, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, mechanical and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; compute discount, interest, profit and loss, ration and proportion, etc.; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations; and perform algebraic operations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

COMPUTER SYSTEMS SUPERVISOR

Manual Dexterity: Requires the ability to handle a variety of items such as office and surveying equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone, e-mail, multi-media presentations in person or via the web (webinars).

KNOWLEDGE, SKILLS AND ABILITIES

Exceptional knowledge of the Microsoft Office programs such as Word, Excel, Power Point, Access, and Outlook.

Exceptional knowledge of all hardware, software and supplies for parish departments.

Demonstrable knowledge of state-of-the-art computer systems hardware installation, maintenance, upgrades, and repair principals and techniques.

Demonstrable ability to identify and resolve system component malfunctions and breakdowns.

Ability to exchange communication in obtaining information or clarifying details.

Exceptional ability to evaluate the integrity of current systems hardware and provide recommendation for upgrades, repair, and/or replacement.

Demonstrable ability to develop technical specifications for computers, printers, software, LANS, WANS, switches, access points, bridges, wiring, cameras, phones, radios, and copying machines.

Demonstrable ability to program PBX phone systems and individual cellular phones.

Considerable knowledge of multi-function printers (copiers) functionality and troubleshooting techniques.

Working knowledge of all Windows operating systems, including Windows XP.

Working knowledge of Windows XP server applications, HTML, TCP/IP and internet services and tools.

COMPUTER SYSTEMS SUPERVISOR

Working knowledge of Ethernet networking.

Working knowledge of software programs used on network systems.

Ability to supervise a technical support staff of employees in the classes of Computer Information Systems Specialist and Multimedia GIS technician, and ability to maintain effective working relationships with other Parish department employees.

Ability to use network installation tools and programs, and to perform computer and network installations and maintenance.

Ability to use diagnostic tools and programs for the network, computer equipment and peripheral equipment.

June 8, 2010

ST. CHARLES PARISH

JOB TITLE: CONTRACT MONITORING SPECIALIST

GENERAL STATEMENT OF JOB

Under limited supervision, employee is responsible for public contact and administrative office management duties. Employee is responsible for evaluating contracted agency performance based on measurable service deliverables and verifying agency compliance with the terms and conditions in the contract with the Parish. Work involves preparing and composing routine correspondence, letters, reports, resolutions and ordinances, etc. Employee is also responsible for maintaining directories, purchasing for the department and preparing the budget. Employee maintains office supplies, inventory and furniture and equipment. Supervise one full-time employee and seasonal employees. Reports to department director or his designee.

ILLUSTRATIVE EXAMPLES OF WORK

Evaluates contractor for delivery of services specified in the scope of work within the contract, identify issues and potential problems and negotiate resolution.

Evaluate contractor performance to ensure reliable basis for validating service deliverables and ensure financial documentation is adequate and accurate. Monitor to provide qualitative observations and data on how well services are being provided and whether desired service outcomes are being achieved as a result of participation in the contract agency's program.

Handles complaints received through office clerk, residents and parish administration and parish council. Receives, process and close work orders through the main parish Webmaster Request Forms related to Mosquito Control, Solid Waste, Street Lights and Trash Bash and Recycling.

Prepares office budget and attends budget hearings, prepares annual year end reporting for Parish President and assists with RFP packages during contract renewals and bids.

Act as Program Manager and process facilitator for Mosquito Control, Recycling and Solid Waste, Storm Debris, and Street Lights contracts.

Receive and process monthly Mosquito Control, Recycling, Solid Waste and Street Light invoicing. Inspect sight locations in reference to service issues, and files all annual reports required. Verify and issue monthly garbage billing credits via Waterworks Department billing system for non-service addresses.

Prepares purchase orders for approval by director or designee for purchasing of all office supplies; ensures purchases are applied to the correct department account; and maintains inventory of department office supplies.

JOB TITLE: CONTRACT MONITORING SPECIALIST

Assists with the budget preparation; tracks all expenditures for the department; logs, copies, and presents all invoices to Parish President for approval; and sends to Finance Department for payment.

ADDITIONAL JOB FUNCTION

Prepare Annual Current Events Reports to Council

DEQ annual permitting – Temp Staging Site Permit

Serve as Committee Member with Council Members on all matters under Contract Monitor jurisdiction

Serve as Head Trash Bash Committee Member and funding

Schedule large special events spraying and maintenance: Fourth of July, United Way Relay, Baseball Tournaments, Jambalaya Cook-off, Christmas Lighting, Trash Bash

Parish Program Manager Representative for Annual State Recycle Planners Meeting

Performs related work as required

MINIMUM TRAINING AND EXPERIENCE

High School diploma or GED supplemented by course work in project/contract management. Have 5 or more years of related professional work. Any equivalent combination of experience which would provide the required knowledge, skills and abilities

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office machines. Must be physically able to operate a motor vehicle. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work/light work usually requires walking or standing to a significant degree.

Environmental Factors: Tasks which require field work require exposure to adverse environmental conditions such as heat and cold, dust, dirt and odors.

JOB TITLE: CONTRACT MONITORING SPECIALIST

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read and prepare a variety of correspondence using prescribed formats and conforming to all rules of punctuation, and grammar. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

ST. CHARLES PARISH

JOB TITLE: COUNCIL ADMINISTRATIVE AIDE

GENERAL STATEMENT OF JOB

Under general supervision, performs limited supervisory, administrative-clerical work to support the operations of the Council Office for St. Charles Parish. Employee is responsible for providing the administrative support necessary to maintain effective and efficient office operations. Employee is also responsible for overseeing and assigning work to the subordinate clerical staff; coordinating work with clerical staff; reviewing subordinate's work; assisting in training clerical personnel; and evaluating performance of subordinate clerical staff. Work involves drafting and typing of routine ordinances, resolutions, proclamations, notices, correspondence, documents, reports, memos, etc.; performing records research; reviewing and verifying meeting minutes; preparing adopted ordinances and resolutions; compiling and distributing information for reports and meetings; and forwarding information for publication in official journal summaries and for broadcast by the EOC. Work also involves assisting in the coordination and preparation of various special projects; processing department mail; making travel arrangements for Council members; maintaining office supply inventory; processing permit applications; maintaining various copies of documents and updates; performing Council Secretary duties during absences; and responds to inquiries from other departments, outside agencies, and the general public. Reports to the Parish Council Secretary.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Oversees and assigns work to the subordinate clerical staff; coordinates work of recording, processing and proofreading various documents, legal proceedings, contracts, ordinances, etc., with clerical staff; reviews subordinate's work to ensure accuracy and completion of information; assists in training clerical personnel; instructs staff on the proper distribution of agendas and notices; and evaluates the performance of subordinate clerical staff.

Performs complex research of materials from Parish records and archives.

Coordinates and prepares Council Supplemental Agenda; notifies Department Directors or Department Personnel of specific information required on documents; retrieves archival records; modifies previously approved documents such as ordinances, contracts, etc..., for inclusion on Agenda.

Prepares and coordinates distribution of Council meeting agenda packages to be hand delivered to Parish President, Parish Council, Department Directors, Elected Officials, agencies and the general public.

Assists cable franchises with various requests.

Drafts and types various routine ordinances, resolutions, proclamations, public notices, agendas, correspondence, documents, reports, memos, etc.

Coordinates Federal Express shipments; receives Federal Express documents; verifies billing; and assists other Departments in use of procedure.
Prepares adopted ordinances and resolutions (i.e., filling in motions, seconds, votes, assigning numbers, making approved revisions, or corrections for execution by Parish President.

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COUNCIL ADMINISTRATIVE AIDE

Prepares and maintains history and records of ordinances and resolutions; processes and coordinates the distribution of records to municipal code, official records and files; and inventories history.

Reviews and verifies meeting minutes, ordinances, and resolutions for computer file; proofreads Parish Council minutes for accuracy; prepares any necessary revisions; and processes for execution.

Compiles and distributes information for reports and meetings; and ascertains and prepares reports on the status of ordinances and resolutions adopted by Legislative Body.

Coordinates activities with Bond Counsel.

Makes travel arrangements for State and National Conventions, various conferences and seminars; forwards request forms to Council Members for preparation of travel arrangements; procures Convention registration fees from the Finance Department; processes registration and fees to Convention Headquarters; arranges air travel and secures flight schedule information; reserves and confirms hotel and rental car reservations; computes and processes travel expense advances for meals/hotels; prepares travel packages, which include Convention, conference and seminar agendas, travel advance checks, hotel confirmations, airline tickets, map of convention city, and emergency information for family members.

Updates Council rules, expense regulations, policies/procedures for Boards and Commissions, etc.

Processes federal and state agency notices, permit applications, etc..., to appropriate Departments or Parish personnel.

Coordinates the distribution of correspondence and official documents such as ordinances, resolutions, contracts, registered letters, license agreements, etc.

Oversees the use and maintenance of fax machines.

Prepares and issues Video Bingo licenses; computes necessary charges; invoices and collects required fees; and processes fees through the Finance Department.

Processes Department time sheets.

Forwards information for publication in official journal summaries and for broadcast by the EOC, ordinances, resolutions and minutes of proceedings of the Governing Body.

Coordinates calendar reservations for the use of Council Chambers by Parish Departments, agencies, elected officials, etc.; and maintains Council Chambers following meetings, special events, etc.

Processes questionnaire to selected board appointees.

Answers and routes department in-coming telephone calls; and greets visitors.

Performs special projects at the request of supervisor, elected officials or other administrative personnel; and assists in the coordination and preparation of various special projects.

Processes department mail; opens, sorts, date stamps, and routes mail and/or necessary correspondence for Council members.

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COUNCIL ADMINISTRATIVE AIDE

Maintains office supply inventory; prepares purchase orders for supplies as necessary; prepares requisitions; contacting and obtaining pertinent information from vendors; obtains purchase order numbers; orders necessary supplies; processes invoices for payment; and follow-ups and troubleshoots incorrect orders.

Responsible for the activities of the Department in the absence of the Parish Council Secretary.

Responds to inquiries from other departments, outside agencies, and the general public; provides the public with information relative to pending legislation, the code of Ordinances, Subdivision records and official proceeding of the Parish Council.

Attends and records Parish Council meetings when necessary; performs all related tasks pertinent to the meeting.

Takes dictation form Parish Council members.

Responds to, forwards and records work requests from Council members and the general public.

ADDITIONAL JOB FUNCTIONS

Maintains and updates regulatory code books and budget books.

Prepares miscellaneous invoices for fees; and calculates various fees.

Provides supplemental budget data necessary for the preparation of the Council staff budget.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by course work in clerical skills or secretarial science. Have 5 to 7 years of progressively responsible experience in Legislative Government, including supervisory experience. Any equivalent combination of experience which would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, dictaphones, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange

information. Includes giving instructions, assignments and/or directions to subordinates.

Language Ability: Requires the ability to read a variety of correspondence, reports, ordinances, proclamations, resolutions, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, meeting agendas, meeting minutes, ordinances, resolutions, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English, technical or professional languages including legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Parish and departmental rules, regulations, policies and procedures, and the ability to interpret them.

Considerable knowledge of procedures for drafting and providing content material for ordinances, resolutions, correspondence, etc.

Considerable knowledge State open meetings and public records laws.

Considerable knowledge of Parish official proceedings and records.

Considerable knowledge of state and federal organizations and operations.

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COUNCIL ADMINISTRATIVE AIDE

Considerable knowledge of St. Charles Parish Home Rule Charter.

Considerable knowledge of Parish Code of Ordinances and Council Rules.

Considerable knowledge of principals of administration and supervision.

Considerable knowledge of Parish geography.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

General knowledge of functions and responsibilities of Parish Boards, Committees, Departments, and agencies.

General knowledge of state laws as applied to Parish government.

General knowledge of appointments, terms, local, federal and state election boundaries.

General knowledge of organization of other Parish, City and Town governments.

Skilled in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to research program documents and narrative materials, and to compile reports from information gathered.

Ability to interpret subdivision plats/maps and drawings.

Ability to interpret and communicate the Code of Ordinances to elected officials and the general public.

Ability to monitor the work of clerical employee(s).

Ability to learn assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to compare and compile verbal and numerical data.

Ability to explain specific computer system problems and needs to computer professionals.

Ability to make varied arithmetic computations and tabulations rapidly and accurately.

Ability to keep complex records, prepare correspondence and reports from such records.

Ability to make routine administrative decisions independently in accordance with laws, regulations, and Parish policies and procedures, and to solve problems, and answer questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

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Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: COUNCIL RECORDS MANAGEMENT CLERK

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled clerical work involving the maintenance of the Parish Council records management system for the Legislative Body of the parish. Employee is responsible for filing, retrieving, obtaining, explaining and clarifying general as well as technical information; maintaining a complex filing system; ensuring official proceeding records are kept up-to-date; and ensuring all official information is attainable and available. Work involves securing various documents from files; coordinating the execution of delinquent documents; providing research data; preparing reports; providing Parish Council information to governmental officials, state agencies, the general public, etc.; proofreading and indexing various official documents; coordinating the microfilming of documents; and serves as key operator for office copier. Work also involves assisting with retrieving and locating information from law books; preparing invoices for copies; and assisting with faxing and binding of document. Reports to the Parish Council Secretary.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Maintains a complex filing system of all official Parish documents; ensures that all information is attainable and available for retrieval, including but not limited to cross referencing, cross filing, establish annual or voluminous files; coordinates active file to inactive, inactive to archives; verifies accuracy of document subject criteria specified; and coordinates filing and maintenance of activity reports and ready files.

Posts amendment data on original legislation.

Ensures official proceeding records are kept up-to-date.

Responsible for maintaining and cataloging reports, pamphlets, proposals, and manuscripts received by the Parish government; files information; retrieves information upon request; obtains, explains and clarifies general as well as technical information; prepares reports on cataloged pamphlets and manuscripts; updates and distributes reports.

Indexes official proceedings; and cross-references index system.

Secures various documents from files; provides research data; locates documents and data in files; retrieves information and provides to the appropriate persons.

Provides the public with information relative to the Parish Code of Ordinances, Subdivision records, and the official proceedings of the Parish Council by researching documents.

Coordinates the execution of delinquent documents approved by the Parish Council; contacts area or persons in an attempt to locate missing documents; keeps summary information on contacts made; tracks all documents that are returned and outstanding; and prepares a status listing of enacted legislation.

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COUNCIL RECORDS MANAGEMENT CLERK

Purges files following rigid retention schedule.

Coordinates the application of documents into official proceedings including securing the necessary signatures.

Provides Parish Council information to governmental officials, state agencies, the general public, etc., via telephone, reports, fax machine, etc.

Proofreads and indexes various official documents to prepare for microfilming.

Serves as key operator for office copier machine; assists office personnel with troubleshooting copier techniques; coordinates service with contracted service personnel; establishes new account codes; transmits information to the Finance Department; and forwards monthly copier meter usage cards to contract copier.

Obtains and provides budget data regarding proceeding books, paper and microfilming.

Orders proceedings books; attaches date tabs to minute pages; and secures the necessary printed data affixed to the Journals.

Coordinates microfilming activities of the records of official proceedings; contacts microfilming vendors; obtains prices; schedules for the pick up of documents; and ensures documents are stored correctly.
coordinating the microfilming of documents.

Performs special projects at the request of supervisor, public officials, or other administrative personnel.

ADDITIONAL JOB FUNCTIONS

Assists with retrieving and locating information from law books.

Prepares invoices for any copies of ten or more pages; collects and records fees for copies made; and issues receipts for payment; and coordinates and retrieves outstanding debts.

Assists with faxing and binding of documents.

Prepares purchase requisitions; secures proper authorization; prepares and submits purchase orders; selects vendor and acquires best price for items.

Types letters, reports, forms and other material required.

Prepares and maintains individual time sheet.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 3 to 5 years of government, clerical or job-related experience. Any equivalent combination of experience that would provide the required knowledge, skills, and abilities.

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COUNCIL RECORDS MANAGEMENT CLERK

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, laminating machines, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, ordinances, meeting minutes, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

COUNCIL RECORDS MANAGEMENT CLERK

Considerable knowledge of modern office practices, procedures, and equipment.

Considerable knowledge of Parish official proceedings and records.

General knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

General knowledge of Parish and departmental rules, regulations, policies and procedures, and the ability to interpret them.

General knowledge of Parish Code of Ordinances.

Skilled in the operation of common office machines, including popular computer-driven word processing, and file maintenance programs.

Ability to learn assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to make routine arithmetical computations and tabulations accurately and with reasonable speed.

Ability to interpret and communicate to the public the Code of Ordinances of the parish.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to understand and follow oral and written instructions.

Ability to make basic arithmetic computations.

Ability to perform assigned clerical tasks.

Ability to adhere to prescribed departmental procedures.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: COURIER

GENERAL STATEMENMT OF JOB

Under general supervision, performs routine clerical and courier work for the Purchasing Office. Work involves sorting and packaging various documents, supplies, and other materials and retrieving and delivering documents, supplies and other materials, as requested. Employee may also transport personnel between Parish facilities located on the east and west banks of the Mississippi River. Reports to the Purchasing Agent.

ILLUSTRATIVE EXAMPLIES OF WORK

ESSENTIAL JOB FUNCTIONS

Operates a light van or pickup truck to transport and deliver or pickup requested documents, parts, supplies, and other material to or from Parish offices and/or personnel at scheduled times or as otherwise requested during work day.

Gathers, sorts, organizes, and/or copies material to be transported.

Transports Parish personnel across the Mississippi River.

ADDITIONAL JOB FUNCTIONS

Perform other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have some experience in clerical or messenger work. Any equivalent combination of experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Possession of a valid Louisiana chauffeur's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and tools including hand trucks, carts, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or 10 pounds constantly to move objects. Physical demand requirements are those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language ability: Requires the ability to read and variety of correspondence, labels, work orders, etc. Requires the ability to speak to people with poise, voice control and confidence.

COURIER

Intelligence: Requires the ability to apply common sense understanding to carry out simple one to two step instructions; to deal with standardized situation with occasional or no variables in or from these situations encountered on the job.

Verbal Aptitude: requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items such as hand trucks and full boxes or cartons. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (talking- expressing or exchanging ideas by means of spoken words; hearing- perceiving nature of sounds by ear).

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the geographic layout of the Parish and Parish government offices and facilities.

Some knowledge of the organization and operations of Parish government.

Some knowledge of modern office practices, methods and procedures.

Ability to safely operate a light van or pick up truck over a prescribed route.

Ability to operate such equipment as hand trucks and carts.

Ability to sort items by letter, number and subject.

Ability to follow oral and written instructions.

Ability to exercise some independent judgement and initiative in performing assigned tasks.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to perform the physical labor required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: CSBG COORDINATOR

GENERAL STATEMNT OF JOB

Under general supervision of the department director, coordinates community action programs and activities supported through the Community Services Block Grant. Manages the department's recordkeeping system and serves as the administrator for the Cap60 client data base. Oversees compliance with federal, state and local program regulations; compiles data for monthly, quarterly and annual reports; submits CSBG grant reports and billing.

ILLUSTRATIVE EXAMPLES OF WORK

Essential Job Functions

Provides oversight for all CSBG programs and compliance

Manage CSBG annual plan and contract documents

Serves as the department administrator for the CAP60 client data base

Compiles monthly, quarterly and year end reports from the CAP60 reporting system

Provides training to staff on CAP60 data base

Draft department monthly and annual reports

Coordinate with finance department to compile CSBG quarterly reports and federal billing

Oversee compliance audits

ADDITIONAL JOB FUNCTIONS

Serves as the general office manager for the department to review time sheets, maintain payroll files, process department billing, and order office supplies.

Serves as the department EEOC coordinator for CSBG

CSBG COORDINATOR

Oversees department records management

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

High School diploma or GED; supplemented by working experience in emergency assistance program, data management and grant reporting.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Abilities: Tasks involve the ability to exert light physical effort in sedentary to light work but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Tasks require oral communications ability as well as visual perception and discrimination.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., cold, fumes, noise). However potential exposure to disease/pathogens, violence, dust and wetness may occur.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Community Action Programs, CSBG goals and grant requirements

Working knowledge of MS Word and Excel software

Ability to establish and maintain effective working relationships with those contacted in the course of work

Ability to communicate clearly and concisely both orally and in writing

ST. CHARLES PARISH

JOB TITLE: CUSTODIAN SUPERVISOR

GENERAL STATEMENT OF JOB

Under general supervision, performs administrative and supervisory work planning, organizing and directing the activities of personnel involved with cleaning public buildings and adjacent areas. Work involves planning, scheduling, supervising, participating in, and inspecting the work of departmental employees engaged in the cleaning and general upkeep of assigned Parish buildings and facilities. Employee is responsible for determining priorities and assigning personnel to various job sites; determining the nature and extent of maintenance work to be performed and procuring needed maintenance supplies and materials. Employee is on call 24 hours a day. Reports to the Administrative Officer.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Schedules, assigns and supervises activities of Custodians, ensuring adherence to established laws, regulations, policies and procedures; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise; instructs subordinates on work prior to commencing projects; inspects work upon completion of assigned tasks.

Confers with building occupants and the public relative to custodial complaints and requests.

Instructs subordinates in supervisory practices and the safe operation of tools and equipment.

Makes time and supply cost estimates of custodial needs.

Supervises the moving of furniture.

Plans and coordinates the requisition, storing, and issuing of cleaning supplies.

ADDITIONAL JOB FUNCTIONS

Opens and secures buildings at start and end of work day, respectively; may turn on and off lights at start and end of day, respectively, and adjust heating or air conditioning, as appropriate.

May raise and lowers flags at start and end of work day.

Responds to after-hours calls for emergency clean-up work.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

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CUSTODIAN SUPERVISOR

High school diploma or GED. Have 1 to 2 years of custodial experience in the custody of large public or commercial complexes and grounds, including some supervisory experience. Any equivalent combination of experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENT

Possession of a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including copiers, mechanics tools, electrical tools, plumbing tools, shovels, rakes, etc. Must be able to operate motor vehicles. Must be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are those for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read correspondence, reports, work orders, invoices, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare a variety of correspondence, reports, forms, diagrams, work orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English, a variety of technical or professional languages, including electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools and janitorial equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as hand and power tools and janitorial equipment. Must have minimal levels of eye/hand/foot coordination.

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CUSTODIAN SUPERVISOR

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operating principles and maintenance requirements of the mechanical installations on Parish property.

Considerable knowledge of the physical layout of Parish facilities.

Considerable knowledge of the occupational hazards of building trades work and the associated safety precautions.

Considerable knowledge of standard practices, material, and equipment used in custodial work.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the proper mixture and use of cleaning chemicals.

Skilled in the use and care of a variety of tools and equipment common to custodial work.

Ability to instruct and train employees in the operation of cleaning equipment.

Ability to plan, organize, supervise, and coordinate the work of a large number of unskilled, semiskilled and skilled workers.

Ability to exercise considerable independent judgment and initiative in planning and directing all custodial activities and in inspecting completed work for compliance with established procedures and specifications.

Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tack in meeting new problems

Ability to communicate effectively orally and in writing.

Ability to exercise tact and courtesy in contacts with private suppliers, department heads and public officials regarding requests for service and complaints.

Ability to maintain readiness to work on a 24-hour, call-in basis.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: CUSTODIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of light custodial work in the care and maintenance in an assigned Parish building or facility (i.e., Parish Courthouse or Annex). Work involves sweeping, mopping and using vacuum cleaners to clean floors; washing walls, woodwork and fixtures; cleaning and disinfecting restrooms; and policing buildings to empty trash receptacles and pick up debris, etc. Employee is also responsible for requisitioning necessary cleaning supplies. Reports to the Custodian Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Dusts and cleans desks and other furniture.

Sweeps, mops, vacuums, strips, waxes and buffs floor surfaces.

Strips, waxes, and polishes floors or furniture using brooms, lightweight scrubbers, buffers, mops, and other custodial equipment.

Cleans, disinfects, and deodorizes restrooms restroom areas and replenishes paper supplies and soap as necessary.

Unclogs sinks and toilets and reports needed repairs.

Cleans spills or handles other emergencies when required.

Cleans windows, walls, woodwork, blinds and light fixtures.

Empties trash receptacles; deposits recyclable material in proper receptacles.

Patrols buildings to inspect for safety or maintenance problems; addresses or reports problems as necessary.

Sweeps sidewalks and walkways outside of buildings; polices grounds, picking up debris.

Replaces burned-out light bulbs.

Cleans mirrors, sinks, and water fountains.

Moves furniture, desks, and equipment.

Receives and delivers supplies.

Manages errands such as picking up supplies for Parish.

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CUSTODIAN

ADDITIONAL JOB FUNCTIONS

Monitors supplies of restrooms, custodial, or building supplies, and notifies Purchasing Department when it is time to reorder.

Raises and lowers flags at the beginning and end of each work day.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have some experience in custodial work. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must posses a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate vacuum cleaners, carpet shampooers, brooms, mops, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read simple forms. Requires the ability to prepare requisition forms, time sheets and leave slips using prescribed format.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

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CUSTODIAN

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using janitorial equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as janitorial equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the standard methods, materials, and equipment employed in janitorial work.

Some knowledge of cleaning procedures and the use of cleaning materials.

Ability to understand and follow oral instructions.

Ability to learn the operation and care of vacuum cleaners, scrubbing machines, polishing machines, and other custodial equipment.

Ability to physically perform manual work.

Ability to operate Parish vehicle.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: DAVIS DIVERSION SYSTEM FACILITY OPERATOR

GENERAL STATEMENT OF JOB

Under general supervision, performs administrative and skilled technical work maintaining, inspecting, repairing Davis Diversion operating systems, pumps, stations, valves, gates, etc. Oversees activities of subordinate employees in the maintenance and repair of the Davis Diversion Project drainage pump systems, stations, valves, gates, facilities, etc. Work involves coordinating and participating in the operation, diagnosing, maintenance and repair of the electrical, diesel, natural gas and various other power systems, pumps, valves and/or facilities used in the Davis Diversion Project. Employee is responsible for coordinating a staff of pump mechanics/helpers and/or other employees to ensure adherence to policies, procedures, and standards set forth by St. Charles Parish Public Works Department, the La. Division of Natural Resources and/or the US Army Corps of Engineers. Employee's work shall include the planning, allocating and progress of work being performed by employees under his direction. Employee may also be responsible for overseeing the work of outside contractors/vendors and or Parish equipment operators/employees on various repairs and/or projects. Employee is responsible for maintaining records as deemed necessary by the St. Charles Parish Public Works Department, La State Division of Natural Resources and/or the US Army Corps of Engineers. Reports to an Assistant Superintendent or their designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Employee is responsible for the operation of Davis Diversion Project and associated facilities.

Directs, monitors, controls, operates, participates in troubleshooting, maintaining, adjusting, and repairing of all pumps, facilities and flood control devices/systems in the Davis Diversion Project system, under the direction of the parish Drainage Department and maintains records of same.

Coordinates work of mechanic helpers, electricians, equipment operators and laborers ensuring adherence to established policies, procedures and standards, assists and advises subordinates, as necessary, resolving problems as routine/non-routine situations arise.

Makes recommendations for routine personnel matters affecting subordinates, including training, assigning job duties, appraising and recommending discipline, etc.

Uses Parish Telemetry system responding to alarms, recognizing problems and corrects deficiencies as required.

11-14-07

JOB TITLE: DAVIS DIVERSION SYSTEM FACILITY OPERATOR

Uses computer to facilitate/produce reports as needed for records and evaluations of pumps, pump systems, valves, gates and other systems/facilities.

Produces and/or e-mails progress/status reports of repairs and/or condition of the Davis Diversion Project to St. Charles Parish Public Works Department, La. State Division of Natural Resources, US Army Corps of Engineers and others as directed.

Ensures proper placement and/or operation of rental equipment (generator sets, portable pumps, etc.) Maintains running total of pump/equipment run times during events.

Prepares daily work reports.

Attends annual meetings of the Davis Pond Advisory Committee.

Locates, requisitions, and orders repair parts, pumps and other necessary supplies as needed in the operation of the Davis Diversion system.

Operates small grass cutting equipment as well as large tractor type mowers for the grass maintenance of the miles of levees that line the Davis Diversion Project.

Employee shall possess an ability to operate a variety of equipment-both small and large.

Employee may be required to keep parish supplied communication devices for emergency and/or normal operations.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

Performs the duties of a pump mechanic.

MINIMUM TRAINING AND EXPERIENCE

High School diploma or GED, including or supplemented by 3 years work in the public works and/or drainage field. Have skill in the use of computers (for reporting and e-mail to various agencies) mechanical systems; pump power systems; telemetry system, electrical systems or equivalent experience. Any equivalent experience that provides the knowledge, skills and abilities required of this job will be considered.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

JOB TITLE: DAVIS DIVERSION SYSTEM FACILITY OPERATOR

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to physically operate a variety of machinery, pumps, generators and motorized vehicles. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of forces constantly to move objects. Requires the ability to maintain body equilibrium when bending, stopping, crouching, climbing, reaching, and/or stretching arms, legs or other parts of the body to grasp, push, pull or otherwise move objects. Physical demands are for heavy work.

Data conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (weather similar to or divergent from obvious standards) data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants. Must be able to organize concise verbal and written reports to keep superiors informed of operations as required.

Language Skills: Requires the ability to read/comprehend a variety of correspondence, reports, forms, electrical diagrams, schedules, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of variables in situations where only limited standardization exists: to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and delivery information, to explain procedures, to follow oral and/or written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages, including electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals, interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

JOB TITLE: DAVIS DIVERSION SYSTEM FACILITY OPERATOR

Manual Dexterity: Requires the ability to handle and use a variety of hand and power tools. Must have minimum levels of hand/eye/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. Must be able to communicate effectively with the public.

Physical Communications: Requires the ability to talk and hear; (Talking; expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear.) Must be able to communicate by telephone and/or 2-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of mechanical and electrical power systems, pump operating characteristics and maintenance repair techniques and same.

Considerable knowledge of the hazards and safety precautions associated with working around large equipment, both stationary and mobile.

Employee must have ability to communicate effectively with other local, state and federal agencies.

General knowledge of methods and principals of inventory control.

Skill in the use and care of all tools and specialty equipment.

Ability to recognize, identify and repair/direct repair of equipment malfunctions.

Ability to explain procedural information.

Ability to use computer for communication purposes thru e-mail and the internet.

Ability to prepare and maintain, by use of both writing and computer skills, moderately complex records and reports.

Ability to follow oral and/or written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

General knowledge of parish geography.

ST. CHARLES PARISH

JOB TITLE: DEVELOPMENT REVIEW PLANNER

GENERAL STATEMENT OF JOB

Under general supervision, performs advanced professional planning and research work in the Parish Planning & Zoning Department. Employee is responsible for performing general land use planning and project coordination, and detailed development design review. Work involves reviewing subdivision and zoning proposals, detailed development plans, and other technical drawings; initiating surveys and studies; supervising and assisting subordinate personnel; conferring with government officials and consulting engineers for the purpose of developing workable planning and zoning recommendations for the parish; preparing planning and zoning investigations, studies, reports and recommendations; providing information and assisting the general public with various forms and applications pertaining to proper land use and zoning; researching tax, land and Census records; preparing and revising Parish ordinances pertaining to zoning and land use, and coordinating Parish planning activities with various municipal, state, federal and private agencies; and preparing and presenting technical data and reports for various Boards, civic groups, and the general public. Employee is also responsible for serving as the Flood Plain Management Coordinator for the Federal Emergency Management Agency (FEMA); coordinating the assignment of recycling efforts in the Parish; and coordinating various planning and public administration projects. Reports to the Planning and Zoning Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Reviews subdivision and zoning applications for approval; prepares reports for Planning and Zoning Commission and Council consideration; reviews commercial, industrial, and multifamily development plans for code compliance. Advises applicants on appropriate development practices and design guidelines.

Visits subdivisions and/or tracts of land under consideration of zoning, re-zoning variances, special use permits, etc., to determine applicability of various zoning and land use ordinances, and prepares recommendations for the Planning and Zoning Commission, Parish Council, Zoning Board of Adjustment, etc. as appropriate; inspects properties for land clearing and landscape compliance.

Coordinates flood plain management activities with appropriate state and Federal regulatory agencies; reviews applications for variances to the required base flood elevation and makes recommendations; consults with potential applicants; advises applicants on FEMA regulations and alternative construction methods.

Coordinates assigned parish recycling efforts; assists and advises the public on local recycling efforts such as Curbside Recycling Program.

Provides technical assistance to the general public, Parish departments, local , state, federal and private agencies and institutions on planning, development and related matters.

Researches and prepares correspondence, reports, charts, maps, graphs, and other illustrative materials for presentation to the Planning and Zoning Commission, Zoning Board of Adjustments, Parish Council, etc.; appears before such boards and council members to explain various reports, charts, maps, graphs, etc., and make specific recommendations for action in matters pertaining to Parish planning and zoning; prepares and presents to Parish Council recommendations for ordinances, or revisions and/or amendments to ordinances, affecting Parish planning and development activities.

Researches tax, land and Census records and maps to assist and provide information to financial institutions, builders, Realtors, general public, etc., as requested; performs such research as necessary to gather and

analyze such statistical and narrative data in preparation for presentation to Planning and Zoning Commission, Parish Council, Director, etc.

Responds to citizen requests concerning the creation or vacating of rights of ways and easements, zoning, legal descriptions, addresses, and comprehensive plans by preparing correspondence, letters, reports, meeting with citizens, etc.

Serves as liaison to coordinate planning activities with adjacent municipalities and/or local, state, federal and private agencies.

Initiates and participates in the supervision and preparation of surveys, research, reports and recommendations relative to population, land use, major streets and traffic, subdivisions and other aspects of community growth and development.

Develops, analyzes and applies research data relative to the stimulation and projection of parish and regional growth.

Develops and selects the methodology to be followed for individual projects, including detailed specifications of the data to be analyzed.

Encourages and assists with the establishment of local and regional planning commissions, community development groups and similar planning bodies.

Coordinates various planning and public administration projects; identifies problems; conducts research; coordinates efforts; determines various solutions and recommendations to resolve problems; and prepares ordinances.

ADDITIONAL JOB FUNCTIONS

Presents information to the public in the form of speeches, reports, media releases, and correspondence on parish planning matters.

Assists, supervises and coordinates the work of subordinates to achieve professional performance standards.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in urban and regional planning from an American Planning Association accredited program in urban and regional planning; or a bachelors degree in urban and regional planning, plus at least three years of experience in urban and regional planning. Said three years of experience shall include at least two years of practical experience in the formal review and administration of subdivision and commercial development proposals. An equivalent combination of the described work experience and masters degree level course work toward an American Planning Association accredited degree may be acceptable.

SPECIAL REQUIREMENT

Must possess a valid Louisiana driver's license.

11-19-97

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, etc., and manual and automated drafting tools and equipment. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion or forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, statistical data, maps, site plans, engineering drawing, forms, permits, etc. Requires the ability to prepare correspondence, statistical and narrative reports, site plans, charts, graphs, maps, etc., using proper formats and conforming to all rules of punctuation, grammar, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instruction. Must be able to communicate effectively and efficiently in various technical or professional languages, including engineering and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; understand and apply the theories of statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking; expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

11-19-97

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles, practices and objectives of urban and rural planning.

Considerable knowledge of parish zoning ordinances and codes, and related land use and zoning regulations.

Considerable knowledge of the environmental and socio-economic implications of the planning process.

Considerable knowledge of governmental programs, laws, grants and services pertinent to the planning process.

Considerable knowledge of the financing sources and programs available through state and federal funding agencies, and of the requirements and standards for obtaining and retaining state and federally funded programs.

Considerable knowledge of the geographic and socio-economic layout of the Parish.

Skilled in the collection, analysis and presentation of technical data and planning recommendations.

Ability to use common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to use manual and automated drafting tools and equipment.

Ability to prepare and interpret cadastral, orthophoto, topographical and other related maps.

Ability to read and interpret surveys and engineering drawings and plans.

Ability to evaluate local planning problems to develop solutions based on existing laws and good planning practices and prepare technical reports.

Ability to effectively express ideas orally and in writing.

Ability to exercise considerable tact and courtesy in contact with the public officials, community leaders, professional groups, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

11-19-97

ST. CHARLES PARISH

JOB TITLE: DISTRIBUTION LEADMAN

GENERAL STATEMENT OF JOB

Under limited supervision, performs specialized and skilled supervisory work in the installation, maintenance and repair of potable water production, treatment and distribution systems. Work involves insuring that safe and pleasant drinking water is always available for commercial, residential, industrial or fire protection work at all times. Employee is responsible for repairing and maintaining approximately 400 miles of transmission lines that carry portable water to customers. Reports to the Superintendent of Waterworks.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises distribution maintenance duties; oversees installations, maintenance and repair of meters, water lines, fire hydrants, valves, appurtenances, vehicles, grounds and assigned facilities; prepares wet taps on water lines.

Protects the water quality in the distribution system; assures that no outside contaminates are able to enter the system; performs water testing and sampling; performs chlorination duties.

Monitors the digging and construction of other agencies in the distribution system and minimizes the possibility of damage and/or bacteriological contamination of the system.

Maintains a safe working environment for all distribution personnel; develops procedures for the safe handling of equipment.

Completes work orders and other required reports completely and accurately.

ADDITIONAL JOB FUNCTIONS

Maintains and cleans equipment, property, and grounds.

Monitors and maintains inventories of materials; requests the purchase of supplies and materials.

Must be on call as required; works overtime as required.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by course work in technical and mechanical fundamentals. Have 3-5 years of job related experience. Any equivalent combination of experience which will provide the required knowledge, skill, and abilities.

SPECIAL REQUIREMENTS

Must have or be able to obtain a Louisiana State Class I Distribution Certificate within eight (8) months, a Louisiana State Class II Distribution Certificate within sixteen (16) months, a Louisiana State Class III Distribution Certificate within twenty-four (24) months and a Louisiana State Class IV Distribution Certificate within thirty-two months up to the level required by Louisiana Department of Health and Hospitals based on the parish's population. Must obtain required training hours to maintain the Louisiana State Water Distribution Certificate per the requirements of the Louisiana Department of Health and Hospitals. Must possess a valid Louisiana Class A Commercial Driver's License.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of mechanical equipment including backhoes, charts, pumps, hammers, saws, welding machines, cutting torches, etc. Must be able to exert in excess of 100 pounds of force occasionally, and/or 50 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are consistent with those for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, work orders, packing slips, schedules, manuals, etc. Requires the ability to prepare correspondence, forms, work orders, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using plumbing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; multiply and divide; to determine decimals and percentages; and to interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools and operating equipment such as backhoes, grass-cutting tractors, and weedeaters.

DISTRIBUTION LEADMAN

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the water district geography.

Considerable knowledge of water service lines in the Parish.

Considerable knowledge of principles of standard maintenance and repair methods.

Considerable knowledge of safety precautions that apply to distribution.

Considerable knowledge of hazards and safety precautions of work activities.

General knowledge of the principles of supervision, organization and administration.

Some knowledge of water testing and sampling.

Skill in the safe use and care of a variety of tools and equipment required for water service maintenance.

Ability to learn the location and pertinent features of the water system; to perform strenuous work in water, mud and adverse weather conditions.

Ability to read distribution maps.

Ability to protect drinking water from contamination while performing duties.

Ability to understand, interpret, and follow written and oral instruction.

Ability to identify and repair problems with water lines.

Ability to maintain complete and accurate records.

Ability to physically walk for long periods of time, to bed over, and kneel numerous times while on duty.

Ability to establish and maintain effective work relationships as necessitated by assignments.

ST. CHARLES PARISH

JOB TITLE: DISTRIBUTION MAINTENANCE

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized and skilled work in the installation, maintenance, and repair of potable water production, treatment and distribution systems. Work involves insuring that safe and pleasant drinking water is always available for commercial, residential or fire protection work at all times. Employee is responsible for repairing and maintaining approximately 400 miles of transmission lines that carry potable water to customers. Reports to the Superintendent of Waterworks

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs distribution maintenance duties; installs, maintains, and repairs meters, water lines, fire hydrants, valves, appurtenances, vehicles, grounds and assigned facilities; prepares wet taps on water lines.

Protects the water quality in the distribution system; assures that no outside contaminates are able to enter the system; performs water testing and sampling; performs chlorination duties.

Monitors the digging and construction of other agencies in the distribution system and minimizes the possibility of damage and/or bacteriological contamination of the system.

Completes work orders and other required reports completely and accurately.

ADDITIONAL JOB FUNCTIONS

Monitors inventories of materials.

Maintains and cleans equipment, property, and grounds.

Reads and records meter readings.

Must be on call and work overtime as required.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1-2 years of job related experience. Any equivalent combination of experience which will provide the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Class A Commercial Driver's License. Ability to obtain a Class III Distribution Certificate from the State of Louisiana.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of mechanical equipment including backhoes, charts, pumps, hammers, saws, welding machines, cutting torches, etc. Must be able to exert in excess of 100 pounds of force occasionally, and/or 50 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are consistent with those for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, work orders, packing slips, schedules, manuals, etc. Requires the ability to prepare correspondence, forms, work orders, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using plumbing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; multiply and divide; to determine decimals and percentages; and to interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools and operating equipment such as backhoes, grass-cutting tractors, weedeaters and lawn mowers.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

DISTRIBUTION MAINTENANCE

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the water district geography.

Considerable knowledge of water service lines in the Parish.

Considerable knowledge of principles of standard maintenance and repair methods.

Some knowledge of water testing and sampling.

Some knowledge of hazards and safety precautions of work activities.

Skill in the safe use and care of a variety of tools and equipment required for water service maintenance.

Ability to learn the location and pertinent features of the water system; to perform strenuous work in water, mud and adverse weather conditions.

Ability to read distribution maps.

Ability to protect drinking water from contamination while performing duties.

Ability to understand, interpret, and follow written and oral instruction.

Ability to identify and repair minor problems with water lines.

Ability to maintain simple records.

Ability to physically walk for long periods of time, to bend over, and kneel numerous times while on duty.

Ability to establish and maintain effective work relationships as necessitated by assignments.

ST. CHARLES PARISH

JOB TITLE: DRAINAGE FOREMAN

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory, administrative and skilled work overseeing activities of employees in the maintenance and repair of the parish's drainage pump systems and stations. Work involves directing, coordinating and participating in the diagnosing, maintenance and repair of the electrical, diesel, natural gas and various other power systems and pumps used in the drainage system of the parish. Employee is responsible for supervising a staff of pump mechanics, helpers and labors to ensure adherence to policies, procedures, and standards set forth by St. Charles Parish Public Works Department. Employee's work shall include the planning, allocating and progress of work being performed by employees under his direction. Employee may also be responsible for overseeing the work of equipment operators on various other drainage projects. Employee shall also be responsible for maintaining records as deemed necessary by the Public Works Department. Employee is subject to usual hazards associated of work in industrial areas. Employee may assume the duties and responsibilities of the Drainage Assistant Superintendent in his or her absence. Reports to an Assistant Superintendent or their designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Responsible for the operation of all drainage facilities, pumps within the East and/or West Bank Parish drainage system and /or the Davis Diversion Project.

Directs, monitors, controls, participates in troubleshooting, maintaining, adjusting, and repairing of all pump, canals and flood control devices/systems under the direction of the drainage department and maintains records of same. Monitors, responds to, resets and operates parish pump telemetry systems.

Assigns, directs, participates with and supervises staff of mechanics, electricians, helpers and equipment operators ensuring adherence to established policies, procedures and standards, assists and advises subordinates, as necessary, resolving problems as routine/non-routine situations arise.

Administers and/or makes recommendations for routine personnel matters affecting subordinates, including training, assigning, scheduling leave, appraising and disciplining, etc. by written report.

DRAINAGE FOREMAN

Uses computer to facilitate/produce reports as needed for records and evaluations of pumps, pump systems, drainage stations and feeder canal systems.

Produces progress reports on status of repairs and condition of system readiness for rain/hurricane event.

Ensures proper placement and/or operation of rental equipment (generator sets, portable pumps, etc.) Maintains running total of pump/equipment run times during events.

Prepares daily work reports

Locates, requisitions, and orders repair parts, pumps and other necessary supplies as needed in the operation of the drainage system.

Obtains bids/pricing for various repairs to pump stations, pumps, and associated drainage equipment.

Employee may be required to keep parish supplied communication devices for emergency and or normal operations.

Performs as Area Foreman as directed

ADDITIONAL JOB FUNCTIONS

Performs other related work as required

MINIMUM TRAINING AND EXPERIENCE

High School diploma or GED, including or supplemented by 3 years work in the public works and/or drainage field. Have a minimum of 2 years supervisory experience. Have skill, in mechanical systems; pump power systems; electrical systems or equivalent experience. Minimum computer skills are necessary. Any equivalent experience that provides the knowledge, skills and abilities required of this job will be considered.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

DRAINAGE FOREMAN

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to physically operate a variety of machinery, pumps, generators and motorized vehicles. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching, and/or stretching arms, legs or other parts of the body to grasp, push, pull or otherwise move objects. Physical demands are for heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants. Must be able to organize concise verbal and written reports to keep superiors informed of operations as required.

Language Skills: Requires the ability to read/comprehend a variety of correspondence, reports, forms, electrical diagrams, schedules, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of variables in situations where only limited standardization exists: to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and/or written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages, including electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals, interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

DRAINAGE FOREMAN

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

Manual Dexterity: Requires the ability to handle and use a variety of hand and power tools. Must have minimum levels of hand/eye/foot coordination.

Color Discrimination: requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. Must be able to communicate effectively with the public.

Physical Communications: Requires the ability to talk and hear; (Talking; expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear.) Must be able to communicate by telephone and/or 2-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of mechanical and electrical power systems, pump operating characteristics and maintenance repair techniques of same.

Considerable knowledge of the hazards and safety precautions associated with working around large equipment, both stationary and mobile.

General knowledge of principals of supervision, organization and administration.

General knowledge of methods and principals of inventory control

Skill in the use and care of all tools and specialty equipment

Ability to recognize, identify and repair/direct repair of equipment malfunctions.

Ability to supervise and direct a staff of skilled, semi-skilled and unskilled workers.

Ability to explain procedural information clearly.

DRAINAGE FOREMAN

Ability to prepare and maintain, by use of both writing and computer skills, moderately complex records and reports.

Ability to follow oral and/or written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

General knowledge of parish geography.

07-08-08

ST. CHARLES PARISH

JOB TITLE: DRAINAGE HEAVY EQUIPMENT FOREMAN

GENERAL STATEMENT OF JOB

Under general supervision performs supervisory and administrative work overseeing activities of assigned crews under direction and supervision of the Assistant Superintendent of the Department of Public Works. The purpose of the position is to perform supervisory and managerial work in assisting the Assistant Superintendent with the planning, direction and control of Drainage Department Heavy equipment operations. This responsibility includes managing operations for ensuring compliance with all standards, policies, activities and procedures of the department and other governmental agencies. Areas of work include but are not necessarily limited to rehabilitation, construction and maintenance of streets, roadways, bridges, Right of Ways, storm water systems, levees, waterways, canal and flood control systems. Employee is additionally responsible for ensuring compliance with all standards, policies, and procedures of the Public Works Department. Reports to an Assistant Superintendent.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Provides assistance, support, and assistance to Assistant Superintendents; directly supervises multiple work crews (operators of large lifting, excavation, and transporting equipment) on a daily basis; assists in planning, scheduling and prioritizing maintenance, emergency work, and project work.

Assigns, directs, participates with and supervises staff of mechanics, electricians, helpers and equipment operators ensuring adherence to established policies, procedures and standards, assists and advises subordinates, as necessary, resolving problems as routine/non-routine situations arise.

Planning and other meetings with Utility Representatives, Army Crop of Engineers, Louisiana State/ Government Agencies and engineers, vendors and contractors; participates in capital projects review, development and progress.

Assists in preparing equipment specifications for annual operating budget for assigned responsibility and operates within constraints

Coordinates maintenance of Department heavy equipment, ensuring adherence to maintenance schedules and obtaining other repair work as necessary; maintains records and logs as to assignment, condition, maintenance and repair of individual pieces of heavy equipment; assists in the purchase of new equipment and sales of surplus equipment.

Makes recommendations for routine personnel matters affecting subordinates, including training, appraising and disciplining by verbal/written report.

Investigates accidents, bodily injury and Parish property damage involving employees, vehicles and equipment of the Department; prepares records and reports of findings for submission to Risk Management, Assistant Superintendent and/or Assistant Director, as required.

Recommends physical improvements necessary maintain or improve efficient operation of Public Works fleet of large movable equipment.

In the performance of his or her duties, shall carry out, perform, and/or operate in accordance with all regulatory requirements of Federal and State agencies, (i.e.), US Army Corp of Engineers, US Environmental protection Agency, US and State Department of Wildlife and Fisheries, and the State Department of Environmental Quality as well as any other regulatory agency which may be required in the permitting process.

ADDITIONAL WORK PERFORMED

Maintains professional and technical knowledge of lifting, digging and transportation equipment.

Reviews and prepares specifications for large construction work in areas of assigned responsibility.

Prepares plans and supervises execution of large and unusual equipment lifts for Parish departments, Public works, Wastewater, and Waterworks.

Establish methods to meet work schedules and coordinate work activities with other project supervisors.

Ensures compliance with a safe workplace regulations; reports safety violation, employee injury reports to implement corrections.

Supervises employee departmental orientation; evaluates employee work performances, and makes recommendations on personnel actions affecting employees.

Performs Annual Employee Appraisals on all subordinates, coordinates training and coaching of improvement areas.

Performs other related work as required.

MINIMUM QUALIFICATIONS

High school diploma **or** GED, hands on work pertaining to construction and/or design and/or significant progressively knowledgeable experience in roads, streets, sidewalks, and roadways maintenance and repair and/or minimum two (2) years progressively responsible experience in storm drainage systems construction and maintenance and/or minimum two (2) years progressively responsible experience in drainage pumping stations operations and maintenance. Considerable knowledge of the hazards and safety precautions associated with working around large lifting equipment, both stationary and mobile. Possess a professional and technical knowledge of lifting, digging, and transportation equipment. Thorough knowledge of effective supervisory principles and techniques or any equivalent combination of education, training, and experience. Requires a valid Louisiana state CDL driver's license and an acceptable driving record.

MINIMUM STANDARDS REQUIRED

Physical Requirements: Must be able to physically operate a variety of machinery, pumps, generators and motorized vehicles. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching, and/or stretching arms, legs or other parts of the body to grasp, push, pull or otherwise move objects. Physical demands are for heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (weather similar to or divergent from obvious standards) data, people or things. Requires the ability to read and comprehend Engineering Drawings and Specifications.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions. Must be able to organize concise verbal and written reports to as required. Must be able to prioritize and handle multiple tasks simultaneously.

Language Skills: Requires the ability to read/comprehend a variety of correspondence, reports, forms, etc. Requires the ability to prepare correspondence, reports, forms, etc. Requires the ability to speak to people with poise, voice control and confidence in stressful situations.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of variables in situations where only limited standardization exists: to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and/or written instructions. Must be able to communicate effectively and

efficiently in a variety of technical and/or professional languages, including electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals, interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

Manual Dexterity: Must have minimum levels of hand/eye/foot coordination.

Color Discrimination: requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. Must be able to communicate effectively with the public.

Physical Communications: Requires the ability to talk and hear; (Talking; expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear.)

Must be able to communicate by e-mail, telephone (verbal/text) and/or 2-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of mechanical systems

Skill in the use and care of all tools and specialty equipment

Ability to recognize, identify and repair/direct repair of equipment malfunctions.

Considerable knowledge of the hazards and safety precautions associated with working around large equipment, both stationary and mobile.

General knowledge of federal and state environmental regulations related to the performance of his or her duties.

General knowledge of principles of supervision, organization and administration.

A working knowledge of relevant government and / or community institutions, organizations, procedures, and processes. Familiarity with St. Charles Parish communities.

10-07-2014

St. Charles Parish

Job Title: Electrician Helper

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled to skilled work in the maintenance and repair of Public Works electrical systems. Work involves maintaining electrical systems for Parish requirements and Pumping Stations. Employee is also responsible for general maintenance of assigned buildings and facilities. Reports to an Electrician.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Starts, stops, operates, reads, adjusts, and repairs mechanical and electrical equipment related to drainage pumps.
Plans layout and installs or repairs wiring to new or old drainage pumps, buildings, etc.

Measures, cuts, bends, threads, assembles and installs electrical conduit using hacksaw, pipe threader and conduit bender; runs wiring through conduit, under supervision, connects wiring to meter pan, switches, circuit breakers, control panels, motors, lights, etc.

Troubleshoots equipment under supervision using test instruments such as, ammeter, multimeter, and megger.

Assist the Electrician in planning maintenance schedules and performing preventive maintenance, including ensuring proper oil levels and grease in motor bearings; maintains records of equipment maintenance and repair performed.

Assist the Electrician in repairs malfunctions by such methods as replacing burned out fuses, switches, motors, bypassing or replacing defective wiring, adjusting controllers, etc.; Assists the Electrician in installing upgraded electrical devices to protect motors and equipment.

Under supervision, repairs, maintains, and installs electrical systems and equipment such as light fixtures, receptacles, switches, electric motors, water heaters, air conditioners, etc., in buildings and facilities of the east and west bank yard shops, as assigned.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

ELECTRICAN HELPER

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have l to 2 years of experience in electrical maintenance work. Any equivalent combination of experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including pipe benders, pipe threaders, wire crimpers, voltmeters, ohmmeters, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or 10 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures.
Physical demands requirements are those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Language Ability: Requires the ability to read a variety of correspondence, reports, electrical diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, electrical diagrams, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and electrical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas', to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; perform calculations involving variables, formulas, square roots and polynomials.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand and power tools. Must have minimal level of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear. (Talking: expressing or exchanging ideas by means of spoken words; perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE SKILLS AND ABILITIES

Some knowledge and principles of mechanics and electricity.

General knowledge of general safety procedures and precautions necessary in electrical work.

General knowledge of Parish Geography.

Skill in operating hand and power tools.

Ability to record pressures, temperature, and operating conditions accurately.

Ability to read and interpret blueprints and electrical schematic drawings.

Ability to understand and follow oral and written instructions.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to keep simple records and reports including numerical data.

6-4-2013

ST. CHARLES PARISH

JOB TITLE: ELECTRICIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and specialized technical work in the maintenance and repair of Public Works electrical systems. Work involves maintaining electrical systems for Parish requirements and Pumping Stations. Employee is also responsible for general maintenance of assigned buildings and facilities. Reports to an Area Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Starts, stops, operates, reads, adjusts, and repairs mechanical and electrical equipment related to drainage pumps.

Plans layout and installs or repairs wiring to new or old drainage pumps, buildings, etc.

Measures, cuts, bends, threads, assembles and installs electrical conduit using hacksaw, pipe threader and conduit bender; runs wiring through conduit, connects wiring to meter pan, switches, circuit breakers, control panels, motors, lights, etc.

Troubleshoots equipment using test instruments, such as ammeter, multimeter and megger.

Maintains inventory of supplies, equipment and replacement parts, preparing requisitions and/or purchase orders as necessary.

Plans maintenance schedules, and performs preventive maintenance, including ensuring proper oil levels and grease in motor bearings; maintains records of equipment maintenance and repair performed.

Repairs malfunctions by such methods as replacing burned out fuses, switches, motors, bypassing or replacing defective wiring, adjusting controllers, etc.; installs upgraded electrical devices to protect motors and equipment.

Repairs, maintains, and installs electrical systems and equipment such as light fixtures, receptacles, switches, electric motors, water heaters, air conditioners, etc., in buildings and facilities of the east and west bank yard shops, as assigned.

ADDITIONAL JOB FUNCTIONS

Monitors pumps in absence of Pump Mechanic to ensure proper operating condition, adjusting as necessary.

Assumes duties and responsibilities of Area Foreman in his or her absence, ensuring adherence to established policies, procedures, and standards.

Inspects water levels along containment levees during storms, reporting problems as appropriate.

Performs related work as required.

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ELECTRICIAN

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years of experience in electrical maintenance work. Any equivalent combination of experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including pipe benders, pipe threaders, wire crimpers, voltmeters, ohmmeters, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or 10 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, electrical diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, electrical diagrams, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and electrical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; perform calculations involving variables, formulas, square roots and polynomials.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

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ELECTRICIAN

Manual Dexterity: Requires the ability to handle a variety of items such as hand and power tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of principles of mechanics and electricity.

Considerable knowledge of operating characteristics and standard repair methods of drainage pumps and motors.

Considerable knowledge of the operating characteristics and maintenance requirements of assigned equipment.

General knowledge of heating and cooling systems.

General knowledge of general safety procedures and precautions necessary in electrical work.

General knowledge of Parish geography.

Skill in operating hand and power tools.

Ability to record pressures, temperature, and operating conditions accurately.

Ability to read and interpret blueprints and schematic drawings.

Ability to perform repair or service on equipment with reasonable speed.

Ability to understand and follow oral and written instructions.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ELECTRICIAN

Revised: June 23, 1998

ST. CHARLES PARISH

JOB TITLE: EMERGENCY MANAGEMENT OPERATIONS CENTER SECRETARY

GENERAL STATEMENT OF JOB

Under general supervision, performs routine skilled clerical and general office duties in support of the Emergency Operations Center Department. Work involves clerical duties such as typing schedules, tables, correspondence, reports, forms, etc.; verifying information on standard forms; updating information as necessary; preparing various materials for meetings, supervisors, other department personnel, etc.; maintaining files of records, correspondence, forms, etc.; answering and routing incoming telephone calls; and recording and distributing messages. Work may involve scheduling meetings and/or appointments; and maintaining office inventories. Reports to the Senior Coordinator.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Types letters, tables, reports, forms, memoranda, schedules, and other materials from rough drafts or detailed instructions; applies standard typing techniques and methods to produce prescribed format.

Verifies standard forms and correspondence for inaccuracies of spelling, punctuation, grammar, spacing, neatness, or other general appearance; verifies numerical or verbal data on forms, records, or other items against a master form or other standard for inconsistencies, errors, or omissions; and updates and corrects information as necessary.

Performs a variety of clerical duties involving filing, tabulating, checking, and comparing forms; applies standard formulas to data in making arithmetical computations; prepares and maintains time sheets for office staff.

Prepares various materials for meetings, supervisors, other department personnel, etc; types, proofreads, and prints correspondence, reports, ordinances, forms, documents, etc.; makes available for various personnel; and mails notices of meeting or other information to meeting members or the general public.

Sorts and files correspondence, index cards, forms, maps, pamphlets, books, documents, or other materials numerically, alphabetically, or by other established classification; retrieves materials from files upon request; separates and distributes multiple copy forms such as personnel forms, requisitions, travel requests.

Maintaining files of records, correspondence, forms, etc.; types standard information on file cards, and keeps files according to an established file classification system; and assists in establishing a new file system.

Answers telephone and routes visitors and calls; secures and gives out routine information regarding Parish laws, ordinances, or departmental polices.

Receives, opens, sorts, stamps and distributes mail.

Relays complaints to proper person or authority.

Duplicates copies of typewritten or handwritten numerical, verbal, or diagrammatic matter suing some type of duplicating machines.

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EMERGENCY MANAGEMENT OPERATIONS SECRETARY

Creates various routine forms by hand or typewriter, according to designated procedures.

ADDITIONAL JOB FUNCTIONS

May schedule meetings and/or appointments for directors, coordinators, and various personnel.

Maintains office inventories; prepares purchases orders for supplies.

Considered "Essential Personnel" and assists in notification, logging all calls, etc., during times of emergency.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by course work in typing or secretarial science. Have 1 to 2 years experience in clerical or job-related work. Any equivalent combination of experience that would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, schedules, time sheets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

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EMERGENCY MANAGEMENT OPERATIONS SECRETARY

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

General knowledge of modern office practices, procedures, and equipment.

General knowledge of Parish and departmental rules, regulations, policies and procedures, and the ability to interpret them.

Skilled in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to learn assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to understand and follow oral and written instructions.

Ability to make basic arithmetic computations.

Ability to perform assigned clerical tasks.

Ability to adhere to prescribed departmental procedures.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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EMERGENCY MANAGEMENT OPERATIONS SECRETARY

ST. CHARLES PARISH

JOB TITLE: EMERGENCY OPERATIONS CENTER COORDINATOR

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory and administrative work assisting in the planning, directing, organizing, and providing support for the Parish emergency response program for the Parish. Employee is responsible for reviewing and revising plans and procedures for responding to all types of emergency situations; dealing with emergency situations once they occur; performing limited supervisory duties over staff officers during times of emergency; assisting in securing the cooperation of all law enforcement agencies, fire departments, search and rescue squads, schools, day care centers, and hospitals, and varied private agencies; coordinating the activities of governmental and non-governmental agencies providing emergency response services. Work involves assisting Local Emergency Planning Committee Chairman and other businesses in complying with state and federal regulations; managing the CAMEO emergency response software program; maintaining the emergency command-post van; assists in conducting training sessions for emergency response personnel; performs Communications Operator duties as needed; representing the department at various meetings and functions; and responds to inquiries from other departments, agencies, industry, and the general public. Reports to the Senior Coordinator.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assists the Senior Coordinator in planning, directing, organizing and providing support for the Parish emergency response program; prepares, reviews and revises the parish emergency response plans and procedures.

Coordinates the activities of emergency staff officers during times of emergency; provides limited supervision of staff officer duties.

Assists in securing the cooperation and participation of law enforcement agencies, fire departments, search and rescue squads, schools, day care centers, hospitals, and varied private sector.

Confers with emergency planners from nearby parishes and other governmental agencies to coordinate planning efforts.

Assists Local Emergency Planning Committee Chairman, local industry, and businesses in complying with SARA Title III, state, and federal regulations.

Manages the CAMEO emergency response software; troubleshoots problems with software applications; assists users as necessary.

Maintains the emergency command-post van; ensures vehicle is in proper working order; ensures emergency materials and equipment are on van and working properly.

Assists in conducting training for Parish officials and emergency response personnel to ensure that all participant in emergency operations are aware of their roles and responsibilities.

Performs duties of Senior Coordinator and Communications Operator during their absence or as needed.

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ADDITIONAL JOB FUNCTIONS

Attends public and private meetings and functions, representing the department.

Routes tasks such as typing, filing and mailing of correspondence, memos, documents, etc..., to the clerical staff.

Responds to inquiries from other departments, agencies and the general public.

Maintains a listing of department communications.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 3 to 5 years experience in emergency planning, or related field, including some experience in popular computer-driven word processing, spreadsheet, file maintenance, and emergency management programs. Any equivalent combination of experience that would provide the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Possession of a valid Class D Louisiana driver's license. Must successfully complete the PDS Capstone Seminar at the Emergency Operations Center and the Industrial Operations Training Course. Must successfully complete the FEMA Emergency Management Home Study Courses. Must successfully complete the Basic P.D.S Emergency Management courses.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, two-way radio, facsimile machines, etc. Must be able to operate a motor vehicle. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, minutes, etc. Requires the ability to prepare correspondence, reports, forms, press releases, purchase requisitions, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

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EMERGENCY OPERATIONS CENTER COORDINATOR

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in emergency management and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; utilize percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Emergency Management procedures.

Considerable knowledge of federal rules, regulations and guidelines concerning infection and hazardous material control.

Considerable knowledge of the geographical layout of the Parish including political subdivisions, and the location of roads and streets within the Parish.

Considerable knowledge of current emergency management needs of the Parish.

Considerable knowledge of emergency response policies, procedures and techniques.

Considerable knowledge of the department and its organization and operating procedures.

Considerable knowledge of the CAMEO emergency response computer software.

General knowledge of the principles of supervision, organization and administration.

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EMERGENCY OPERATIONS CENTER COORDINATOR

Ability to react quickly and calmly in emergency situations, and to adopt effective courses of action.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with emergency response personnel, volunteers, public officials, law enforcement agencies and as otherwise necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: ENGINEER-IN-TRAINING

GENERAL STATEMENT OF JOB

Under close supervision of a higher level Engineer, Professional, the purpose of the position is to perform beginning level professional engineering work involving the performance of technical duties in the investigation, development, and construction of engineering projects for an assigned department of St. Charles Parish. Areas of assignment include, but are not limited to, drainage administration, sewerage operations and rehabilitation, water administration, roadway design, traffic engineering operations, and general engineering. Essential functions, as outlined herein, are performed according to the area of assignment. Performs related work as required. Reports to the Senior Parish Engineer.

An employee in this class applies his educational knowledge to the design, maintenance, and planning of various engineering projects under the close supervision of a higher level Engineer, Professional; while in pursuit of registration as an Engineer, Professional. As the title indicates, the employee is in training, and receives relatively simple assignments by his superiors in the field and in the office.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Performs professional civil, etc. engineering functions for an assigned department of the Parish, i.e., drainage administration, sewerage operations and rehabilitation, water administration, roadway, and traffic engineering operations, and general engineering.

Reviews various technical data and documentation to ensure accuracy and/or provide comments and recommendations, i.e., billing invoices, engineering reports, permit applications, plans and specifications, work orders.

Prepares various technical data and documentation, i.e., engineering reports, progress and inspection reports, flow/meter data, capacity load data.

Coordinates operations, maintenance, construction, and related engineering activities as applicable to assigned projects, i.e., survey work, capital and maintenance projects, consultants, service providers, utility agencies, intersection operations, etc.

Performs technical data analyses as applicable to area of assignment, to include the sorting, arrangement and reporting of data.

Coordinates and provides communication links between operations, maintenance, rehabilitation, and administration.

Provides training, setup, and continued development and management of department engineering programs; ensures quality control and maintenance of security and integrity of department data.

Provides information on various aspects of projects/activities under charge, i.e., cost data, feasibility analyses, status reports, complaint response, public meeting presentation and coordination with elected officers.

Provides technical recommendations for problem resolution; assists department administration in implementation of such accordingly.

Design engineering plans as applicable to area of assignment.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related work as directed.

JOB TITLE: ENGINEER-IN-TRAINING

MINIMUM TRAINING AND EXPERIENCE

Current registration as an Engineer Intern with the Louisiana State Board of Professional Engineers and Land Surveyors or obtain such registration within 6 months at hiring.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Extended period on computer keyboard.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are performed with periodic exposure to adverse environmental conditions, as applicable to assigned area, i.e., odors, wetness/humidity, toxic/poisonous agents, smoke/dusts/pollen, machinery, traffic hazards.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of professional engineering principles and functions with respect to the area of assignment, i.e., sewerage operations and maintenance, capital construction, drainage operations and maintenance, water administration, geographic information systems, roadway design, traffic engineering operations.

Considerable knowledge of principles of effective administration, i.e., short and long term planning; project organization and coordination.

Knowledge of engineering mathematical functions, i.e., addition, subtraction, multiplication, division; calculating decimals and percentages; applying geometric, algebraic, and trigonometric principles and formulas; using integral calculus.

JOB TITLE: ENGINEER-IN-TRAINING

Skill in both written and oral communications for responding to information inquiries and requests, and for reporting on projects and duties of assignment.

Ability to read, interpret and provide technical recommendations on a variety of engineering documentation, i.e., plans, specifications, program standards, drawings, engineering diagrams and traffic operations equipment.

Ability to exchange communication in obtaining information or clarifying details.

Ability to receive and respond to inquiries, requests, and complaints with tact, discretion, and diplomacy.

09-09-08

ST. CHARLES PARISH

JOB TITLE: ENGINEERING TECHNICIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs technical-clerical work of an engineering nature in the preparation of construction plans and maintenance of the Geographic Information System. Work involves preparing engineering drawings and specifications for public works construction plans, and maintaining the GIS and other computer software, hardware and databases, including preparing records, reports, maps, etc. Employee is also responsible for surveying property, and preparing a variety of permits and reports required by various oversight agencies. Work also involves maintaining office computer equipment, and assisting in purchase of computer equipment. Reports to the Parish Engineer and the Director of Public Works.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes information for correspondence, reports, records, etc., selecting data from varied sources; assists in preparation of various permits, records and reports required for submission to the Environmental Protection Agency and other oversight agencies.

Assists in development of specifications and prepares engineering drawings for public works construction projects; prepares packages of materials for solicitation of construction bids.

Utilizes computer-driven Geographic Information System to maintain database of information pertaining to Parish streets and drainage systems, updating maps and other information and preparing back-up records as appropriate; prepares printed copies of GIS data such as field surveys, maps, etc., for use by public works field crews.

Prepares and maintains land maps and records; draws and inks portions of maps to scale and includes identifying information.

Performs annual field street maintenance survey.

Troubleshoots hardware and software problems and errors in computer equipment or software, determines cause of error or stoppage and applies corrective steps or standard operational techniques in cases where stoppage can be corrected; develops remedies to identified program deficiencies or operational failures; advises operators of operational techniques to correct stoppage, as appropriate.

Surveys assigned tracts of land, locating property and lot lines and recording field notes and other data; assists and advises other surveyors in surveying techniques and maintenance of records and logs.

Assists in review of subdivision plans, ensuring adherence to applicable design codes and ordinances.

Assists in estimating construction costs for projects.

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ADDITIONAL JOB FUNCTIONS

Reviews and tests computer hardware and software, and makes recommendations concerning acquisition or adoption of new applications, including estimates of costs; compiles, reviews and maintains information pertaining to available computer products and sources of such products.
Prepares purchase requisitions and orders materials and supplies.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by college-level course work in engineering or technology, with an associate's degree preferred. Have 1 to 2 years of experience in land surveying and the use of computer-driven word processing, spreadsheet and file maintenance programs. Any equivalent combination of experience that provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, blueprint machines, microfilm readers and printers, vacuum frame printers, manual drafting tools, surveying equipment, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, engineering drawings, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or

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professional languages, including engineering, mechanical and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; compute discount, interest, profit and loss, ration and proportion, etc.; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations; and perform algebraic operations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office and surveying equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operating system and the software utilized in the Department's Geographic Information System environment.

Considerable knowledge of programming techniques, programming languages, operating systems, electronic computers, and peripheral equipment used by the Department, or planned for use by the Department.

Considerable knowledge of computer-assisted drafting and design.

General knowledge of standard practices, materials and equipment used in land survey drafting.

Working knowledge of geographical areas and subdivisions of the Parish.

Working knowledge of the principles of drafting and cartography.

Some knowledge of various grades, quality standards, sources of supply and price trends for various computer equipment, supplies and maintenance services.

Skill in the use of manual drafting tools and computer-aided drafting programs.

Skill in the use of common office machines, including computer-driven word processing, spreadsheet and file maintenance programs.

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ENGINEERING TECHNICIAN

Ability to detect and correct computer system failures and to correct or report programming failures.

Ability to compute areas from property descriptions and maps.

Ability to read and interpret registered land surveys to plot and/or digitize a field survey.

Ability to read and interpret U.S. Geological Survey topographical maps and state Department of Transportation maps, and relate them to property maps.

Ability to explain computer program functions and operating procedures.

Ability to exercise tact and courtesy in frequent contact with the general public and Parish officials.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: EQUIPMENT OPERATOR I

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled operation of light or medium weight trucks and related equipment used in the hauling and transfer of heavy equipment and other materials to and from various job sites in the Parish, for the Public Works Department. Employee is responsible for manipulating light to medium trucks over local roads with considerable skill and constant attention to safety of operation in order to prevent accidents. Work involves driving and operating dump trucks, trash trucks, open-bed trucks, bush hogs, side-arm tractors, or related grass cutting equipment; performing adjustments to equipment as needed; providing routine maintenance to vehicle or equipment; performing a variety of manual tasks such as removing trees, roots, and stumps; hauling large materials and washing and steam cleaning trucks and other vehicles. and performs duties of Laborer as necessary. Reports to an Assistant Superintendent or Area Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Operates light and medium weight equipment such as dump truck, trash truck, or open-bed truck, side-arm tractors, bushhogs, or related grass cutting equipment.

Adjusts equipment as needed for specialized operational loads.

Hauls, unloads, and spreads materials such as shells, dirt, asphalt, and cement; hauls large materials such as heavy pipe or transport heavy equipment to the repair shop.

Maintains records of mileage, fuel usage and number of loads hauled to the landfill; and prepares periodic reports for submission to the supervisor.

Provides routine maintenance to vehicle or equipment; checks gas, oil, and other lubricant levels; and/or sharpens blades.

Reports mechanical difficulties to the appropriate personnel for repairs.

Washes and steam cleans trucks and other vehicles used in the hauling and transfer of heavy equipment and materials; and assists in truck maintenance; performs minor repair work such as fixing flat tires on trucks.

ADDITIONAL JOB FUNCTIONS

Assists in keeping work areas clean, swept, and in orderly condition.

Performs duties of Laborer such as manual tasks that may include the following; removes trees, roots, and stumps; cuts weeds by hand; trims trees; refuels vehicles; sets pipes; directs traffic while vehicle is stopped; sets up or removes safety cones; repairs sidewalks and driveways; mixes, pours, and spreads tar, asphalt, and cement; loads and unloads materials, supplies, equipment, and furniture from trucks, as needed.

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EQUIPMENT OPERATOR I

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have some experience in the operation of light and medium weight trucks. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Class A Commercial driver's license with Air Brake Endorsement**.**

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate light and medium weight trucks, bushhogs, grass tractor, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read simple reports and forms.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using light to medium motorized equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as light and medium equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

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EQUIPMENT OPERATOR I

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operation of light and medium trucks.

General knowledge of the hazards and applicable safety rules and precautions in the operation of light and medium trucks.

Working knowledge of traffic laws, ordinances and regulations related to the operation of light and medium trucks and of occupational hazards.

Working knowledge of the geography of the Parish.

Ability to operate light and medium trucks skillfully, safely, and in accordance with traffic laws and regulations.

Ability to clean and assist in minor repairs to light and medium trucks.

Ability to identify operating problems of assigned equipment.

Ability to perform physical labor required of the position.

Ability to understand and follow oral and written instructions.

Ability to exercise tact and courtesy in contacts with the public.

Revised: June 23,1998

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ST. CHARLES PARISH

JOB TITLE: EQUIPMENT OPERATOR II

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled work in the operation of light, medium, or heavy-weight equipment in the Public Works Department. Employee is responsible for the safe operation of a variety of light, medium and/or heavy automotive and mechanized equipment engaged in the tasks requiring skill and manual dexterity. Work involves operating such specialized equipment such as gasoline or diesel powered equipment, front-end and back-end loaders, asphalt distributer; may occasionally operate lighter vehicles; performing Laborer duties as necessary; and participating in minor preventive maintenance on all equipment. Reports to an Assistant Superintendent or Area Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Operates one or more types of motorized light, medium, or heavy equipment involved in the construction and maintenance of various Parish job sites such as: gasoline or diesel powered, front-end and back-end loaders, asphalt distributors, etc.

Adjusts equipment as needed for specialized operations.

Operates equipment such as dump truck, bushhogs, or related grass cutting equipment.

Assists with minor maintenance and related care of equipment, such as checking tires, lights, brakes, gas, oil, and water; and performs necessary emergency repairs.

Reports mechanical difficulties to the appropriate personnel for repairs.

Monitors indicators, such as pressure gauges, ammeters etc., to ensure proper operation of equipment and/or to identify equipment problems.

Inspects machinery for proper operation; and stops operations when problems arise.

ADDITIONAL JOB FUNCTIONS

Operates attachments of special equipment as necessary.

Observes hazards to safe operation and takes corrective action.

Performs duties of Laborer such as manual tasks that may include the following; removes tree roots, and stumps; cuts weeds by hand; fuels and refuels vehicles; sets pipes in ditches or culverts; sets up or removes safety cones; repairs sidewalks and driveways; loads and unloads trash, cover material, or equipment.

Performs related work as required.

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EQUIPMENT OPERATOR II

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years of experience in the operation of light, medium, and/or heavy motorized equipment. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Class A Commercial driver's license with Air Brake and **Hazardous Materials Endorsements.**

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including gasoline and diesel equipment, loaders, asphalt distributors, side-arm grass tractor, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read simple reports and forms.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using light, medium, and/or heavy motorized equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as light, medium and/or heavy. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

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EQUIPMENT OPERATOR II

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of particular characteristics, operating procedures, and maintenance of machines and equipment operated.

General knowledge of the hazards and applicable safety rules and precautions in the operation of light, medium, and/or heavy equipment.

Working knowledge of traffic laws, ordinances and regulations related to the operation of light, medium and/or heavy equipment and of occupational hazards.

Working knowledge of the geography of the Parish.

Skilled in the use and operation of various motorized light, medium, and/or heavy equipment.

Ability to perform minor maintenance on light, medium, and/or heavy motorized equipment.

Ability to operate light, medium, and/or heavy equipment skillfully, safely, and in accordance with traffic laws and regulations.

Ability to clean and assist in minor repairs to light, medium and/or heavy equipment.

Ability to identify operating problems of assigned equipment.

Ability to perform physical labor required of the position.

Ability to understand and follow oral and written instructions.

Ability to exercise tact and courtesy in contacts with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised: June 8, 2010

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ST. CHARLES PARISH

JOB TITLE: EQUIPMENT OPERATOR III

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled work in the operation of heavy and special equipment in the Public Works Department. Employee is responsible for the safe operation of a variety of medium and heavy automotive and mechanized equipment. Work involves driving or operating gasoline or diesel-powered motorized equipment such as an excavator or dragline crane in order to clean, replace and install culverts; may operate lighter and/or medium-sized equipment; performing Laborer duties as necessary; and participating in minor preventive maintenance on all equipment. Reports to an Assistant Superintendent or Area Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Operates gasoline or diesel powered motorized equipment characterized as large or heavy, usually running on a track or rubber tire, such as an excavator or dragline crane, in order to clean, replace and install culverts.

Operates less complex equipment as needed such as backhoe, road roller (diesel), or bulldozer with tracks.

Operates medium-sized equipment engaged in difficult and skilled work such as operating a motorized road grader to cut a precise grade on a construction site.

Adjusts equipment as needed for specialized operations.

Reports mechanical difficulties to the appropriate personnel for repairs.

Clears and digs drainage ditches; cuts roadways; grades levees, road surfaces, and shoulders.

Rolls asphalt, shells, or other materials from heavy equipment; loads, unloads, and assists in placement of large vessels, containers, pipes, etc.

Excavates, breaks, and moves concrete, rock, and other bulky materials.

Assists with minor maintenance and related care of equipment, such as checking tires, lights, brakes, gas, oil, and water; and performs necessary emergency repairs such as adjusting, repairing, or replacing hydraulic systems, tracks, fuel system, brakes, and clutches, etc.

Monitors indicators, such as pressure gauges, ammeters etc., to ensure proper operation of equipment and/or to identify equipment problems.

ADDITIONAL JOB FUNCTIONS

Performs duties of Laborer such as manual tasks that may include the following; removes tree roots, and stumps; cuts weeds by hand; fuels and refuels vehicles; sets pipes in ditches or culverts; sets up or removes safety cones; repairs

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sidewalks and driveways; loads and unloads trash, cover material, or equipment.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 3 to 5 years of experience in the operation of heavy motorized equipment; including some experience with the particular equipment to be operated. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess or obtain within the first six (6) months of hiring or promotion, a valid Louisiana Class A Commercial driver's license with Air Brake, Tank and **Hazardous Materials Endorsements.**

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including gasoline and diesel equipment, loaders, bull dozers, dump trucks, long-arm grass tractor, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read simple reports and forms.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using heavy equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as heavy equipment. Must have minimal

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levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of particular characteristics, operating procedures, and maintenance of machines and equipment operated.

General knowledge of the hazards and applicable safety rules and precautions in the operation of heavy equipment.

Working knowledge of traffic laws, ordinances and regulations related to the operation of heavy equipment and of occupational hazards.

Working knowledge of the geography of the Parish.

Skilled in the use and operation of various motorized heavy equipment.

Ability to organize daily assignment of work.

Ability to perform minor maintenance on heavy motorized equipment.

Ability to operate a track bulldozer or other heavy equipment safely and efficiently.

Ability to clean and assist in minor repairs to heavy equipment.

Ability to identify operating problems of assigned equipment.

Ability to perform physical labor required of the position.

Ability to understand and follow oral and written instructions.

Ability to exercise tact and courtesy in contacts with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: EQUIPMENT OPERATOR IV

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled work in the operation of heavy and special equipment in the Public Works Department. Employee is responsible for the safe operation of a variety of medium and heavy automotive and mechanized equipment. Work involves driving or operating gasoline or diesel-powered motorized equipment, such as an excavator, dragline crane, or other equipment used in construction, ditching, and road work; may operate lighter and/or medium-sized equipment; performing Laborer duties as necessary; and participating in minor preventive maintenance on all equipment. Reports to an Assistant Superintendent or Area Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Operates gasoline or diesel powered motorized equipment characterized as large or heavy, usually running on a track or rubber tire, such as an excavator or dragline crane; operates less complex equipment as needed such as backbone, road roller (diesel) or bulldozer with tracks; and operates medium-sized equipment engaged in difficult and skilled work such as operating a motorized road grader to cut a precise grade on a construction site.

Monitors indicators, such as pressure gauges, ammeters to check proper function of machinery and stops operation when indicated.

Adjusts equipment as needed for specialized operations.

Monitors equipment and reports serious mechanical difficulties to the appropriate personnel for repairs.

Clears trees, stumps, debris, and other obstructions; clears and digs drainage ditches; cuts roadways; and grades levees, road surfaces, and shoulders.

Rolls asphalt, shells, or other materials; and loads, unloads, and assists in placement of large vessels, containers, pipes, etc.

Excavates, breaks, and moves concrete, rock, and other bulky materials.

Leads a crew in construction, maintenance, or repair of drainage facilities, roads, bridges, and parks.

Performs minor maintenance on heavy equipment as necessary, such as checking tires, lights, brakes, gas ,oil, and water; and performs necessary emergency repairs such as adjusting, repairing, or replacing hydraulic systems, tracks, fuel system, brakes, and clutches, etc., as needed.

Checks job sites for potential hazards such as water, gas, electrical and phone lines to ensure safe operation; and takes corrective action as necessary.

Assists with rigging of large or heavy loads of culverts, vessels, containers, drainage pumps, timber poles, etc.

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EQUIPMENT OPERATOR IV

Assists with building bulkheads, pumping stations, and bridges; and installs culverts to grade.

ADDITIONAL JOB FUNCTIONS

Performs duties of Laborer such as manual tasks that may include the following; removes tree roots, and stumps; cuts weeds by hand; fuels and refuels vehicles; sets pipes in ditches or culverts; sets up or removes safety cones; repairs sidewalks and driveways; loads and unloads trash, cover material, or equipment.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 3 to 5 years of experience in the operation of heavy motorized equipment, including some experience with the particular equipment to be operated. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Class A Commercial driver's license with Air Brake, Tank and **Hazardous Materials Endorsements.**

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including gasoline and diesel equipment, loaders, bulldozers, dump trucks, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read simple reports and forms.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

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EQUIPMENT OPERATOR IV

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using light, medium, and/or heavy motorized equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as light, medium, and/or heavy. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of particular characteristics, operating procedures, and maintenance of machines and equipment operated.

General knowledge of applicable traffic laws, ordinances, and rules and regulations.

General knowledge of applicable safety rules and regulations in equipment operation.

General knowledge of the geography of the Parish.

Ability to organize daily assignment of work.

Skilled in the use and operation of various motorized heavy equipment.

Ability to operate a track bulldozer or other heavy equipment safely and efficiently.

Ability to perform minor maintenance on heavy motorized equipment.

Ability to clean and assist in minor repairs to heavy equipment.

Ability to identify operating problems of assigned equipment.

Ability to perform physical labor required of the position.

Ability to understand and follow oral and written instructions.

Ability to exercise tact and courtesy in contacts with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised: June 8, 2010

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ST. CHARLES PARISH

JOB TITLE: FINANCE ACCOUNTING TECHNICIAN I

GENERAL STATEMENT OF JOB

Under general supervision, performs technical accounting work for the Finance Department. Work involves participating in the disbursement and accounting of federal, state and local funds; reporting and documentation of incoming federal, state and local funds. Employee is responsible for recording cash receipts and performing computer journal entry on receipts, bank deposits, and budget documentation; and issuing receipts for cash and checks received. Employee is also responsible for inputting accounts payable data and manual check data; assigning and inputting vendor codes; preparing and distributing copies of pertinent ordinances and resolutions; maintaining journals for various accounts, and posting figures to the general ledger. Work also involves invoicing various departments for services, supplies and equipment and making the necessary entry adjustments; reconciling bond statements; backing-up the main computer system; and performing routine clerical functions, such as typing and filing, and answering telephones and answering inquiries. Reports to the Senior Accountant.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Prepares and records all bank deposits; receives and records cash receipts and checks; prepares journal entries of cash receipts; and prepares and distributes receipts for cash and checks received by department.

Utilizes electronic data entry equipment to type correspondence, reports, records, forms, etc., into required form.

Reviews accounts payable invoices from Accounting Clerk II's; enters accounts payable data, manual check data, and vender codes into main computer system; verifies purchase order numbers, codes, discounts, etc.; and codes invoices with vendor numbers as necessary.

Copies and distributes ordinances and resolutions related to accounting procedures or the Finance Department.

Receives gasoline and diesel usage records, etc..., to prepare and distribute invoices to various departments and agencies.

Receives and compiles coroner's office financial data in order to reimburse coroner's office for services rendered.

Codes uniform rental invoices to departments; and verifies billing accuracy.

ADDITIONAL JOB FUNCTIONS

Reconciles and balances bond statements.

Processes and prepares invoices; codes shelf supply expenses; and adjusts journal entries to correct errors made to the general ledger.

Performs a back-up of the main computer system on a periodic basis.

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FINANCE ACCOUNTING TECHNICIAN I

Performs Accounting Clerk II duties such as tearing and separating accounts payable checks, copying checks, sorting, opening and distributing mail, and typing manual checks when necessary.

Performs routine clerical functions, such as typing and filing, and answering telephones and answering inquiries concerning the Finance Department.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by college-level course work in accounting. Have 1 to 2 years of experience in technical accounting or bookkeeping work, including work with accounts payable. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are consistent with those for Sedentary Work, which involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

Language Ability: Requires the ability to read invoices, purchase orders, accounting journals, etc. Requires the ability to prepare reports, correspondence, checks, purchase orders, forms, narrative and statistical reports, etc., using proper format.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able communicate effectively and efficiently in standard English and government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply theories of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated

office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).
Must be able to communicate via the telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

Considerable knowledge of arithmetic.

General knowledge of state and local fiscal regulations, policies and procedures.

General knowledge of modern office practices, methods and procedures used by the Parish.

General knowledge of Parish organization and operational policies and procedures.

Ability to use a variety of popular office machines, including a computer terminal, calculator and facsimile machine.

Ability to organize and effectively process and maintain financial records and files, and prepare reports from them.

Ability to analyze and record information and to balance figures.

Ability to understand and apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

Ability to understand and follow oral and written instructions.

Ability to exercise independent judgment, discretion and initiative in completing assignments.

Ability to establish and maintain effective working relationships with other employees and the general public.

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ST. CHARLES PARISH

JOB TITLE: FINANCE ADMINISTRATIVE AIDE

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of moderately complex administrative-clerical work to support the operations of the Department. Employee is responsible for public contact and administrative office management duties to relieve the department head of operational detail. Work involves working knowledge of research methods and accounting procedures for the preparation of complex reports, documents, memos, tables, meeting minutes, agendas, etc.; researching State Statutes and changes for information related to local government finances; obtains requested Attorney General's Opinions; compiling and distributing information for reports and meetings; collecting and preparing research data; verifying information on standard forms; updating information as necessary; preparing various materials for meetings, supervisors, other department personnel, etc.; operating and maintaining various automated pieces of office equipment; assisting in the coordination and preparation of various special projects; responding to telephone inquires from Parish departments, other governmental agencies, general public, etc.; reviewing and sorting all incoming mail, correspondence etc.; recording and distributing messages; and responds to inquiries from other departments, outside agencies, and the general public. Work may involve scheduling appointments; maintaining office inventories; collecting payments, and preparing receipts. Reports to the Department Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Research and collect required information from multiple departments for bond ordinances and official statements; prepares the annual Continuing Disclosure Report to the Securities and Exchange Commission for outstanding debt based on information collected. Transmits reports to Parish Bond Counsel, Bond Insurance Companies and National Repositories.

Research and collect information required to prepare the annual Louisiana Compliance Questionnaire, prepares ordinance submitting questionnaire to Parish Council and transmitting approved ordinance and questionnaire to independent certified public accountants (external auditors). Prepare additional information for the Parish's external auditor's for inclusion in the notes to the financial statements and in the auditor's work papers.

Prepare and transmit Related Party Questionnaire and other correspondence for key Parish personnel and Council members.

Review and transmit quarterly financial reports to all Parish departments and Council members.

Maintains files of a variety of records, letters of credit, forms, reports, documents, correspondence from all Parish departments.

Maintains necessary personnel records and files, personnel position openings, etc. for the Finance Department

Maintains a file on all committee members, civic associations, etc. Verifies board members and their attendance prior to issuing per diem checks.

Prepares the Calendar of Official Action and corresponding resolution for the next year's budget.

Submits required public notices as prescribed by State and Local Statutes to designated public media and follows up to verify the publication complies with State law.

Types routine and non-routine letters, correspondence, documents, reports, memos, ordinances, meeting minutes, agendas, forms, tabular material, public notices, etc.; assists Director in editing and writing copy.

Verifies numerical or verbal data on forms, records, or other items for inconsistencies, errors, or omissions; reads and summarizes reports to facilitate review by superior.

Prepares certification of Constables & Justice of Peace supplemental pay forms. Transmits the certification to the Louisiana Dept. of Public Safety and Corrections.

Performs dictation and translation; composes routine correspondence and reports; types material from transcription, plain copy, or rough draft; may copy items; and forwards to appropriate personnel for review and approval.

Verifies standard forms and correspondence for inaccuracies of spelling, punctuation, grammar, spacing, neatness, or other general appearance; verifies numerical or verbal data on forms, records, or other items against a master form or other standard for inconsistencies, errors, or omissions; and updates and corrects information as necessary.

Completes reports and standard forms; develops file system modifications as necessary; maintains necessary records and files.

Processes information using a variety of computer driven word processing, spreadsheet and file maintenance programs; assimilates information from a variety of sources; and copies, collates, and distributes information to interested parties.

Performs a variety of clerical duties involving filing, tabulating, checking, and comparing forms; applies standard formulas to data in making arithmetical computations.

Operates and maintains various automated pieces of office equipment.

Prepares various materials for meetings, supervisors, other department personnel, etc.; types, proofreads, and prints correspondence, reports, ordinances, forms, documents, etc.; makes available for various personnel; and mails notices of meeting or other information to meeting members or the general public.

Assists in the coordination and preparation of various special projects.

Greets visitors and callers; routes calls and processes messages.

Responds to inquiries from other departments, outside agencies, and the general public; provides technical and procedural information regarding the Finance department; and assists public in answering questions regarding Parish laws and ordinances. Maintains log of Public Information Request.

Logs in checks received; prepares vendor checks for mailing.

Types manual checks; reviews accounts payable and inputs payments into computer system.

Maintains listings of checks received, audit distribution, certificates of insurance, and other information as necessary.

Reviews accounts payable invoices from Accounting Clerk II's; enters accounts payable data; verifies purchase order numbers, codes, discounts, etc…; and codes invoices with vendor numbers as necessary.

ADDITIONAL JOB FUNCTIONS

May process travel and other expenses for council and committee members; tracks fax bills to ensure amounts are not exceeded; and maintains log of all travel and supply expenses for members.

May maintain office inventory; prepares purchase requests for supplies and forwards to supervisor for approval.

May maintain and update various Parish listings such as lists of Board, Committee and Council members, ordinance and resolutions, Civic Associations, Industry, etc., as required. May maintain and update various contracts and reports as required.

May schedule meetings and/or appointments for directors, coordinators, and various personnel.

May collect payments for such items as invoices, rentals, violation notices, etc.; and prepares receipts.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by courses in business and clerical skills or secretarial science. Have 5 to 6 years of progressively responsible experience in varied secretarial and business work. Any equivalent combination of experience which would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, Dictaphones, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions from co-workers and superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, schedules, agendas, meeting minutes, time sheets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply theories of algebra..

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern office practices, procedures, and of accepted business practices.

Thorough knowledge of Departmental services and programs and procedures involved in providing the services.

Thorough knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

Thorough knowledge of State open meetings and public records laws.

Thorough knowledge of popular computer-driven word processing, spreadsheet and file maintenance programs.

Considerable knowledge of Parish and departmental rules, regulations, policies and procedures.

Considerable knowledge of the organization and functions of the Parish government.

Skilled in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Skilled in dictation, letter and memo composing.

Ability to learn assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to compare and compile verbal and numerical data.

Ability to make basic arithmetic computations.

Ability to keep complex records, prepare correspondence and reports from such records.

Ability to make routine administrative decisions independently in accordance with laws, regulations, and Parish policies and procedures, and to solve problems, and answer questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to plan, modify, and carry out reasonable clerical and administrative procedures after a reasonable familiarization period.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

9-12-07

ST. CHARLES PARISH

JOB TITLE: FLOODPLAIN/CRS SPECIALIST

GENERAL STATEMENT OF JOB

Under general supervision, performs administrative and professional work as a Certified Floodplain Manager and Community Rating System (CRS) Coordinator in the daily implementation of activities related to the National Flood Insurance Program (NFIP). An employee in this class updates the FEMA database of repetitive loss structures, maintains Flood Insurance Rate Map (FIRM) files, oversees and updates Special Flood Hazard Area Maps; and does all, record keeping, and representation for St. Charles Parish floodplain projects and FEMA floodplain issues. Performs other departmental functions in times of emergency activation. Performs related work as required.. Reports to the Planning Administrator.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Provides Flood Zone determinations to citizens, insurance agents, lending institutions, and real estate brokers; Reviews and interprets Flood Insurance Rate Maps.

Provides technical guidance on various mitigation methods to citizens.

Responds to National Flood Insurance Program inquiries from FEMA through investigation and providing written reports on the completed results to the appropriate requestor.

Answers all questions on National Flood Insurance Program posed by citizens and insurance agents.

Conducts reviews of the FEMA Repetitive Loss list for structures located in St. Charles Parish.

Reviews Floodplain related projects provided Federal, State and Local Agencies ensure compliance with FEMA guidelines.

Maintains, obtains, and prepares all documentation necessary to maintain or improve classification under the Community Rating System Program; Performs Annual Certification and Five Year Recertification of Community Rating System Program.

Prepares annual report on all active FEMA projects and issues for submission to St. Charles Parish Council.

JOB TITLE: FLOODPLAIN/CRS SPECIALIST

Provides Flood Determinations to citizens organizations and agencies as requested.

Reviews permitting documents as provided by the Permitting Section, to ensure Floodplain Management Compliance for projects on construction.

Answer Floodplain Related question to public as required.

Provides interpretation of Floodplain Management Regulations, as required.

ADDITIONAL JOB FUNCTIONS

Assists the Grants Department in Preparing all FEMA mitigation grant requests for submission to Louisiana Homeland Security/Emergency Preparedness; and assists the Grants Department in maintaining approved FEMA mitigation grant records and collection necessary documentation required by State Office of HLS/EP and FEMA for potential closeout.

Assists the Grants Department in coordination with outside consultants, when used, in the course of administrative oversight for FEMA mitigation grants.

Presents formal presentations to St. Charles Parish civic groups and associations on flood related topics when needed.

Assists The St. Charles Parish Emergency Operation Center in the routine updating of the Hazard Mitigation Plan.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in urban planning, public administration, engineering, architecture, or related field; or 3 years of professional experience in Floodplain Management.

Certified Floodplain Manager (CFM) certification shall be obtained within 1 (one) year of employment.

Any equivalent combination of experience that provides the required knowledge, skills, and abilities.

JOB TITLE: FLOODPLAIN/CRS SPECIALIST

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, electronic calculators, lettering devices, duplicating machines, blueprint copiers, hand tools, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, technical drawings, blueprints, maps, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including building trades, terminology, and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

JOB TITLE: FLOODPLAIN/CRS SPECIALIST

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of local codes, ordinances and regulations applicable to permitting and floodplain management.

Considerable knowledge of National Flood Insurance Program (NFIP).

Considerable knowledge of FEMA's Community Rating System (CRS), and its submission requirements.

Considerable knowledge of ST. Charles Parish's Participation in FEMA's Community Rating System (CRS).

Considerable knowledge of permit database software and other computer applications.

Considerable knowledge of permit processes and process improvements.

Considerable knowledge of modern office practices, procedures, equipment and clerical techniques.

Considerable knowledge of business English (grammar and spelling) and mathematics.

General knowledge of the organization and functions of parish government.

General knowledge of parish geography.

Skill in the use of a variety of common office equipment, including popular computer-driven permit databases, word processing, spreadsheet and file maintenance programs.

Ability to read and interpret Flood Insurance Rate Maps (FIRM) and the Flood Insurance Studies (FIS) that accompany them.

Ability to learn the procedures and processes of assigned outside agencies.

Ability to follow oral and written instructions.

Ability to effectively express ideas orally and in writing.

Ability to read and interpret computer-generated plans, blueprints, and maps.

Ability to exercise tact and courtesy in frequent contact with developers, contractors, Parish officials, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to adapt to changing priorities and needs.

Ability to multitask and interact in a dynamic environment.

Ability to discuss floodplain management issues with contractors, members of the public, and elected officials.

Ability to perform interpretations of plans, specifications and proposals of development activity.

Ability to explain complex, legally important government codes and regulations to individuals and groups, the general public, professionals and other agencies.

Ability to evaluate floodplain processes for streamlining and improvement.

9-1-15

ST. CHARLES PARISH

JOB TITLE: GIS ANALYST II

General Statement of Job

Under the direct supervision of the parish GIS Coordinator, the primary function of the GIS Analyst II is to assist in maintaining the parish GIS database; assists in the development and enforcement of GIS standards and operating procedures; recommend appropriate reactionary strategies in response to GIS analysis and provide maps and data sets to clients to supplement GIS analyses. The nature of the work requires the employee to be detail oriented with excellent public relations skills. The principal duties of the position are performed in a general office environment with occasional field work. Must be proficient with ESRI software, specifically the ArcGIS suite (ArcCatalog, ArcMap, Spatial Analyst and 3D Analyst), understand and manipulate digital land base data in the ArcMap environment (i.e. GPS points, aerial photography, parcel lines, street centerlines, etc.), clearly and concisely communicate technical information and concepts with co-workers and management, and able to perform field work with GPS units (Trimble preferred) as required to maintain current and accurate data.

Illustrative Examples of Work

Essential Job Functions

Performs maintenance and updates to the parish GIS database.

Provide technical assistance to GIS users, i.e., parish departments.

Performs spatial analysis, prepares reports and cartographic representations of geographic data.

Recommends strategies to GIS Coordinator in response to GIS spatial analysis.

Assists in the development and enforcement of GIS standards and operating procedures.

Accesses automated map files in order to prepare updates.

Creates digital hardcopy maps and plots on a computer plotter using different media types.

Assists the parish GIS Coordinator in developing operating procedures.

Assists in training parish staff in using the parish GIS.

Maintains records and prepares periodic and special reports of work performed.

Directs or reviews the work of others on a project or day-to-day basis.

GIS Analyst

Receives requests for graphical or map production for various purposes, i.e., meetings, survey purposes, design purposes.

Gathers GIS data and assists in the development of file and database structures and data collection methods.

Additional Job Functions

Performs other related work as required.

Minimum Training and Experience

Bachelor of Science in geography, natural resources, engineering, or other discipline related to GIS and two years of experience in GIS analysis, or scientific/analytic field, background in mapping and analysis. Experience with ArcGIS software (10.0 or later preferred).

Minimum Qualifications or Standards Required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, blueprint machines, microfilm readers and printers, vacuum frame printers, manual drafting tools, surveying equipment, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain. Physical demand requirements are in excess of those for sedentary work. Light work usually requires walking or standing to a significant degree. However if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Data Conception: Requires the ability to evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Interpersonal Communications: Requires the ability to act as a lead worker and provide guidance and coordinate activities.

speak and/or signal people to convey highly technical information to a wide user base. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, engineering drawings, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, style. Requires the ability to speak to people with poise, voice control and confidence.

GIS Analyst II

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, mechanical and computer terminology.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office and surveying equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone, e-mail, multi-media presentations in person or via the web (webinars).

Knowledge, Skills and Abilities

Knowledge of mathematical functions, i.e., additional, subtraction, multiplication, division; calculating decimals and percentages; utilization of algebraic, geometric, and trigonometric principles.

Skill in the use of Global Positioning Systems (GPS) tools and instruments.

Ability to prepare graphic representations using distances, bearings, and other measurements.

Ability to coordinate, prioritize and assign tasks to other GIS personnel.

Ability to receive and respond to requests for graphical or mapping production.

GIS Analyst II

Ability to evaluate the integrity of GIS data as received and report any inconsistencies, errors, and inadequacies to appropriate personnel.

Ability to communicate effectively and clearly, both orally and in writing, and to prepare and present succinct, coherent and technically accurate reports.

ST. CHARLES PARISH

JOB TITLE: GIS ANALYST III

General Statement of Job

Under the direct supervision of the parish GIS Coordinator, this is the highest level under the GIS Analyst series. Under direction of the GIS Coordinator, the primary function of the GIS Analyst III is to use GIS techniques to provide a better understanding of certain variables in a given geographic location; extract data from FGIS software and use varying analysis methods to arrive at results and assists in maintain the parish GIS database. The nature of the work requires the employee to be detail oriented with excellent public relations skills. The principal duties of the position are performed in a general office environment with occasional field work. Must be proficient with ESRI software, specifically the ArcGIS suite (ArcCatalog, ArcMap, Spatial Analyst and 3D Analyst), understand and manipulate digital land base data in the ArcMap environment (i.e. GPS points, aerial photography, parcel lines, street centerlines, etc.), clearly and concisely communicate technical information and concepts with co-workers and management, and able to perform field work with GPS units (Trimble preferred) as required to maintain current and accurate data.

Illustrative Examples of Work

Essential Job Functions

Performs maintenance and updates to the parish GIS database.

Provides technical assistance to GIS users, i.e., parish departments.

Integrates spatial and non-spatial databases into existing GIS software and database.

Performs spatial analysis, prepares reports and cartographic representations of geographic data.

Recommends strategies to GIS Coordinator in response to GIS spatial analysis.

Assists in the development and enforcement of GIS standards and operating procedures.

Resolves complex GIS system problems involving other parish departments where GIS software or applications are installed or used.

Designs applications to automate GIS tasks or integrate software.

Accesses automated map files in order to prepare updates.

Creates digital hardcopy maps and plots on a computer plotter using different media types.

Assists the parish GIS Coordinator in developing operating procedures.

Assists in training parish staff in using the parish GIS.

Applies GIS related software, programs or modules to a variety of software applications and/or operating systems.

Maintains records and prepares periodic and special reports of work performed.

Directs or reviews the work of others on a project or day-to-day basis.

Receives requests for graphical or map production for various purposes, i.e., meetings, survey purposes, design purposes.

Gathers GIS data and assists in the development of file and database structures and data collection methods.

Additional Job Functions

Performs other related work as required.

Minimum Training and Experience

Bachelor of Science in geography, natural resources, engineering, or other discipline related to GIS and five years of experience in GIS analysis, or scientific/analytic field, background in mapping and analysis. Experience with ArcGIS software (10.0 or later preferred).

Minimum Qualifications or Standards Required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, blueprint machines, microfilm readers and printers, vacuum frame printers, manual drafting tools, surveying equipment, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain. Physical demand requirements are in excess of those for sedentary work. Light work usually requires walking or standing to a significant degree. However if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Data Conception: Requires the ability to evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Interpersonal Communications: Requires the ability to act as a lead worker and provide guidance and coordinate activities.

speak and/or signal people to convey highly technical information to a wide user base. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, engineering drawings, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, mechanical and computer terminology.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office and surveying equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone, e-mail, multi-media presentations in person or via the web (webinars).

Knowledge, Skills and Abilities

Knowledge of mathematical functions, i.e., additional, subtraction, multiplication, division; calculating decimals and percentages; utilization of algebraic, geometric, and trigonometric principles.

Skill in the use of Global Positioning Systems (GPS) tools and instruments.

Ability to prepare graphic representations using distances, bearings, and other measurements.

Ability to coordinate, prioritize and assign tasks to other GIS personnel.

Ability to receive and respond to requests for graphical or mapping production.

Ability to evaluate the integrity of GIS data as received and report any inconsistencies, errors, and inadequacies to appropriate personnel.

Ability to communicate effectively and clearly, both orally and in writing, and to prepare and present succinct, coherent and technically accurate reports.

ST. CHARLES PARISH

JOB TITLE: GIS ANALYST

General Statement of Job

Under the direct supervision of the parish GIS Coordinator, the primary function of the GIS Analyst is to assist in maintaining the parish GIS database; develop and maintain the parish parcel database in conjunction with the Assessor's office; maintain standard parish maps for internal and external use; provide technical assistance to GIS users; and perform spatial analysis, prepare reports and cartographic representations. The nature of the work requires the employee to be detail oriented with excellent public relations skills. The principal duties of the position are performed in a general office environment with occasional field work. Must be proficient with ESRI software, specifically the ArcGIS suite (ArcCatalog, ArcMap, ArcToolbox) 9.3 or higher, understand and manipulate digital land base data in the ArcMap environment (i.e. GPS points, aerial photography, parcel lines, street centerlines, etc.), clearly and concisely communicate technical information and concepts with co-workers and management, and able to perform field work with GPS units (Trimble preferred) as required to maintain current and accurate data.

Illustrative Examples of Work

Essential Job Functions

Performs maintenance and updates to the parish GIS database.

Develops and maintains the parish parcel database in conjunction with the Assessor's office.

Maintains standard parish maps for internal and external use.

Provide technical assistance to GIS users, i.e., parish departments.

Performs spatial analysis, prepares reports and cartographic representations of geographic data.

Digitizes hardcopy maps, plans, and overlays from existing or new information, documents, drawings, plans, charts, or other data sources.

Accesses automated map files in order to prepare updates.

Creates digital hardcopy maps and plots on a computer plotter using different media types.

Assists the parish GIS Coordinator in developing operating procedures.

Assists in training parish staff in using the parish GIS.

GIS Analyst

Updates existing GIS and database software.

Receives requests for graphical or map production for various purposes, i.e., meetings, survey purposes, design purposes.

Performs field work in gathering data, when applicable to area of assignment.

Additional Job Functions

Performs other related work as required.

Minimum Training and Experience

Bachelors degree in geography, GIS, Geology or computer science preferred, or high school diploma or GED with at least two years of work experience in GIS/GPS systems and ESRI software.

Special Requirements

Must possess a valid Louisiana driver's license and acceptable driving record.

Minimum Qualifications or Standards Required to
Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, blueprint machines, microfilm readers and printers, vacuum frame printers, manual drafting tools, surveying equipment, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain. Physical demand requirements are in excess of those for sedentary work. Light work usually requires walking or standing to a significant degree. However if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey highly technical information to a wide user base. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms,

engineering drawings, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, mechanical and computer terminology.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office and surveying equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone, e-mail, multi-media presentations in person or via the web (webinars).

Knowledge, Skills and Abilities

Knowledge of mathematical functions, i.e., additional, subtraction, multiplication, division; calculating decimals and percentages; utilization of algebraic, geometric, and trigonometric principles.

Skill in the use of Global Positioning Systems (GPS) tools and instruments.

Ability to prepare graphic representations using distances, bearings, and other measurements.

GIS ANALYST

Ability to coordinate, prioritize and assign tasks to other GIS personnel.

Ability to receive and respond to requests for graphical or mapping production.

Ability to exchange communication in obtaining information or clarifying details.

Ability to evaluate the integrity of GIS data via various reference and source materials, i.e., maps, grids, engineering manuals, local geographic data.

Ability to evaluate the integrity of GIS data as received and report any inconsistencies, errors, and inadequacies to appropriate personnel.

10-11-11

ST. CHARLES PARISH

JOB TITLE: GIS COORDINATOR

General Statement of Job

Under general supervision, performs specialized and highly skilled technical work. The employee is responsible for the complete operation of the parish's GIS system. Reports to the Information Technology Coordinator/Assistant to the Parish President, or designee.

Illustrative Examples of Work

Essential Job Functions

Directs the complete operation of the geographic information system and oversees the electronic distribution of all newly created or revised official parish GIS information.

Directs the parish's Global Positioning Satellite (GPS) survey work and data processing, which is used when creating the GIS database for current and newly developed areas.

Through coordination with the Planning and Zoning Office maintains the link between the GIS system and property ownership information.

Reads and uses zoning maps, quarter-section maps, plat maps, land use maps, single line maps, aerial maps, blueprints and engineering plans in the development of data bases.

Coordinates client department requests for mapping services across all agencies.

Makes decisions regarding interpretation of legal documents used when creating GIS quarter files.

Administers the parish's aerial photo contract(s) and data bases.

Develops and oversees the parish's three-dimensional computer model.

Trains others on the use of GIS and various computer applications.

Maintains detailed diagnostic flow and logs of all problems and solutions.

Uses diagnostic flow, maintenance log, procedure manuals and staff resources to effectively resolve problems.

GIS Coordinator

Schedules equipment maintenance and repair with the appropriate vendor. Maintains an equipment maintenance log of required service calls, vendor responsiveness, and nature of problems encountered.

Operates, monitors, and controls all components of all computers, assuring that tasks and reports are handled within deadline.

Reports periodically to the Technology Director concerning difficulties encountered and conformance with operational schedules.

Additional Job Functions

Installs and maintains personal computer and multi-media hardware and software.

Operates equipment and stores media in its proper place to ensure that up to date back-ups are properly maintained.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Prepares and maintains technical, operational, and user documentation according to departmental standards.

Performs job responsibilities utilizing efficient time management techniques allowing for the successful completion of tasks before specified deadlines.

Acts as a back up to other technology staff members.

Participates in reviewing, testing and carrying out disaster recovery procedures.

Performs other related work as required.

GIS Coordinator

Minimum Training and Experience

Bachelor's degree from an accredited university in geographic information systems, geomatics, geography, planning, civil engineering, or computer science or an equivalent degree and experience which would provide the required knowledge, skills and abilities.

Minimum Qualifications or Standards Required to Perform Essential Job Functions

Physical Requirements**:** Must be physically able to operate a variety of automated offices machines including computers, copiers, blueprint machines, microfilm readers and printers, vacuum frame printers, manual drafting tools, surveying equipment, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception**:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey highly technical information to a wide user base. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability**:** Requires the ability to read a variety of correspondence, reports, invoices, diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, engineering drawings, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, mechanical and computer terminology.

GIS Coordinator

Numerical Aptitude**:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; compute discount, interest, profit and loss, ration and proportion, etc.; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations; and perform algebraic operations.

Form/Spatial Aptitude**:** Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination**:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity**:** Requires the ability to handle a variety of items such as office and surveying equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination**:** Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament**:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication**:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone, e-mail, multi-media presentations in person or via the web (webinars).

Knowledge, Skills and Abilities

Exceptional knowledge of symbols and terminology used in civil, architectural or electronic engineering drawings.

Exceptional knowledge of GIS software, such as ArcView, ArcEdit, and ArcInfo.

Demonstrable knowledge of digitizing and data manipulation procedures for geographic information systems.

Exceptional ability to evaluate the integrity of GIS systems hardware and provide recommendation for upgrades, repair, and/or replacement.

GIS Coordinator

Considerable knowledge of geography, systems design, programming, and database design.

Exceptional knowledge of the Microsoft Office programs such as Word, Excel, Power Point, Access, and Outlook.

Exceptional knowledge of all hardware, software and supplies for parish departments.

Demonstrable knowledge of state-of-the-art computer systems hardware installation, maintenance, upgrades, and repair principals and techniques.

Ability to exchange communication in obtaining information or clarifying details.

07-08-08

ST. CHARLES PARISH

JOB TITLE: GIS/GPS FIELD OPERATOR

General Statement of Job

Under the direct supervision of the parish GIS Coordinator, the primary function of the GIS/GPS Field Operator is to use GPS (global positioning system) instruments and software to collect and record site-specific data pertaining to the St. Charles Parish utilities and infrastructure. The GIS/GPS Field Operator is responsible for assisting the GIS Coordinator in planning and implementation of all GIS/GPS field related activities. Responsibilities include, but are not limited to collecting and updating parish GIS layers and tables within the parish's GIS database with field data, conducting quality assurance and quality control on the Total Station and GPS units to verify accuracy and reliability of the data, and troubleshooting instruments in the field when necessary. This position also requires the capability of communicating and interfacing with other parish personnel, contractors and/or consultants to effectively communicate project scope, goals and deliverables. To perform this job successfully, an individual must be able to perform all of the above listed duties satisfactorily as well as the ability to perform physical requirements of the job such as bending, kneeling, standing, confined-space entry, and lifting and carrying objects weighing up to 50 lbs. This position requires a tolerance for working outside, including prolonged walking or standing on various terrain in a wide range of weather conditions (hot and cold). The requirements listed herein are representative of the knowledge, skill and/or ability required.

Illustrative Examples of Work

Essential Job Functions

Operate Total Stations, handheld Global Positioning System equipment and software necessary for developing, updating, and maintaining the parish GIS database. Tasks will include collecting data pertaining to the parish utilities, infrastructure and ongoing/planned projects using ESRI ArcPad as well as inputting data into the parish GIS database using ESRI ArcGIS and Trimble GPS Analyst software.

Participate in regularly scheduled project meetings with parish staff/department heads and/or contractors/consultants retained by the parish regarding progress of data collection, quality and updating the parish's GIS database.

Interpret requests from parish staff/department heads and/or contractors/consultants retained by the parish for data, maps, and reports to improve products, performance and productivity.

Performs maintenance and updates of GPS units and Total Stations. Stays current on GIS/GPS technology and trends by attending professional workshops and seminars. Assists GIS Coordinator in training and mentoring parish staff in use of GPS units and supports end-users in use of geospatial data.

Assists the parish GIS Coordinator in developing data collection procedures and methodologies.

GIS/GPS Field Operator

Assists with monument location using maps, plats and survey documents and metal detectors.

Creates maps for field use and performs routine geospatial queries for GIS related field applications.

Additional Job Functions

Performs related work as dictated.

GIS/GPS Field Operator

Minimum Training and Experience

Associate's Degree, or currently enrolled in Geography/GIS or other closely related technical related field (i.e., Computer Technology) and a minimum of one year of experience in surveying or GIS and/or GPS systems is required. The successful candidate must have skill in the use of ESRI software, specifically the ArcGIS suite (ArcCatalog, ArcMap, ArcToolbox, and ArcPad 9.3 or higher.) Any equivalent experience that provides the knowledge, skills and abilities required of this job may also be considered.

Special Requirements

Must possess a valid Louisiana driver's license and acceptable driving record.

Must demonstrate knowledge of using GPS units i.e., Trimble Geo6000, TSC2/R8 and Robotic Total Station i.e., Nikon FOCUS 6.

Must demonstrate knowledge of using ESRI software, specifically the ArcGIS 10 suite (ArcCatalog, ArcMap, ArcToolbox and ArcPad).

Minimum Qualifications or Standards Required to Perform
Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, blueprint machines, microfilm readers and printers, vacuum frame printers, manual drafting tools, surveying equipment, etc. Requires the ability to exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or a negligible amount of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of date, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey highly technical information to a wide user base. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, diagrams, forms, manuals, etc.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office and surveying equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving the receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone, e-mail, multi-media presentations in person or via the web (webinars).

Knowledge, Skills and Abilities

Demonstrated knowledge using Trimble GPS units (Geo6000, TSC2/R8) and Nikon Robotic Total Station (FOCUS 6).

Demonstrated knowledge of ESRI software, specifically the ArcGIS 10 suite (ArcCatalog, ArcMap, ArcToolbox and ArcPad).

Considerable knowledge of geographical projections, coordinate systems and transformations.

Well-developed analytical and problem solving abilities and ability to make decisions in the field, specifically in troubleshooting instruments.

Considerable knowledge of GPS control monuments and surveying.

Ability to coordinate, prioritize and assign tasks to other GIS personnel.

Ability to receive and respond to requests for graphical or mapping production.

Ability to exchange communication in obtaining information or clarifying details.

April 11, 2012

ST. CHARLES PARISH

JOB TITLE: GRANTS SPECIALIST I

GENERAL STATEMENT OF JOB

Under general supervision of the Grants Officer, performs responsible entry level professional administrative work in the Grants Office. Employee is responsible for assisting with and/or preparing all grant applications and proposals to secure funds for Parish projects or programs through grants, appropriations, endowments and other federal, state, nonprofit and private funding sources. Work also involves assisting with and/or conducting research related to the grant application or proposal, drafting letters of support, the preparation of all grant compliance and progress reports, reimbursement requests, the preparation and compilation of solicitation of views and responses from local, regional, state, and federal agencies and other documentation necessary to secure environmental clearance on all federally funded projects, the monitoring of wages to comply with the Davis-Bacon Act of 1931, and budget amendments; as well as performing related work as required. An employee in this class receives training in the procedures involved in the preparation and submittal of grant applications and proposals, reimbursement requests, solicitation of views, budget amendments, and grant compliance and progress reports and the monitoring of wages to comply with the Davis-Bacon Act of 1931. Once trained, the employee is expected to assist the Grants Officer or other co-worker in these functions, and to perform much of this work independently.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assists with preparation of grant applications and proposals, draft support letters, progress reports, reimbursement requests, and budget amendments.

Maintains a calendar of Federal and State budgeted programs and application deadlines.

Assists with the preparation and compilation of solicitation of views and responses from local, regional, state, and federal agencies and other documentation necessary to secure environmental clearance on all federally funded projects.

Assists with insuring that all required reports, budget amendments, letters of support, and grant applications and proposals are completed and submitted on a timely basis.

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GRANTS SPECIALIST I

Assists in providing direction to departmental project and program coordinators and other appropriate personnel regarding grant funding.

Monitors the receipt and proper account coding of grant revenue.

Assists with monitoring wages paid to and conducting interviews of employees of contractors and subcontractors working on federally funded projects to insure compliance with the Davis-Bacon Act of 1931.

Assists with the preparation of information on grant awards for submission to the Public Information Officer and other parish departments for use in press releases, mid-term and annual reports, and the annual budget process.

Attends required conferences and grant specific meetings for all programs/projects; conducts liaison activities with other parish departments, funding source representatives, and the general public; and represents the agency at various public relations activities.

Assists with the preparation of the Schedule of Expenditures of Federal Awards in the Single Audit Section of St. Charles Parish's Comprehensive Annual Financial Report.

Conducts research to complete grant application and proposals.

Develops and maintains records of data commonly requested in grant applications and proposals.

Assists with drafting ordinances or resolutions approving grant applications or Cooperative Endeavor Agreements as required by funding agencies.

Works closely with funding agencies to complete information required for Cooperative Endeavor Agreements to be approved by the Parish Council.

Assists with the preparation of the annual Grants Office budget.

ADDITIONAL JOB FUNCTIONS

Drafts correspondence as required.

Answers telephone calls received in the Grants Office.

Attends special functions on behalf of department.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Possession of a minimum of a Bachelor's degree from an accredited college or university in Business Administration or a related field.

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GRANTS SPECIALIST I

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demands are consistent with those for Sedentary Work, which involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read grant application or proposal instructions, a variety of correspondence, reports, financial statements, forms, etc. Requires the ability to prepare grant applications or proposals, correspondence, reports, forms, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

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GRANTS SPECIALIST I

Interpersonal Temperament: **Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.**

Physical Communication: **Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.**

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of principles, practices, methods and techniques of grant writing.

General knowledge of computer systems operation.

General knowledge of federal and state regulations, policies and procedures regarding grant funding.

General knowledge of modern office practices, methods and procedures used by the Parish.

Ability to perform detailed work involving written or numerical data and to make arithmetic calculations rapidly and accurately.

Ability to verify documents and forms for accuracy and completeness.

Ability to communicate effectively orally and in writing.

Ability to exercise independent judgment, discretion and initiative in completing assignments.

Skill in the use of an electronic calculator and office equipment including computer and supporting financial, word processing and spreadsheet applications.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to foster a positive culture within Parish Government and a pleasant work environment within the Grants Office.

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ST. CHARLES PARISH

JOB TITLE: GRANTS SPECIALIST II

GENERAL STATEMENT OF JOB

Under general supervision of the Grants Officer, performs responsible intermediate level professional administrative work in the Grants Office. Employee is responsible for assisting with and/or preparing all grant applications and proposals to secure funds for Parish projects or programs through grants, appropriations, endowments and other federal, state, nonprofit and private funding sources. Work also involves conducting research related to the grant application or proposal, drafting letters of support, the preparation of all grant compliance and progress reports, reimbursement requests, the preparation and compilation of solicitation of views and responses from local, regional, state, and federal agencies and other documentation necessary to secure environmental clearance on all federally funded projects, the monitoring of wages to comply with the Davis-Bacon Act of 1931, the preparation of Requests for Proposals, and budget amendments; as well as performing related work as required. An employee in this class is knowledgeable of the procedures involved in the preparation and submittal of grant applications and proposals, reimbursement requests, solicitation of views, Requests for Proposals, budget amendments, grant compliance and progress reports and the monitoring of wages to comply with the Davis-Bacon Act of 1931. The employee is expected to assist the Grants Officer or other co-worker in these functions, and to perform much of this work independently.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Initially prepares grant applications and proposals, draft support letters, progress reports, reimbursement requests, and budget amendments.

Assists the Grants Officer with the preparation and compilation of solicitation of views and responses from local, regional, state, and federal agencies and other documentation necessary to secure environmental clearance on all federally funded projects.

Assists the Grants Officer with the preparation of Requests for Proposals to seek proposals from qualified administrative consulting firms, as necessary.

Insures that all required reports, budget amendments, letters of support, and grant applications and proposals are completed and submitted on a timely basis.

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GRANTS SPECIALIST II

Assists the Grants Officer in providing direction to departmental project and program coordinators and other appropriate personnel regarding grant funding.

Monitors the receipt and proper account coding of grant revenue.

Monitors wages paid to and conducts interviews of employees of contractors and subcontractors working on federally funded projects to insure compliance with the Davis-Bacon Act of 1931.

Assists the Grants Officer with the preparation of information on grant awards for submission to the Public Information Officer and other parish departments for use in press releases, mid-term and annual reports, and the annual budget process.

Attends required conferences and grant specific meetings for all programs/projects; conducts liaison activities with other parish departments, funding source representatives, and the general public; and represents the agency at various public relations activities.

Initially prepares the Schedule of Expenditures of Federal Awards in the Single Audit Section of St. Charles Parish's Comprehensive Annual Financial Report for review and editing by the Grants Officer.

Conducts research to complete grant application and proposals.

Develops and maintains records of data commonly requested in grant applications and proposals.

Drafts ordinances or resolutions approving grant applications or Cooperative Endeavor Agreements as required by funding agencies.

Works closely with funding agencies to complete information required for Cooperative Endeavor Agreements to be approved by the Parish Council.

Assists with the preparation of the annual Grants Office budget.

ADDITIONAL JOB FUNCTIONS

Drafts correspondence as required.

Answers telephone calls received in the Grants Office.

Attends special functions on behalf of department.

Performs related work as required.

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GRANTS SPECIALIST II

MINIMUM TRAINING AND EXPERIENCE

Possession of a minimum of a Bachelor's degree from an accredited college or university in Business Administration or a related field plus two (2) years of previous experience involving grant writing and administration or any equivalent combination of experience that would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demands are consistent with those for Sedentary Work, which involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read grant application or proposal instructions, a variety of correspondence, reports, financial statements, forms, etc. Requires the ability to prepare grant applications or proposals, correspondence, reports, forms, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

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GRANTS SPECIALIST II

Motor Coordination: **Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.**

Manual Dexterity: **Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.**

Color Discrimination: **Does not require the ability to differentiate between colors and shades of color.**

Interpersonal Temperament: **Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.**

Physical Communication: **Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.**

KNOWLEDGE, SKILLS, AND ABILITIES

Intermediate level knowledge of principles, practices, methods and techniques of grant writing.

Intermediate level knowledge of computer systems operation.

Intermediate level knowledge of federal and state regulations, policies and procedures regarding grant funding.

General knowledge of modern office practices, methods and procedures used by the Parish.

Ability to perform detailed work involving written or numerical data and to make arithmetic calculations rapidly and accurately.

Ability to verify documents and forms for accuracy and completeness.

Ability to communicate effectively orally and in writing.

Ability to exercise independent judgment, discretion and initiative in completing assignments.

Skill in the use of an electronic calculator and office equipment including computer and supporting financial, word processing and spreadsheet applications.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to foster a positive culture within Parish Government and a pleasant work environment within the Grants Office.

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ST. CHARLES PARISH

JOB TITLE: GRANTS SPECIALIST III

GENERAL STATEMENT OF JOB

Under limited supervision of the Grants Officer, performs responsible advanced professional level administrative management work in the Grants Office. Employee is responsible for assisting with and/or preparing all grant applications and proposals to secure funds for Parish projects or programs through grants, appropriations, endowments and other federal, state, nonprofit and private funding sources. Work also involves conducting research related to the grant application or proposal, drafting letters of support, the preparation of all grant compliance and progress reports, reimbursement requests, the preparation and compilation of solicitation of views and responses from local, regional, state, and federal agencies and other documentation necessary to secure environmental clearance on all federally funded projects, the monitoring of wages to comply with the Davis-Bacon Act of 1931, the preparation of Requests for Statements of Qualifications and Proposals, and budget amendments; as well as performing related work as required. An employee in this class has advanced knowledge of State and Federal grant programs, the procedures involved in the preparation and submittal of grant applications and proposals, reimbursement requests, solicitation of views, Requests for Statements of Qualifications and Proposals, budget amendments, grant compliance and progress reports, and the monitoring of wages to comply with the Davis-Bacon Act of 1931. The employee is expected to assist the Grants Officer or other co-worker in these functions and to perform this work independently. In the Grants Officer's absence, the employee is responsible for planning, directing, administering, managing, and supervising the operations of the Grants Office.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Prepares grant applications and proposals, support letters, progress reports, reimbursement requests, and budget amendments.

Prepares/compiles solicitation of views and responses from local, regional, state, and federal agencies and other documentation necessary to secure environmental clearance on all federally funded projects.

Prepares Requests for Statements of Qualifications and Proposals to seek proposals from qualified engineering, architectural, and administrative consulting firms. Serves on the Selection Committee if needed.

Insures that all required reports, budget amendments, letters of support, and grant applications and proposals are completed and submitted on a timely basis.

Provides direction to departmental project and program coordinators and other appropriate personnel regarding grant funding.

Monitors the receipt and proper account coding of grant revenue.

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GRANTS SPECIALIST III

Monitors wages paid to and conducts interviews of employees of contractors and subcontractors working on federally funded projects to insure compliance with the Davis-Bacon Act of 1931.

Prepares information on grant awards for submission to the Public Information Officer and other parish departments for use in press releases, mid-term and annual reports, and the annual budget process.

Works closely with the State of Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), and the Federal Emergency Management Agency (FEMA) following man-made or natural disasters for the purpose of securing Public Assistance for disaster related expenditures.

Attends required conferences and grant specific meetings for all programs/projects; conducts liaison activities with other parish departments, funding source representatives, and the general public; and represents the agency at various public relations activities.

Prepares the Schedule of Expenditures of Federal Awards in the Single Audit Section of St. Charles Parish's Comprehensive Annual Financial Report for review and editing by the Grants Officer.

Compiles documentation requested by State and Federal agencies for monitoring or audit purposes and works closely with the agencies throughout the process.

Conducts research to complete grant application and proposals.

Develops and maintains records of data commonly requested in grant applications and proposals.

Drafts ordinances or resolutions approving grant applications or Cooperative Endeavor Agreements as required by funding agencies.

Works closely with funding agencies to complete information required for Cooperative Endeavor Agreements to be approved by the Parish Council.

Prepares the annual Grants Office budget.

ADDITIONAL JOB FUNCTIONS

Drafts correspondence as required.

Answers telephone calls received in the Grants Office.

Attends special functions on behalf of department.

Performs related work as required.

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GRANTS SPECIALIST III

MINIMUM TRAINING AND EXPERIENCE

Possession of a Bachelor's degree in Business Administration or a related field and a Master's Degree in Business Administration from an accredited college or university plus 3 to 5 years of previous experience involving grant writing and management.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demands are consistent with those for Sedentary Work, which involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read grant application or proposal instructions, a variety of correspondence, reports, financial statements, forms, etc. Requires the ability to prepare grant applications or proposals, correspondence, reports, forms, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

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Motor Coordination: **Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.**

Manual Dexterity: **Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.**

Color Discrimination: **Does not require the ability to differentiate between colors and shades of color.**

Interpersonal Temperament: **Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.**

Physical Communication: **Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.**

KNOWLEDGE, SKILLS, AND ABILITIES

Advanced level knowledge of principles, practices, methods and techniques of grant writing.

Advanced level knowledge of computer systems operation.

Advanced level knowledge of federal and state regulations, policies and procedures regarding grant funding.

General knowledge of modern office practices, methods and procedures used by the Parish.

Ability to perform detailed work involving written or numerical data and to make arithmetic calculations rapidly and accurately.

Ability to verify documents and forms for accuracy and completeness.

Ability to communicate effectively orally and in writing.

Ability to exercise independent judgment, discretion and initiative in completing assignments.

Skill in the use of an electronic calculator and office equipment including computer and supporting financial, word processing and spreadsheet applications.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to foster a positive culture within Parish Government and a pleasant work environment within the Grants Office.

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ST. CHARLES PARISH

JOB TITLE: GRANTS TECHNICIAN

GENERAL STATEMENT OF JOB

Under general supervision of the Grants Officer, performs responsible entry level professional administrative work in the Grants Office. Employee is responsible for assisting with the preparation of all grant applications and proposals to secure funds for Parish projects or programs through grants, appropriations, endowments and other federal, state, nonprofit and private funding sources. Work also involves assisting with and/or conducting research related to the grant application or proposal, drafting letters of support, the preparation of all grant compliance and progress reports, reimbursement requests, the preparation and compilation of solicitation of views and responses from local, regional, state, and federal agencies and other documentation necessary to secure environmental clearance on all federally funded projects, the monitoring of wages to comply with the Davis-Bacon Act of 1931, and budget amendments; as well as performing related work as required. An employee in this class receives training in the procedures involved in the preparation and submittal of grant applications and proposals, reimbursement requests, solicitation of views, budget amendments, and grant compliance and progress reports and the monitoring of wages to comply with the Davis-Bacon Act of 1931. Once trained, the employee is expected to assist the Grants Officer or other co-worker in these functions, and to perform some of this work independently.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assists with preparation of grant applications and proposals, drafts support letters, progress reports, reimbursement requests, and budget amendments.

Maintains a calendar of Federal and State budgeted programs and application deadlines.

Assists with the preparation and compilation of solicitation of views and responses from local, regional, state, and federal agencies and other documentation necessary to secure environmental clearance on all federally funded projects.

Assists with insuring that all required reports, budget amendments, letters of support, and grant applications and proposals are completed and submitted on a timely basis.

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GRANTS TECHNICIAN

Monitors the receipt and proper account coding of grant revenue.

Assists with monitoring wages paid to and conducting interviews of employees of contractors and subcontractors working on federally funded projects to insure compliance with the Davis-Bacon Act of 1931.

Assists with the preparation of information on grant awards for submission to the Public Information Officer and other parish departments for use in press releases, mid-term and annual reports, and the annual budget process.

Attends required conferences and grant specific meetings for all programs/projects.

Assists with the preparation of the Schedule of Expenditures of Federal Awards in the Single Audit Section of St. Charles Parish's Comprehensive Annual Financial Report.

Conducts research to complete grant application and proposals.

Develops and maintains records of data commonly requested in grant applications and proposals.

Assists with drafting ordinances or resolutions approving grant applications or Cooperative Endeavor Agreements as required by funding agencies.

ADDITIONAL JOB FUNCTIONS

Drafts correspondence as required.

Answers telephone calls received in the Grants Office.

Attends special functions on behalf of department.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Possession of a minimum of an Associate's degree from an accredited college or university in Business Administration or a related field plus 3 to 5 years of experience involving grant writing and management or any equivalent combination of experience that would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demands are

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consistent with those for Sedentary Work, which involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read grant application or proposal instructions, a variety of correspondence, reports, financial statements, forms, etc. Requires the ability to prepare grant applications or proposals, correspondence, reports, forms, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

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GRANTS TECHNICIAN

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of principles, practices, methods and techniques of grant writing.

General knowledge of computer systems operation.

General knowledge of federal and state regulations, policies and procedures regarding grant funding.

General knowledge of modern office practices, methods and procedures used by the Parish.

Ability to perform detailed work involving written or numerical data and to make arithmetic calculations rapidly and accurately.

Ability to verify documents and forms for accuracy and completeness.

Ability to communicate effectively orally and in writing.

Ability to exercise independent judgment, discretion and initiative in completing assignments.

Skill in the use of an electronic calculator and office equipment including computer and supporting financial, word processing and spreadsheet applications.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to foster a positive culture within Parish Government and a pleasant work environment within the Grants Office.

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ST. CHARLES PARISH

JOB TITLE: GRASS CUTTER I

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled work in the operation of light and/or medium weight grass cutting equipment, and related equipment used to perform various job sites in the Parish, for the Department of Public Works. Employee is responsible for the safe and efficient operation of light and/or medium grass cutting equipment, and related tractor propelled equipment, specifically a bush hog. The work involves some moderate risks or discomforts and requires some physical exertion by the employee. Work is checked regularly for accuracy and adherence to instructions, regulations, and Parish policy. The employee is required to wash and/or clean all equipment used in the daily work routine and performs duties of a Laborer when required. Reports to an Area Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Operates light and/or medium weight grass cutting equipment, specifically a bush hog.

Adjusts equipment as needed for specialized operational needs.

Provides routine maintenance to equipment; checks gas, oil, hydraulic fluids, and other lubricant levels; and/or sharpens blades as required.

Reports mechanical difficulties to the appropriate personnel for repairs.

Washes and/or steam cleans equipment used in daily work routine; assists in minor equipment maintenance; and performs minor repair work such as fixing flat tires on the tractor or related equipment.

ADDITIONAL JOB FUNCTIONS

Assists in keeping work areas clean, swept, and in orderly condition.

Performs duties of Laborer such as manual tasks that may include the following: removes trees, roots and stumps; cuts weeds by hand; trims trees; refuels vehicles; sets pipes; directs traffic while vehicle is stopped; sets up or removes safety cones; repairs sidewalks and driveways; mixes, pours, and spreads tar, asphalt, and cement; loads and unloads materials, supplies, equipment, and furniture from trucks, as required.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have some experience in the operation of light and medium equipment. Any equivalent combination of experience which provides the required knowledge, skills, and abilities.

GRASS CUTTER I

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Class "E" driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate bushhogs, grass tractor, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read simple reports and forms.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using light to medium motorized equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as light and medium equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operation of light and medium grass cutting equipment.

General knowledge of the hazards and applicable safety rules and precautions in the operation of light and medium grass cutting equipment.

Working knowledge of traffic laws, ordinances and regulations related to the operation of light and medium grass cutting equipment and of occupational hazards.

Working knowledge of the geography of the Parish.

Ability to operate light and medium grass cutting equipment skillfully, safely, and in accordance with traffic laws and regulations.

Ability to clean and assist in minor repairs to light and medium grass cutting equipment.

Ability to identify operating problems of assigned equipment.

Ability to perform physical labor required of the position.

Ability to understand and follow oral and written instructions.

Ability to exercise tact and courtesy in contacts with the public.

ST. CHARLES PARISH

JOB TITLE: GRASS CUTTER II

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled work in the operation of light and/or medium weight grass cutting equipment, and related equipment used to perform various job sites in the Parish, for the Department of Public Works. Employee is responsible for the safe and efficient operation of light and/or medium grass cutting equipment, specifically a side-arm tractor and may be required to operate a bush hog. The work involves some moderate risks or discomforts and requires some physical exertion by the employee. Work is checked regularly for accuracy and adherence to instructions, regulations, and Parish policy. The employee is required to wash and/or clean all equipment used in the daily work routine and performs duties of a Laborer when required. Reports to an Area Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Operates light and/or medium weight grass cutting equipment, specifically a side-arm tractor.

Adjusts equipment as needed for specialized operational needs.

Provides routine maintenance to equipment; checks gas, oil, hydraulic fluids, and other lubricant levels; and/or sharpens blades as required.

Reports mechanical difficulties to the appropriate personnel for repairs.

Washes and/or steam cleans equipment used in daily work routine; assists in minor equipment maintenance; and performs minor repair work such as fixing flat tires on the tractor or related equipment.

ADDITIONAL JOB FUNCTIONS

Operates light and/or medium weight grass cutting equipment that may include a bush hog.

Assists in keeping work areas clean, swept, and in orderly condition.

Performs duties of Laborer such as manual tasks that may include the following: removes trees, roots and stumps; cuts weeds by hand; trims trees; refuels vehicles/equipment; sets pipes; directs traffic while vehicle is stopped; sets up or removes safety cones; repairs sidewalks and driveways; mixes, pours, and spreads tar, asphalt, and cement; loads and unloads materials, supplies, equipment, and furniture from trucks, as required.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have one year experience in the operation of light and/or medium equipment. Any equivalent combination of experience which provides the required knowledge, skills, and abilities.

GRASS CUTTER II

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Class "E" driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of gasoline and diesel equipment to include a side-arm grass tractor, bush hog, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read simple reports and forms.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using light to medium motorized equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as light and medium equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

GRASS CUTTER II

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of particular characteristics, operating procedures, and maintenance of grass cutting equipment.

General knowledge of the hazards and applicable safety rules and precautions in the operation of light and/or medium grass cutting equipment.

Working knowledge of traffic laws, ordinances and regulations related to the operation of light and medium grass cutting equipment and of occupational hazards.

Working knowledge of the geography of the Parish.

Skilled in the use and operation of various light and/or medium grass cutting equipment.

Ability to perform minor maintenance on light and/or medium grass cutting equipment.

Ability to operate light and medium grass cutting equipment skillfully, safely, and in accordance with traffic laws and regulations.

Ability to clean and assist in minor repairs to light and medium grass cutting equipment.

Ability to identify operating problems of assigned equipment.

Ability to perform physical labor required of the position.

Ability to understand and follow oral and written instructions.

Ability to exercise tact and courtesy in contacts with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: GRASS CUTTER III

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled work in the operation of light, medium, and/or heavy weight grass cutting equipment in the Department of Public Works. Employee is responsible for the safe operation of a variety of light, medium, and/or heavy weight grass cutting equipment, specifically a long-arm tractor. Work is of average difficulty, performed around moving parts and machines, and requires some physical exertion. Employee is required to perform Laborer duties as necessary and participates in minor preventative maintenance on all grass cutting equipment. Reports to an Area Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Operates light, medium, and/or heavy weight grass cutting equipment, specifically a long-arm tractor.

Adjusts equipment as needed for specialized operational needs.

Provides routine maintenance to equipment; checks gas, oil, hydraulic fluids, and other lubricant levels; and/or sharpens blades as required.

Reports mechanical difficulties to the appropriate personnel for repairs.

Washes and/or steam cleans equipment used in daily work routine; assists in minor equipment maintenance; and performs minor repair work such as fixing flat tires on the tractor or related equipment.

ADDITIONAL JOB FUNCTIONS

Operates light and/or medium weight grass cutting equipment that may include a bush hog or a side arm tractor.

Assists in keeping work areas clean, swept, and in orderly condition.

Performs duties of Laborer such as manual tasks that may include the following: removes trees, roots and stumps; cuts weeds by hand; trims trees; refuels vehicles/equipment; sets pipes; directs traffic while vehicle is stopped; sets up or removes safety cones; repairs sidewalks and driveways; mixes, pours, and spreads tar, asphalt, and cement; loads and unloads materials, supplies, equipment, and furniture from trucks, as required.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have one year experience in the operation of light, medium and/or heavy grass cutting equipment. Any equivalent combination of experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Class "E" driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including gasoline and diesel equipment, a long-arm grass tractor, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read simple reports and forms.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using light to medium motorized equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as light and medium equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

GRASS CUTTER III

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of particular characteristics, operating procedures, and maintenance of machines and grass cutting equipment.

General knowledge of the hazards and applicable safety rules and precautions in the operation of grass cutting equipment.

Working knowledge of traffic laws, ordinances and regulations related to the operation of light and medium grass cutting equipment and of occupational hazards.

Working knowledge of the geography of the Parish.

Skilled in the use and operation of various grass cutting equipment.

Ability to perform minor maintenance on grass cutting equipment.

Ability to clean and assist in minor repairs to grass cutting equipment.

Ability to identify operating problems of assigned equipment.

Ability to perform physical labor required of the position.

Ability to understand and follow oral and written instructions.

Ability to exercise tact and courtesy in contacts with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: GRASS CUTTER LEADMAN

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled work in the operation of light, medium and/or heavy weight grass cutting equipment in the Department of Public Works. Leadman is responsible for supervision of tractor crew. Leadman is responsible for keeping tractors cutting at same pace. Also makes sure that all ditches are cut in area where they are working. Leadman is responsible for supplies and equipment, inspecting and maintaining records of work performed, and training crew members in proper work methods. Reports to the Assistant Superintendent.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Operates light, medium and/or heavy weight grass cutting equipment, specifically a long arm tractor.

Adjusts equipment as needed for specialized operational needs.

Provides routine maintenance to equipment; checks gas, oil, hydraulic fluids, and other fluids, and other lubricant levels; and/or sharpens blades as required.

Reports mechanical difficulties to the appropriate personnel for repairs.

Washes and/or steam cleans equipment used in daily work routine; assists in minor equipment maintenance; and performs minor repair work such as fixing flat tires on the tractor or related equipment.

ADDITIONAL JOB FUNCTIONS

Operates light and/or medium weight grass cutting equipment that may include a bush hog or a side arm tractor.

Assists in keeping work areas clean, swept, and in orderly condition.

Performs duties of Laborer such as manual tasks that may include the following; removes trees, roots, and stumps; cuts weeds by hand; trim trees; refuels vehicles/equipment; sets pipes; directs traffic while vehicle/equipment is stopped; sets up or removes safety cones; repairs sidewalks and driveways ; mixes, pours, and spreads tar, asphalt, and cement; loads and unloads material, supplies, equipment, and furniture from trucks, as required.

Performs other related work as required.

GRASS CUTTER LEADMAN

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 year of experience in the operation of light, medium and/or heavy grass cutting equipment. Any equivalent combination of experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Class "E" driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including gasoline and diesel equipment, long arm grass tractor, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey to exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read simple reports and forms.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas, to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using light to medium motorized equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as light and medium equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of particular characteristics, operating procedures, and maintenance of machines and grass cutting equipment.

General knowledge of the hazards and applicable safety rules and precautions in the operation of grass cutting equipment.

Working knowledge of traffic laws, ordinances and regulations related to the operation of light and/or medium grass cutting equipment and of occupational hazards.

Working knowledge of the geography of the Parish.

Skilled in the use and operation of various grass cutting equipment.

Ability to perform minor maintenance on grass cutting equipment.

Ability to clean and assist in minor repairs to grass cutting equipment.

Ability to identify operating problems of assigned equipment.

Ability to perform physical labor required of the position.

Ability to understand and follow oral and written instructions.

Ability to exercise tact and courtesy in contacts with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

July 20, 1999

ST. CHARLES PARISH

JOB TITLE: GROUNDSKEEPER

GENERAL STATEMENT OF JOB

Under general supervision, performs general maintenance and groundskeeping work around Parish building property for the Public Works Department. Employee is responsible for maintaining and performing some minor repairs related to the exterior appearance of the Parish buildings (i.e., Courthouse and Annex). Work involves general landscape maintenance such as mowing grass, weed eating, applying pesticides, etc.; installing regulatory street signs; and general custodial work. Employee is also responsible for assisting with issuing culvert permits; performing office personnel duties during times of absence; preparing purchase requests for supplies; assisting the Warehouse Clerk; cleaning culverts, catch basins and drainage ditches; and assisting with field surveys. Reports to the Assistant Superintendent.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs general landscape maintenance such as mowing grass, weed eating, etc.; cuts lawn, applies fertilizer, trims sidewalks, weeds flower beds, plants trees, shrubs, grass, and flower; prunes trees and hedges.

Inspects plants and trees for disease and applies pesticides.

Cleans parking lots with street sweeper.

Lock and unlock building.

Installs regulatory street signs; and operates hand equipment necessary for road striping.

Assists general maintenance mechanic with minor building repairs such as holding tools or lifting materials; and assists with the installation of interior and exterior lighting.

Assists with the issuing of culvert permits.

Performs office personnel duties during times of absence.

Prepares purchase requests for supplies.

Assists the Warehouse Clerk; assists with warehouse inventory; and issues tools and equipment.

ADDITIONAL JOB FUNCTIONS

Cleans culverts, catch basins and drainage ditches.

Assists with field surveys.

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GROUNDSKEEPER

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years of experience in general labor work with some experience in the operation of assigned equipment. Any equivalent combination of experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including lawn mowers, weed eaters, hand tools, hoes, rakes, etc. Must be able to exert up to 50 pounds of force occasionally and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in writing, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using motorized equipment and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as motorized equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

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GROUNDSKEEPER

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of gardening principles, procedures, and methods.

Some knowledge of the standard methods, materials and equipment employed in basic landscaping and grounds maintenance operations.

Some knowledge of the operation of equipment and tools used in ground maintenance and digging work.

Some knowledge of modern office practices and procedures.

Some knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

Skilled in operating lawn mower, parish vehicle, lawn edger, hand sprayer, pruning sheers, street sweeper, and related equipment.

Ability to operate power lawn mowers, and hand and power tools and equipment.

Ability to understand and learn the occupational hazards and proper safety precautions to be taken in grounds maintenance work.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised: June 23, 1998

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GROUNDSKEEPER

ST. CHARLES PARISH

JOB TITLE: HOUSING PROGRAMS SUPERVISOR

GENERAL STATEMENT OF JOB

Under general supervision of the department director, coordinates programs and activities related to "green" construction, repair and rehabilitation programs. Oversees and supervises work of program crew. Manages administrative work of related programs. Reports to the Department Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Establish and maintain cooperative relationships with parish officials, employees, the general public and representatives of other agencies.

Supervises, trains and evaluates assigned staff.

Purchases building materials with requisitions.

Prepares proposals, bids, surveys and questionnaires for the related programs.

Prepares budget revisions, as necessary.

Prepares advertisements for housing program activities.

Performs pre/close inspections on assigned housing projects.

Manages and reconciles public complaints.

Prepares and composes routine correspondence; typing letters, reports, memorandums, etc.

Coordinates and represents programs at meetings, hearings and workshops.

Seeks grant and other program funding.

Prepare and present reports.

Work well under pressure to meet deadlines.

JOB TITLE: Housing Programs Supervisor

ADDITIONAL JOB FUNCTIONS

Answers telephone; routes calls; and takes and distributes messages. Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in social service programs and/or public administration or related field and two years of responsible experience in the administration of community services or entitlement/assistance programs. Any combination of equivalent experience and education that could likely provide the required knowledge, skill, and ability.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, adding machines, facsimile machines, etc. Must be able to exert up to 20 pounds of force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to evaluate, audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Interpersonal Communications: Requires the ability to serve as a first-line supervisor, provide guidance, assign job duties and evaluate performance.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, time sheets, invoices, applications, manuals, etc. Requires the ability to prepare correspondence, reports, forms, advertisements, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to compute discounts, interest, profit and loss, and ratios and proportions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of parish's mission, department goals, program's objectives, and accepted business practices and procedures involved in providing the services and executing the programs.

Considerable knowledge of office management principles and practices and of administrative procedures.

Considerable knowledge of the activities offered within the community action program.

General knowledge of departmental rules, regulations, policies and procedures, and the ability to interpret them.

General knowledge of the organization and functions of the parish government.

General knowledge of the principles and practices of public administration, personnel management, accounting and marketing.

General knowledge of budget preparation and maintenance.

Skilled in the operation of various automated office equipment such as typewriter, tape recorder, copy machines, "green tools", etc.

Skilled in the operation of popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to promote a positive image of the department among other service agencies and the general public.

Ability to compare and compile verbal and numerical data.

Ability to make varied arithmetic computations and tabulations rapidly and accurately.

Ability to maintain complex records and files.

Ability to prepare correspondence and reports from them.

Ability to type with accuracy at the speed required by the position.

Ability to communicate clearly and effectively in oral and written form.

Ability to establish and maintain effective working relationships with parish officials and employees and the general public, or as necessitated by work assignments.

10-21-09

ST. CHARLES PARISH

JOB TITLE: KENNEL CARE ATTENDANT

GENERAL STATEMENT OF JOB

Under direction, provide for the humane care and excellent quality of life for all animals in the shelter. Duties include but not limited to cleaning, feeding, watering, and monitoring the animal's health and behavior. Assist with adoptions and lost and found. Educate the public on responsible pet ownership and promote and support in St. Charles Parish Animal Control's programs and mission.

Illustrative Examples of Work

Essential Job Functions

Humane care of shelter animals including cleaning, feeding, watering, and monitoring health, and behavior.

Administer vaccinations and perform heartworm testing.

Assist with euthanasia and perform euthanasia once certified.

Humanely handle deceased animals and disposal.

Humanely handle severely injured sick and abused/neglected animals.

Humanely handle aggressive animals.

General cleaning and upkeep of interior and exterior shelter spaces.

Maintain a professional attitude at all times.

Report to work in extreme weather conditions such as but not limited to hurricanes, flooding and ice/snow.

Become certified in euthanasia and perform euthanasia upon request.

Perform all other duties as necessary and required.

KENNEL CARE ATTENDANT

Minimum Training and Experience

High School diploma or GED. Have some experience in animal control, public service program coordination or related work, and experience involving the handling and maintaining of work records and reports. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

Special Requirements

Possession of a valid Louisiana Driver's License.

Minimum Qualifications or Standards Required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including typewriters, two-way radios, hand tools, animal traps, firearms, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Work involves walking, standing and running, and may involve physical confrontations. Physical demands are those for heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, ordinance, forms, log, etc. Requires the ability to prepare reports, forms, correspondence, logs, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

KENNEL CARE ATTENDANT

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using weapons, etc. Must be able to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of office equipment, control knobs, switches, weapons, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

Knowledge, Skills and Abilities

Knowledge of required policies, procedures and guidelines governing the activities of animal control.

Knowledge of daily operations of a kennel.

Skill in managing multiple tasks and responsibilities.

Ability to react and provide decisions in emergency situations.

Ability to assess case situations and determine appropriate intervention.

Considerable knowledge of laws and ordinances related to animal control, including humane animal collection, care of disposal methods.

KENNEL CARE ATTENDANT

Considerable knowledge of safety practices concerning the handling of animals.

Considerable knowledge of rabies control program and procedures.

General knowledge of applicable traffic laws, ordinances, and rules and regulations.

General knowledge of basic breeds of dogs and cats.

General knowledge of methods used to determine an animal's age.

General knowledge of symptoms of injuries and illnesses common to small animals, including rabies.

General knowledge of record keeping procedures.

General knowledge of standard small animal diets.

General knowledge of cleaning and disinfecting methods.

Ability to understand the occupational hazards involved and the safety precautions necessary in the performance of job duties.

Ability to provide total upkeep of the animal shelter.

Ability to exercise tact and courtesy in explaining and enforcing State laws and local ordinances pertaining to animal control.

Ability to exercise initiative and independent judgment in applying laws and ordinances to work situations.

Ability to communicate effectively orally and in writing.

Ability to exercise tact, courtesy and firmness in frequent contact with animal owners and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Must be able to work early or late and on weekends and holidays, as required.

Should not be allergic to animals; must be able to work around all animals. Potentially subject to animal bites and scratches.

08-31-2011

ST. CHARLES PARISH

JOB TITLE: KENNEL OFFICER

GENERAL STATEMENT OF JOB

Under direction, performs responsible work involving the supervision of volunteers and daily administrative operations. Position is responsible for training and supervising volunteers and performing daily administrative activities.

Illustrative Examples of Work

Essential Job Functions

Handles a variety of administrative functions to include volunteer schedules, maintaining records, answering phone calls, etc.

Performs various duties in handling animals to include assessing dispositions, feeding and watering, housing according to size and breed, cleaning and disinfecting the shelter, etc.

Requisitions and ensures supplies and materials are available for staff members; maintain inventory of all materials and supplies.

Assists in maintaining a clean and safe facility by performing various cleaning activities and conducting safety inspections.

Assists public and escorts visitors to the shelter in a courteous and helpful manner.

Ensures the adherence to policies and procedures in reference to the shelter.

Acts as a lead person in the absence of the Animal Control Superintendent.

Performs related work as directed.

Minimum Training and Experience

High School diploma or GED. Have some experience in animal control, public service program coordination or related work, and experience involving the handling and maintaining of work records and reports. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

Special Requirements

Possession of a valid Louisiana Driver's License.

KENNEL OFFICER

Minimum Qualifications or Standards
Required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including typewriters, two-way radios, hand tools, animal traps, firearms, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Work involves walking, standing and running, and may involve physical confrontations. Physical demands are those for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, ordinance, forms, log, etc. Requires the ability to prepare reports, forms, correspondence, logs, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and delivery information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using weapons. Must be able to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of office equipment, control knobs, switches, weapons, etc. Must have minimal levels of eye/hand/foot coordination.

KENNEL OFFICER

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

Knowledge, Skills and Abilities

Knowledge of required policies, procedures and guidelines governing the activities of animal control.

Knowledge of daily operations of a kennel.

Skill in managing multiple tasks and responsibilities.

Skill in supervising subordinate staff and activities.

Ability to react and provide decisions in emergency situations.

Ability to assess case situations and determine appropriate intervention.

Considerable knowledge of laws and ordinances related to animal control, including humane animal collection, care and disposal methods.

Considerable knowledge of safety practices concerning the handling of animals.

Considerable knowledge of rabies control program and procedures.

General knowledge of applicable traffic laws, ordinances, and rules and regulations.

General knowledge of basic breeds of dogs and cats.

General knowledge of methods used to determine an animal's age.

General knowledge of symptoms of injuries and illnesses common to small animals, including rabies.

General knowledge of record keeping procedures.

KENNEL OFFICER

General knowledge of standard small animal diets.

General knowledge of cleaning and disinfecting methods.

Ability to understand the occupational hazards involved and the safety precautions necessary in the performance of job duties.

Ability to provide total upkeep of the animal shelter.

Ability to exercise tact and courtesy in explaining and enforcing State laws and local ordinances pertaining to animal control.

Ability to exercise initiative and independent judgment in applying laws and ordinances to work situations.

Ability to communicate effectively orally and in writing.

Ability to exercise tact, courtesy and firmness in frequent contact with animal owners and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

3-10-2010

ST. CHARLES PARISH

JOB TITLE: LABORATORY COORDINATOR

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory and technical work in conducting and supervising chemical and bacteriological tests of sewage samples from the Parish wastewater treatment plants. Work involves establishing testing and laboratory procedures, supervising and participating in sampling and analyzing wastewater and treated water samples, and ensuring adherence to established standards. Employee is also responsible for maintaining a data base of test and analysis results and preparing required reports, and advising officials on operational procedures affecting wastewater treatment. Reports to the Superintendent or Assistant Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises and directs plant techs and plant operators performing chemical and bacteriological analysis of sewage and treated water samples; assists and advises subordinate, as necessary, resolving problems as non-routine situations arise; ensures that subordinate receives orientation and training required for assigned position, including training in new procedures.

Prepares and maintains a variety of records and reports as required for submission to local, state and federal oversight agencies, and ensures timely submission; prepares records, reports, forms, etc., as required to apply for permit renewal; maintains Municipal Water Pollution Prevention audit book and prepares annual reports.

Confers with plant operators to plan, develop and establish sample collection and testing schedules and procedures to ensure compliance with local, state and federal laws, ordinances, rules and regulations pertaining to wastewater treatment; coordinates all testing required by outside laboratories; negotiates with contract laboratories to obtain the best service, scheduling and cost for testing to be performed by outside agencies; oversees wastewater and treated water sample collection and testing to ensure adherence to established schedules. Able to perform laboratory tests for BOD, TSS, fecal coliform, etc., and interprets test results to formulate recommendations for plant operation.

Records test and analysis results to establish and maintain database, reports and records associated with laboratory operations; confers with plant administrators on issues concerning treatment operations, and prepares and submits oral and written reports to supervisors as requested or otherwise deemed appropriate.

Establishes and ensures adherence to laboratory procedural and safety guidelines, including procedures or guidelines for disposal of hazardous materials.

Establishes and maintains professional contacts with the responsible representatives from local, state and federal agencies; provides technical assistance to them regarding wastewater operations as requested.

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LABORATORY COORDINATOR

ADDITIONAL JOB FUNCTIONS

Investigates Parish residents' complaints about wastewater treatment, performing various tests of wastewater and treated water samples as appropriate; logs and maintains records of complaints; requests action by plant officials to resolve problems, as necessary; prepares and submits responses to complaining residents.

Maintains and calibrates testing equipment and instruments, performing minor repairs as necessary; consults technical experts concerning calibration of instruments, design of testing procedures, and instrument troubleshooting, if needed.

Maintains inventory of laboratory supplies; negotiates with outside vendors to purchase supplies at rate of most benefit to Parish.

Able to perform chemical and bacteriological analysis of wastewater samples.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in chemistry, biology or a related field and have 3 to 5 years of experience in laboratory work; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENT

Shall possess a Louisiana Department of Health and Hospitals Operator Certification Level 4 in Treatment within 2 years of employment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, copiers, microscopes, vacuum pumps, pH meters, autoclaves, scales, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

LABORATORY COORDINATOR

Language Ability: Requires the ability to read a variety of reports, correspondence, diagrams, forms, etc. Requires the ability to prepare reports, correspondence, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; to deal with nonverbal symbolism in its most difficult phases; to deal with a variety of abstract and concrete variables; to comprehend the most abstruse classes of concepts.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including chemistry, engineering and biological terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; interpret graphs; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations that include frequency distributions, reliability and validity of tests, correlation techniques, factor analysis, and econometrics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using laboratory equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office and laboratory equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the basic principles and practices of chemical and bacteriological analysis as related to wastewater treatment.

Considerable knowledge of laboratory techniques, materials and equipment used in chemical and biochemical analysis of wastewater.

Considerable knowledge of chemicals and toxins present in wastewater.

Considerable knowledge of organic and inorganic chemistry.

LABORATORY COORDINATOR

Considerable knowledge of federal, State and local regulations and guidelines pertaining to waste water treatment.

Considerable knowledge of the current literature, trends and developments in the field of wastewater treatment.

Some knowledge of the principles of supervision, organization and administration.

Skill in chemical and bacteriological testing and analysis.

Ability to plan, develop, implement and maintain wastewater testing schedules and procedures in adherence to applicable local, state and federal laws and regulations.

Ability to organize and interpret technical data and prepare reports.

Ability to exercise initiative and independent judgment in interpreting and applying standards to a variety of work situations.

Ability to instruct and supervise less experienced technical workers.

Ability to exercise tact and courtesy in contact with the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised 1-12-10

ST. CHARLES PARISH

JOB TITLE: LABORER

GENERAL STATEMENT OF JOB

Under general supervision, performs routine and unskilled manual labor for a Parish Department.. Work involves the maintenance and cleaning of culverts, ditches, sewer lines, roads and storm drains; digs and fills holes in the ground and street; polices area and removes bulky trash; removes roots, stumps, shrubs, and hedges using hand tools or small power tools; and may install street signs, direct traffic, clean work areas, wash vehicles and equipment. Reports to an Assistant Superintendent or Area Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs maintenance and cleaning of culverts, ditches, sewer lines, roads, drain pipes, and storm drains; and repairs drain boxes and sewer pipes.

Digs and cuts ditches to grade; installs pipe in ditches.

Uses hand tools and equipment such as pick, shovel, hoe, rake, and broom.

Digs and fills holes in ground using spade, pick, shovel, or post hole digger to set up highway signs, street signs, and guardrails.

Patches and repairs existing streets; scoops and shovels dirt, asphalt, concrete, and other material to repair pot holes on public streets.

Spreads dirt, shell and gravel evenly over roadbed or road shoulder.

Polices areas to collect bulky trash; collects trash and places into open-bed truck; and hauls the materials to a dumping site.

Removes roots, debris and other refuse from clogged sewer lines and drains; cleans grit, sludge, trash and muck from stumps and catch basins.

Serves as flagman to direct traffic around road repair work; and may erect and dismantle simple barricades.

Cleans work areas and wash vehicles and equipment.

Prunes and trims trees and hedges; cuts weeds, grass, and brush using cane knife or other hand tools; and trims and cuts down trees and limbs; and hauls away debris.

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LABORER

ADDITIONAL JOB FUNCTIONS

Attends training class on a periodic basis, as specified by the CETA grant.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have some experience as a laborer in maintenance and construction. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including shovels, weed eaters, power saws, hammers, skill saws, pick axes, shovels, etc. Must be able to exert 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/to signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read simple.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools. Must be able to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

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LABORER

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the standard methods, materials and equipment employed in basic construction and maintenance operations.

General knowledge of the geographical layout of the Parish.

Some knowledge of the use equipment, materials and tools used in the construction and maintenance trades.

Skilled in the use of dump trucks, rollers, air hammers, power and skill saws, etc.

Ability to perform moderately heavy manual labor for extended periods.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to learn the safe and proper use of simple hand maintenance and power maintenance tools.

REVISED 8-2-00

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ST. CHARLES PARISH

JOB TITLE: LAYOUT TECHNICIAN
PUBLIC WORKS DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled work in the surveying work requirements, and semi-skilled work in the operation of heavy and special equipment in the Public Works Department. Employee is responsible for the accurate and timely utilization of all instruments associated with survey work projects, and the safe operation of a variety of medium and heavy automotive and mechanized equipment. Work involves compiling notes, sketches, and records of data obtained and work performed. Additionally, work also involves driving or operating gasoline or diesel-powered motorized equipment such as a excavator or dragline in order to clean, replace and install culverts; may operate lighter and/or medium-sized equipment; performing Laborer duties as necessary; and participating in minor preventative maintenance on all equipment. Work also involves assisting an Area Foreman in the construction of the work project by determining and assuring proper construction layout. Reports to an Assistant Superintendent or Area Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans, directs, and coordinates work of survey work crews.

Coordinates findings with work of engineer and architectural personnel, clients, and others concerned with work projects.

Acquire elevations which are essential for the preparation of detailed drawings.

Provide direction to the work crews by aiding and assisting the Area Foreman in the proper layout of the construction project.

Determine methods and procedures for establishing or re-establishing survey control.

LAYOUT TECHNICIAN

Keeps accurate notes, records, and sketches to describe and certify work performed.

Prepare and approve specific elevations for various surveys.

Prepare and establish lines and angles which are essential in finding points and laying out angles for construction projects.

Operates gasoline or diesel powered motorized equipment characterized as large or heavy, usually running on a track or rubber tire, such as an excavator or dragline crane, in order to clean, replace and install culverts.

Operates medium-sized equipment engaged in difficult and skilled work such as operating a motorized road grader to cut a precise grade on a construction site.

Monitors indicators, such as pressure gauges, ammeters, etc. to ensure proper operation of equipment and/or to identify equipment problems.

Clears and digs drainage ditches; cuts roadways; grades levees, road surfaces, and shoulders.

Rolls asphalt, shells, or either materials from heavy equipment; loads, unloads, and assists in placement of large vessels, containers, pipes, etc.

ADDITIONAL JOB FUNCTIONS

Placing in stocks and nails to establish and maintain elevations or bench marks.

Adjust survey and construction equipment and machinery as needed for specialized operations.

Holding the Philadelphia rod/or prisms in various points during the survey.

Measuring distance accurately with a tape or other measuring device.

Research previous survey evidence, maps, deeds, physical evidence, and other records to obtain data needed for surveys.
Performs duties of laborer such as manual tasks that may include the following; removes tree roots, and stumps; cuts weeds by hand; fuels and refuels vehicles; sets pipes in ditches or culverts; sets up or removes safety cones; repairs sidewalks and driveways; loads and unloads trash, cover material, or equipment.

LAYOUT TECHNICIAN

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years of experience as a survey work-crew member and operation of heavy motorized equipment; including some experience with the particular equipment to be operated. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Commercial Class "A" driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including gasoline and diesel equipment, loaders, bull dozers, dump trucks, long-arm grass tractor, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

Language Ability: Requires the ability to read simple reports and forms.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

LAYOUT TECHNICIAN

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using heavy equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as heavy equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via the telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of angles, elevations, points, and contours used for construction, map making, drainage, or other work related purposes.

Considerable knowledge of the proper application of alidades, levels, transits, plane tables, theodolites, electric measuring equipment, other surveying instruments.

Considerable knowledge of particular characteristics, operating procedures, and maintenance of machines and equipment operated.

General knowledge of applicable notes, records, and sketches to describe and certify work performed.

General knowledge of the hazards and applicable safety rules and precautions in the operation of heavy/medium equipment.

Working knowledge of research procedures to track previous survey evidence, maps, deeds, physical evidence, and other records to obtain requested data.

LAYOUT TECHNICIAN

Working knowledge of traffic laws, ordinances and regulations related to the operation of heavy equipment and of occupational hazards.

Working knowledge of the geography of the Parish.

Skilled in determining methods and procedures for establishing or re-establishing survey control.

Skilled in the use and operation of various motorized heavy equipment.

Ability to organize daily assignments of work.

Ability to assist Area Foreman in the accomplishment of work assignments as they relate to survey requirements.

Ability to perform physical labor required of the position.

Ability to understand and follow oral and written instructions.

Ability to exercise tact and courtesy in contacts with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: LEGAL ASSISTANT I

GENERAL STATEMENT OF JOB

Under general supervision, performs responsible research and clerical work for multiple Parish departments. Employee is responsible for performing preliminary legal research and assisting in the research of State legislative issues; scheduling depositions, court appearances; and meetings; assigning priorities; and appearing in court. Employee is also responsible for overseeing and assigning work to the subordinate clerical staff; coordinating work with clerical staff; reviewing subordinate's work; assisting in training clerical personnel; and evaluating performance of subordinate clerical staff. Work involves preparing and typing pleadings; preparing the calendar docket; responding to telephone inquires from Parish departments, other governmental agencies, general public, etc.…; preparing ordinances; and preparing requests for opinions and rulings. Work also involves performing general clerical duties such as preparing and typing general correspondence, taking and transcribing dictation, indexing, opening, and closing legal files, receiving, reviewing and sorting all incoming mail, correspondence and legal pleadings, maintaining office supplies, maintaining library reference manuals, making copies, and recording postage, copies and calls; performing court runner duties; and assisting in the preparation of the department budget. Reports to the Director of Legal Services.

ESSENTIAL JOB FUNCTIONS

Oversees and assigns work to the subordinate clerical staff; coordinates work of recording, processing and proofreading various documents, legal proceedings, contracts, ordinances, etc., with clerical staff; reviews subordinate's work to ensure accuracy and completion of information; assists in training clerical personnel; instructs staff on proper distribution of documents; and evaluates the performance of subordinate clerical staff.

Performs preliminary legal research for the issuance of legal opinion and preparation of pleadings; assists in research of State legislature issues and other legislative bodies issues being considered by the Parish Council; utilizes computer and modem to research legal problems through West Law; and conducts legal research, prepares data and memoranda for study and consideration.

Schedules depositions, court appearances, and meetings for the Director.

Prioritizes work assignments.

Appears in court on behalf of and/or to assist the Parish Attorney.

Composes and types general correspondence; processes and transcribes from the Parish Attorney using dictaphone machinery, computerized word processor; court pleadings, acts of sale, dedications, servitude, ordinances, resolutions, other legal documents and correspondence.

Serves as a courier on the filing of pleadings and other legal documents.

Prepares indexing, opening and closing of legal files, various reports on legal matters; maintains legal filing system, periodic reports of files, court cases, pleadings, motions and related court documents, in direct support of the Parish Attorney and related work as required; and other miscellaneous office duties.

Prepares the department calendar docket.

Revised: 1-14-97

Answers telephone inquires from Parish departments, governmental agencies, public official and the general public regarding parish legal matters and procedures in handling of routine and circulation procedures.

Receives, reviews and sorts all incoming mail, correspondence and legal pleadings from various departments, attorneys, and the general public.

Prepares ordinances for Council approval.

Maintains office supplies; prepares purchase requisitions for supplies.

Maintains and updates library files, records, and reference manuals.

Gathers information and types requests for Attorney General ordinances and Ethics Commission rulings.

Assists in the preparation of the writing of depositions, briefs, memoranda, and other legal summaries.

Assists in the preparation of the department budget.

ADDITIONAL JOB FUNCTIONS

Responds to requests from Council members, Directors and other supervisory personnel.

Dates notarial signature for various departments.

Records postage and copy usage, and calls on a periodic basis.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or GED, supplemented by course work in secretarial science. With 1 to 2 years of progressively responsible in varied secretarial and clerical work, preferably in a legal office. Any equivalent combination of experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Must be a Certified Paralegal from an accredited State facility.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, dictaphones, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Revised: 1-14-97

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, ordinances, pleadings, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, pleadings, ordinances, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively in standard English and legal terminology.

Numeral Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of modern office practices, procedures, equipment and standard clerical techniques.

Considerable knowledge of arithmetic, grammar, spelling, punctuation and vocabulary.

Skilled in the use of popular computer-driven word processing, spreadsheet and file maintenance programs.

Skilled in analyzing, appraising, and organizing facts, evidence and precedents and in presenting such material orally or in writing and in clear and logical form.

Revised: 1-14-97

Ability to type accurately at a high rate of speed.

Ability to utilize computer and computerized word processing (Word Perfect, WordStar or comparable word processing software).

Ability to follow moderately complex oral and written instructions.

Ability to use dictaphone machinery and other automated office equipment.

Ability to create and maintain legal files.

Ability to use legal source materials.

Ability to write briefs, memoranda and research reports.

Ability to follow assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to maintain complete confidentiality of privileged information regarding litigation and/or investigations.

Ability to exercise tact and courtesy in contact with council members and the general public.

Ability to establish and maintain effectively working relationships as necessitated by work assignments.

Revised: 1-14-97

ST. CHARLES PARISH

JOB TITLE: LEGAL ASSISTANT II

GENERAL STATEMENT OF JOB

Under limited supervision from the Parish Attorney and/or Assistant Parish Attorney executes and delegates all duties within the department with the utmost professionalism and confidentiality as required by law. Employee is responsible for performing legal research and assisting in the research of legislative issues, on the federal, state and local levels; scheduling depositions and attending if necessary, attending court appearances and meetings. Employee is responsible for assigning priorities for her and subordinates. Employee is also responsible for overseeing and assigning work to the subordinate staff; reviewing subordinate's work; training and evaluating the performance of staff. Responsibility also involves preparing pleadings, maintaining the calendar docket for all staff; responding to telephone inquiries from Parish departments, other governmental agencies, general public, etc; Additional responsibility includes preparing ordinances, requests for opinions and rulings from the Attorney General and Ethics Board. Employee prepares and types correspondence, taking and transcribing dictation from attorneys, maintains all legal files, reviewing and disseminating all incoming mail, correspondence and legal pleadings, supervising the maintenance of office supplies, and library reference manuals. Also responsible for the preparation of the department budget. Researches laws and facilitates the handling of adjudicated properties for past and future management. Coordinates all outside attorneys. Reports to the Director of Legal Services.

ESSENTIAL JOB FUNCTIONS

Oversees and assigns work to the subordinate staff; coordinates work of recording, processing and proofreading various documents, legal proceedings, contracts, ordinances, servitudes, leases, etc., with staff; reviews subordinate's work to ensure accuracy and completion of information; assists in training l personnel; instructs staff on proper distribution of documents; and evaluates the performance of subordinate staff.

Performs legal research for the issuance of legal opinion and in preparation of memorandums and briefs for the various federal, state and district courts; assists in research of State legislature issues and other legislative bodies issues being considered by the Parish Council; utilizes computer to research legal problems through West Law; and conducts legal research, prepares data and memoranda for study and consideration. Maintains all documentation within the department.

Schedules and attends depositions, court appearances, and meetings with and/or on behalf of the Parish Attorney and/or Assistant Parish Attorney.

Depositions - Under attorney supervision, gather and prepare documents relevant to the depositions, organize exhibits, take notes and handle exhibits during the deposition and digest transcripts to summarize highlights of depositions and/or court hearings.

Prioritizes work assignments for entire staff.

Trial - Organize exhibits, files and all other supporting documents, coordinate trial set-up and logistics, assist attorneys in the courtroom by taking notes, handling exhibits, and marking documents referred to by counsel, assist in the preparation of witness testimony and serve as liaison between trial attorneys and in-house staff.

Prepare and coordinate negotiations between attorneys and citizens.

Responsible for the proper delivery and filing of pleadings and other legal documents and other documents as required by law.

Prepares indexing, opening and closing of legal files, various reports on legal matters; maintains legal filing system, periodic reports of files, court cases, pleadings, motions and related court documents, in direct support of the Parish Attorney and related work as required; and other miscellaneous office duties.

Periodically reviews Council required filings with Clerk of Court for compliance with state laws.

Works closely with the Department of Planning and Zoning on daily enforcement of subdivision and zoning regulations.

Reviews all Public Records request for compliance with state laws.

Prepares servitudes and rights of ways.

Attends bid opening for public works projects for compliance with state regulations.

Reviews contracts and subsequent documents for compliance with local and state laws.

Attends meeting with Parish Attorney and/or on his behalf with all departments, administration and outside counsel.

Prepares and maintains the department calendar docket.

Coordinates use of all outside attorneys including insurance attorneys.

Reviews contracts for attorneys before introduced to the Council for approval.

Answers telephone inquiries from Parish departments, governmental agencies, public official and the general public regarding parish legal matters and procedures in handling of routine and circulation procedures.

JOB TITLE: LEGAL ASSISTANT II

Reviews and sorts all incoming mail, correspondence and legal pleadings from the courts, various departments, attorneys, and the general public.

Prepares ordinances for Council approval along with review for compliance with state laws.

Supervises the handling of office supplies and purchase requisitions for supplies.

Supervises and maintains cataloging of library files, records, and reference manuals.

Gathers information and prepares requests for Attorney General opinions and Ethics Commission rulings.

Prepares and/or assists attorneys in the preparation of depositions, composing of briefs, memoranda, and other legal documents.

Facilitates the handling and management of adjudicated properties for past and future auctions.

Prepares and/or assists attorneys in the preparation and monitoring of the department budget.

Prepares all reports as required by St. Charles Parish of its departments.

ADDITIONAL JOB FUNCTIONS

Performs related work as required and needed to maintain the business of the department and that of the administration.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or GED with certified paralegal certification from an accredited state facility with two or more years of professional work experience with government legal issues.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the law and procedures applicable for governing authorities.

Considerable knowledge of organization, functions and programs of governing authorizes.

JOB TITLE: LEGAL ASSISTANT II

General knowledge of administrative, managerial and supervisory practices and techniques for governing authorities.

Skilled in analyzing, appraising, and organizing facts, evidence and precedents and in presenting such
material orally or in writing and in clear and logical form.

Working knowledge of computer capabilities as related to numerous programs necessary in the legal field.

Ability to work with variety of officials at different levels of government under differing managerial controls and at different physical locations.

Ability to follow moderately complex oral and written instructions.

Ability to create and maintain legal files.

Ability to use legal source materials.

Ability to write briefs, memoranda and research reports.

Ability to follow assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to maintain complete confidentiality of privileged information regarding litigation and/or investigations.

Ability to exercise tact and courtesy in contact with governmental officials, including federal, state and local, and the general public.

Ability to establish and maintain effectively working relationships as necessitated by work assignments.

JOB TITLE: LEGAL ASSISTANT II

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, calculators, dictaphones, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, ordinances, pleadings, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, pleadings, ordinances, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively in standard English and legal terminology.

Numeral Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

JOB TITLE: LEGAL ASSISTANT II

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

ST. CHARLES PARISH

JOB TITLE: LEGAL SECRETARY

GENERAL STATEMENT OF JOB

Under general supervision, the purpose of the position is to provide skilled legal secretarial and administrative support to the Legal Department. Employees in this classification prioritize daily assignments, and ensure the professional and courteous presentation of the department to the public, other departments, and applicable judicial/governing entities. Work includes transcribing dictation, completing and processing a wide variety of legal forms and records, and ensuring accurate maintenance of department record indexing and filing systems. Incumbents exercise professional discretion in processing matters of a sensitive and confidential nature. Reports to the Legal Assistant.

ESSENTIAL JOB FUNCTIONS

Serves as legal secretary for the parish Department of Legal Services.

Prepares and completes a wide variety of legal forms and documents, including but not limited to, legal notices, pleadings, contracts, resolutions, leases, dockets, dedications, servitudes, and correspondence.

Schedules and maintains department calendar of appointments, hearings, meetings, and trials.

Researches and compiles data for completion of legal forms and documents, as needed.

Receives, screens, and routes incoming mail, telephone calls, and personal callers.

Directs legal concerns and inquiries to professional legal staff.

Transcribes dictation for case preparation, ensures adherence to all rules of standard business English.

Maintains integrity of established record indexes and filing systems.

Exercises confidentiality and discretion in processing matters of a legal, sensitive and/or confidential nature.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by training in legal secretary functions. Any equivalent combination of experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATION OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, dictaphones, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, ordinances, pleadings, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, pleadings, ordinances, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

LEGAL SECRETARY

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively in standard English and legal terminology.

Numeral Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken works; hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of modern office management standards and procedures, to include efficient file management and records retention systems.

Knowledge of legal and governmental terminology, and rules of standard business English.

Skill in both oral and written communications for effective expression of concepts and information.

Skill in transcribing taped dictation.

Ability to exchange communication in obtaining information or clarifying details.

LEGAL SECRETARY

Ability to evaluate, plan prioritize, and coordinate daily clerical operations.

Ability to exercise professionalism and discretion concerning matters of a legal, sensitive and/or confidential nature.

9-13-05

ST. CHARLES PARISH

JOB TITLE: MAINTENANCE CLERK

GENERAL STATEMENT OF JOB

Under general supervision, performs clerical work of limited complexity and scope in the Public Works Department. Employee is responsible for performing routine clerical tasks such as typing, completing time sheets, filing, faxing information, etc.; monitoring radio transmissions and relaying information; answering the department telephone; and responding to complaints and requests from the general public. Work involves preparing and issuing permits; preparing purchase orders for supplies; greeting visitors and callers; preparing and maintaining various reports and documents; preparing work orders; and processes department mail. Reports to the Assistant Superintendent.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Monitors radio transmissions; receives complaints, needs for repairs, assistance, and/or location from staff in the field.

Greets visitors; answers the department telephone; routes calls; records messages; relays messages to the appropriate personnel; and responds to inquiries from the general public concerning Parish laws and ordinances.

Receives and records complaints or service orders; fills out work requests; relays orders to work crews.

Coordinates work schedule from a central office; maintains contact with work crews.

Performs a variety of routine clerical duties involving posting, filing, tabulating, and calculating information; updates information; verifies forms for proper completion.

Maintains and verifies records of Parish vehicle and equipment use; tracks fuel and gas usage; orders fuel and gas as needed.

Prepares department personnel time sheets and cards; tracks employee's time, vacation, and sick days; and forwards time sheets and cards on to the appropriate personnel.

Prepares permits; records information from customer; schedules inspection; receives monies and

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checks for permits; and issues permits to customer.

Prepares purchase orders for office and supplies for department; and forwards purchase orders to supervisor for approval.

ADDITIONAL JOB FUNCTIONS

Maintains filing system; sorts and files documents alphabetically, numerically, or by other established classifications; prepares and places labels on folders; makes dividers for files; retrieves material from files upon request.

Receives, sorts, dates, stamps and distributes incoming mail.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years of experience in clerical work including extensive use of computers. Any combination of experience that would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

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MAINTENANCE CLERK

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, time sheets, work orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

General knowledge of modern office practices, procedures, and equipment.

MAINTENANCE CLERK

General knowledge of Parish and departmental rules, regulations, policies and procedures, and the ability to interpret them.

Skilled in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to learn assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to understand and follow oral and written instructions.

Ability to make basic arithmetic computations.

Ability to complete work requests and dispatch work crews.

Ability to perform assigned clerical tasks.

Ability to adhere to prescribed departmental procedures.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: MAINTENANCE MECHANIC HELPER

GENERAL STATEMENT OF JOB

Under close supervision, performs work assisting in the maintenance of Parish buildings, mechanical infrastructure and lawn maintenance equipment. Work involves assisting the Maintenance Mechanics as required. It also involves work that includes changing light bulbs, light fixture ballasts, and A/C filters; starting-up and monitoring stand-by generators at various locations on a weekly basis; changing oil and filters in lawn care equipment and Government Buildings vehicles; and assisting in grounds maintenance. Reports to the Building Maintenance Supervisor and when assisting in a task, works under the supervision of the Maintenance Mechanic.

ESSENTIAL JOB FUNCTIONS

Changes fluorescent and LED light bulbs

Assists Maintenance Mechanic in changing light fixture ballasts and other electrical work

Changes A/C filters and assists HVAC Maintenance Mechanic on more difficult filter replacements and preventative maintenance tasks including changing fan belts, washing condenser units and other similar tasks

Assists Maintenance Mechanics with painting and minor plumbing tasks including repairing/installing toilet seats, water and sanitary fixtures, and unclogging drain lines

Assists Maintenance Mechanics in tasks when safety requires support and backup

Starts up and monitors generators on a weekly basis and maintains a generator log book

Changes oil and filters on lawn maintenance equipment and Government Buildings vehicles

Performs mechanic tasks on lawn maintenance equipment

Assist in grounds maintenance as needed

ADDITIONAL JOB FUNCTIONS

Performs other related work as required

JOB TITLE: MAINTENANCE MECHANIC HELPER

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Any equivalent combination of experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Must possess a valid Louisiana Driver's License

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of tools and equipment, including hand tools, shovels, rakes, grease guns, lawn mowers, string trimmers, etc. Must be physically able to operate light trucks and tractors. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are for heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of date, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of forms and logs. Requires the ability to prepare forms and logs using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide.

JOB TITLE: MAINTENANCE MECHANIC HELPER

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools and power equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination**:** Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

KNOWLEDGE, SKILLS AND ABILITIES

Some working knowledge of mechanical and electrical

Awareness of standard safety practices when assisting in performing mechanical and electrical tasks

Working knowledge of A/C filter placement, the use of power and battery operated tools

Basic knowledge of small engine and equipment repair

Basic understanding of generator startup procedures and distinguishing errant mechanical sounds and vibrations

Working knowledge of oil, fuel and air filters and engine lubricants

Ability to perform manual labor for extended periods of time as required by work assignments

Ability to maintain records, work order reports and enter information in generator log books

Ability to understand and follow both oral and written instructions

ST. CHARLES PARISH

JOB TITLE: MAINTENANCE MECHANIC - HVAC

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and specialized technical work in the maintenance and repair of Parish buildings and facilities, with particular emphasis on heat, ventilation and air conditioning systems installation and repair. Work involves performing preventative maintenance on all heat and air units, installing and maintaining new units; and performing or assisting work in such building trades as plumbing, carpentry, painting, and/or general maintenance. Employee is responsible for performing a variety of equipment maintenance tasks for the Parish. Reports to the Building Maintenance Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assumes primary responsibility for installation and maintenance of heat, ventilation and air conditioning systems in Parish buildings and facilities; checks thermostats, changes belts, bearings, motors, filters, and compressors; cleans coils; installs new systems when necessary; starts, stops, operates, reads, adjusts, and repairs all mechanical and electrical equipment related to the heating and cooling systems of a building.

Monitors gauges, instruments, hot and cold water pumps, air conditioning units, boilers, etc.; and replaces exhausted or defective containers of refrigerant with new refrigerant.

Starts emergency generators, backup pumps, and backup air conditioning and heating units including compressors and hot water heaters.

Performs electrical work as required; pulls new wires, rewires buildings, rewires hear and air conditioning systems, rewires thermostat locations; repairs or replaces electrical lighting fixtures, electrical motors and relays; troubleshoots, adjusts, and repairs generator battery, ignition circuit, cooling, and lubrication system; and performs minor electrical repairs to building equipment, such as change ballasts in fluorescent light fixtures.

Assists with minor plumbing tasks including changing faucet washers, stems, seals, etc.; assists in installing water and sanitary fixtures and equipment, and repairing toilets by changing tank bulbs, overflow tubes, guide wires, etc.

Assists with general carpentry and renovation work in the construction, repair or alteration of floors, roofs, stairways, partitions, doors, windows and screens; assists in building, repair and/or installation of partitions, cabinets, tables, shelves, and bookcases.

Assists with sanding, painting or staining walls, woodwork, cabinets, tables and other wooden articles.

Maintains records on operating conditions.

Maintains and services pump and lift station adjoining Parish Courthouse; monitors, troubleshoots, adjusts and repairs pump and lift station; cleans and replaces filters as needed; and cleans pump impellers.

Wires motor to switchboard; installs fuse box hauls pump and engine parts to and from repair shop; tests performance

of repaired pump.

Performs minor maintenance on power equipment and hand tools, including sharpening blades, cleaning filters, adding grease, oil and gas, etc.

Establishes and carries out preventive maintenance schedule; keeps daily log on pressures, temperatures, and operating conditions of equipment, and record of general conditions, routines, and work performed.

Removes bar and filter screens and cleans them with brushes and hose.

Monitors support equipment such as air handlers and exhausts.

Repacks stuffing boxes; replaces bearings; reseats or grinds valves.

Maintains parking lot lights.

ADDITIONAL JOB FUNCTIONS

Periodically samples closed water treatment.

Assists Maintenance Mechanic in performance of general maintenance and repair to Courthouse structure, electrical, plumbing, and mechanical systems.

Assumes the role of Maintenance Mechanic in his or her absence.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, A/C Refrigeration certification accompanied by course work in heating and cooling maintenance. Have 3 to 5 years of experience in construction or building maintenance, with emphasis on heat, ventilation and air conditioning systems work. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including electrical tools, mechanics tools, carpentry tools, plumbing tools, shovels, various hand tools, etc. Must be physically able to operate motor vehicles, including light pickup trucks. Must be able to exert up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

MAINTENANCE MECHANIC - HVAC

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read work orders, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare work orders, activity logs and reports according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English, electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of heat, ventilation and air conditioning system installation and maintenance.

Considerable knowledge of common problems and indications of such problems with heat, ventilation and air conditioning systems.

Considerable knowledge of the tools and equipment used in the installation and repair of heat and air systems, controls, mechanical machinery and equipment in Parish buildings and facilities.

Considerable knowledge of the occupational hazards and safety precautions of electrical work and other trades required of the position, including practices and procedures for the safe handling of asbestos-containing materials.

Considerable knowledge of principles of mechanics and electricity.

Considerable knowledge of approved electrical methods, practices, code requirements and safety standards.

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MAINTENANCE MECHANIC - HVAC

General knowledge of operating characteristics and standard maintenance and repair methods.

General knowledge of pump and lift stations.

Working knowledge of water sampling methods.

Working knowledge of the procedures, materials and equipment related to the plumbing, carpentry, mechanical, and maintenance trades.

Working knowledge of the operating characteristics of assigned equipment.

Working knowledge of the maintenance requirements of assigned equipment.

Skilled in the use and care of hand and power tools and equipment necessary to perform heat and air systems installation and repair tasks.

Ability to use and care for a variety of hand and power tools and equipment necessary to perform plumbing, masonry, carpentry, mechanical tasks.

Ability to record pressures, temperature, and operating conditions accurately.

Ability to understand and follow oral and written instructions.

Ability to read and interpret blueprints and schematic drawings.

Ability to assist small work crews.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised: January 19, 2016

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ST. CHARLES PARISH

JOB TITLE: MAINTENANCE MECHANIC

GENERAL STATEMENT OF JOB

Under general supervision, performs limited skilled building maintenance and repair work maintaining the upkeep of Parish grounds and the maintenance of Parish buildings, grounds and facilities. Employee is responsible for building maintenance, construction, and remodeling work of Parish buildings, grounds and facilities and instructing, assigning, and reviewing work of subordinate Maintenance Workers. Work involves the maintenance and repair of electrical and mechanical equipment and for performing a variety of maintenance and repair tasks requiring a knowledge of building trade skills. Work involves performing work in one or more building trades, such as: electrical, plumbing, carpentry, and/or painting. Employee also performs grounds maintenance work. Reports to the Administrative Officer.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs minor plumbing tasks including changing faucet washers, stems, seals, etc.; assists in installing water and sanitary fixtures and equipment, and repairing toilets by changing tank bulbs, overflow tubes, guide wires, etc.; repairs and replaces flush tanks, plumbing fixture seals, and faucets; and opens clogged drains.

Performs minor electrical repairs, hauls supplies, and repairs anything that needs repairing.

Performs custodial work, including sweeping, mopping and vacuuming floor surfaces, cleaning restroom areas and replenishing paper supplies and soap as necessary, and cleaning windows, walls, woodwork,

Performs necessary general carpentry repairs to roofs, floors, ceilings, and fences; repairs plaster and sheetrock and does some brick; assists in construction and remodeling projects of building, and other maintenance of Parish property.

Replaces or installs window, doors, hinges, locks, etc.; aligns and adjusts door closer and tightens screws.

Sands, paints or stains walls, woodwork, cabinets, tables and other wooden articles; paints handrails and lines in parking lot.

Mixes and pours small batches of concrete.

Makes and repairs counters, benches, cabinets, partitions, and other structures.

Installs and services drinking fountains.

Installs hanger, supports, and traps.

Measures, cuts, and installs pipe and tubing for gas and water using ratchet and cutting and threading dies.

Replaces defective electrical switches and lighting fixtures; performs some basic wiring tasks.

Repairs mechanical equipment outside of heating and air-conditioning; dismantles small machinery and equipment; and

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makes necessary repairs.

Orders replacement tools using parts catalog; prepares purchase request for supplies; and adjusts shop tools and equipment.

Plans, instructs, assigns and reviews work of subordinate Maintenance Workers to ensure compliance with building, grounds and facility maintenance standards.

Assists Operating Engineer in maintenance of all equipment related to the air conditioning and heating systems; and covers all duties in this area during absence of Operating Engineer.

ADDITIONAL JOB FUNCTIONS

Assists caretaker and custodian in performance of duties such as sweep or mop floor, or any related tasks which affect the Parish Building's appearance.

Performs other duties such as loading and unloading trucks for transportation of equipment, materials, and supplies.

Makes and installs Parish street signs.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years of experience in general maintenance, construction, building maintenance, carpentry, plumbing, or electrical applications. Any equivalent combination of experience which provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including carpenters tools, electrical tools, plumbing tools, painting equipment, housekeeping equipment, etc. Must be able to operate motor vehicles, including light pickup. Must be able to exert up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Physical demand requirements are those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read work orders, logs, diagrams, etc. Requires the ability to speak to people with poise, voice control and confidence.

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MAINTENANCE MECHANIC

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the procedures, materials and equipment related to the plumbing, carpentry, mechanical and electrical trades.

Working knowledge of the occupational hazards and safety precautions of the trades involved in the work.

Working knowledge of standard maintenance and repair methods for making carpentry, electrical, plumbing, and mechanical repairs.

Working knowledge of the use of hand and power tools needed to perform various maintenance work.

Working knowledge of the operating characteristics of assigned equipment.

Working knowledge of the maintenance requirements of assigned equipment.

Skilled in the safe use and care of tools and equipment used in maintenance work.

Ability to use and care for a variety of hand and power tools necessary to perform plumbing, carpentry, electrical and housekeeping maintenance tasks.

Ability to understand and follow oral and written instructions. and to diagnose structural, electrical, plumbing, and

mechanical problems with reasonable speed.

Ability to understand and follow oral and written instructions.

Ability to perform heavy manual labor required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: MAINTENANCE WORKER

GENERAL STATEMENT OF JOB

Under general supervision, performs grounds keeping and custodial work maintaining the upkeep of Parish grounds and the maintenance of Parish buildings. Work involves performing a variety of manual grounds maintenance tasks for Parish owned property. Work also involves performing custodial work and minor maintenance for Parish owned buildings. Reports to a Maintenance Mechanic.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Mows grass, trims hedges, operates a weed eater and leaf blower; waters plants and pulls weeds.

Gathers scattered trash and debris to maintain Parish grounds in an aesthetic fashion; empties trash into dumpsters for proper disposal.

Assembles and moves furniture; sets up and disassembles meeting rooms.

Performs minor repairs to restroom lavatories.

Installs blinds, changes light bulbs, stocks supplies and collects garbage.

Cleans work areas and wash vehicles and equipment.

Paints, mops, washes windows, vacuums, cleans bathrooms and performs minor plumbing duties.

ADDITIONAL JOB FUNCTIONS

Makes and installs Parish street signs.

Police Parish grounds to ensure they are clean and free of debris.

Changes ballasts on lot lights when necessary.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have some experience in construction or building maintenance. Any equivalent combination of experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

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MAINTENANCE WORKER

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including mowers, weed eaters, trimmers, blowers, mechanics tools, shovels, rakes, etc. Must be able to operate motor vehicles. Must be able to exert up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Physical demand requirements are those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a work orders, logs, diagrams, etc. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of basic cleaning procedures.

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MAINTENANCE WORKER

General knowledge of materials and equipment used to provide grounds keeping and custodial maintenance services.

General knowledge of basic grounds keeping practices and procedures.

Some knowledge of the preventive maintenance required for lawn mowers and associated equipment.

Some knowledge of the hazards and applicable safety requirements associated with grounds keeping and custodial maintenance.

Ability to perform moderately heavy manual labor for extended periods.

Ability to learn the safe and proper use of simple hand maintenance and power maintenance tools.

Ability to communicate effectively in oral and written form.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised: June 23, 1998

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ST. CHARLES PARISH

JOB TITLE: MARKET DEVELOPMENT/RESEARCH ASSISTANT

GENERAL STATEMENT OF JOB

Under general supervision, performs responsible clerical and technical research work involving the preparation of Economic Development surveys, investigations, studies, reports and recommendations, and related market development work for the Economic Development department. Employee is responsible for assisting businesses and industry with finance and loan programs; creating, maintaining and updating listings of all local buildings and land sites available in the Parish; and assisting in the planning, scheduling, and analyzing of market feasibility studies. Work involves contact with public officials, other governmental officials, administrative departments and any and all agencies involved with economic development in order to obtain, clarify and give critical facts and information; inventorying all vacant land and buildings in the Parish; managing the operation of the Economic Development department's computer system for property files; and proofreading all research data compiled for dissemination to the public. Reports to the Economic Development Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Compiles Economic Development research and other related information for the public upon request; compiles information for specific sites being reviewed for economic development purposes; compiles data relevant to Economic Development.

Assists businesses and industry with finance and loan programs; providing and maintaining current data on financial incentive programs, economic development loan programs, funding resources etc., concerning start up businesses and the expansion of existing businesses; communicates to the general public, businesses and industry interested in locating to the Parish of available resources and alternatives.

Assists new businesses and businesses wanting to expand with permitting and complying with the state, federal and local regulations.

Conducts an inventory of all vacant land, buildings and available office space located in the Parish; composes and types routine research reports; maintains records, vacant building and vacant land property files; assists or coordinates special projects; compiles batture property files, and updates Parish Profile data.

Composes and types monthly and quarterly reports of economic indicators for the Parish such as unemployment rates, commercial and residential building permits, sales tax collections, population, and new business listings; maintains and updates business status (new start-ups and closures), and other requested statistical information.

Manages the operation of the Economic Development Departments computer system for property files; enters data into word processor which is prepared from research as completed.

Processes research data requests for prospects; duplicates and forwards Economic Development research and other related information to the public upon request.

12-3-96

Maintains current mailing list of elected officials, government representatives, industry representatives, school board administration, and other board and council member included in the Industry Dinner; composes and

types purchase orders for invitation cards; composes and types agenda announcements, letter of invitation to guest speakers, thank you letters to sponsors and to speakers; and assists sponsors in planning and coordinating activities and equipment needed.

Serves as liaison between local real estate companies and potential commercial clients interested in locating in the Parish.

Maintains current information on zoning of properties listed in computer files.

Retrieves and duplicates Parish maps, zoning requirements, permit procedures, etc., from files upon request, using Parish land survey maps, Parish Code of Ordinances and Parish zoning classifications to accomplish assigned duties.

Coordinates general correspondence related to Task Force Groups such as Business Expansion and Retention, New Enterprise development, and Business Attraction.

Proofreads all research data compiled for dissemination to the public.

ADDITIONAL JOB FUNCTIONS

Attends meetings or seminars as required.

Assembles and organizes data for computer entry.

Provides assistance to Economic Development Director on special projects related to Economic Development in and outside the Parish.

Fills requests for bumper stickers, brochures, pencils, pens, etc…

Attends the annual Expo; represents St. Charles Parish; and sets up and organizes the Parish display booth.

Assists with organizing conventions and the United Way Campaign.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from High School or GED. With 3 to 5 years of job experience in related research, economics, and marketing, including experience in popular computer-driven word processing, spreadsheet, and file maintenance programs. Any equivalent combination of experience that would provide the required knowledge, skills, and abilities.

12-3-96

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, dictaphones, facsimile machines, blue line printer, etc. Must be able to exert a negligible amount of force frequently and constantly, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, real property appraisals, business plans, and assessments, sales ratio studies, finance audit reports, deeds, surveys and permits, etc. Requires the ability to prepare correspondence, reports, forms, studies, assessments, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, zoning, marketing, and economic development terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; utilize percentages and decimals; understand and apply the theories of algebra, geometry, trigonometry, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

12-3-96

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the methods and techniques used in business solicitation and industrial promotion.

Considerable knowledge of the available resources of the Parish
Considerable knowledge of computer languages and software such as D-base, Word perfect 5.1, Harvard Graphics, Aldus Pagemaker, and DOS.

Ability to program research data in required form for presentation and duplication.

Ability to provide technical assistance to business representatives requiring counseling about services available from various agencies which work with Economic Development.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to gather, analyze and interpret industrial and economic data and to make sound recommendations based on the information.

Ability to communicate effectively in oral and written form.

Ability to exercise tact and courtesy in frequent contact with the governmental officials, business industrial representatives and the general public.

Ability to establish and maintain effective working relationships with public officials, Economic Development Council members, representatives of other governmental agencies or business associations and the general public and other relationships as necessitated by work assignments.

12-3-96

ST. CHARLES PARISH

JOB TITLE: MECHANIC

GENERAL STATEMENT OF JOB

Under general supervision, performs limited supervisory and semi-skilled mechanical work in the maintenance and repair of cars, trucks, and related light to heavy equipment for the Public Works Department. Work involves performing and coordinating preventive maintenance and mechanical repair work on cars, trucks, backhoes, tractors, street sweepers, front-end loaders, and related diesel and gasoline-powered equipment. Work also involves supervising the activities of a Shop Mechanic Helper(s). Employee is subject to the usual hazards of work in a large machine shop. Reports to a Shop Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs major and minor engine overhauls on cars, trucks, tractors, dozers, motor graders, front-end loaders, etc.

Repairs hydraulic systems, pumps, differentials, clutches, starters, drive and suspension systems.

Performs minor engine tune-ups; replaces parts such as valves, rings, and bearing.

Examines the nature and extent of damage of malfunction, confers with supervisor on work procedures.

Removes units such as engine, transmission, or differential using wrenches and hoist.

Disassembles unit and inspects parts for wear using micrometers, calipers, and thickness gauges; repairs or replaces parts such as pistons, rods, gears, valves, and bearings using mechanic's hand tools.

Overhauls or replaces carburetors, blowers, generator, distributors, starters, and pumps.

Relines and adjusts brakes; aligns front-end; repairs or replaces shock absorbers; and solders leaks in radiators.

Mends damaged body and fenders by hammering out or filling in dents and welding broken parts; replaces and adjusts headlights; and installs and repairs accessories, such as two-way radios, heaters, mirrors, and windshield wipers.

Replaces and adjusts fuel, electrical, heating and cooling system components, such as carburetor, fuel and water pumps, distributor, voltage regulator, coil, alternator fuses, and generator, using hand tools.

Replaces and adjusts system component parts, such as distributor breaker points and generator brushes.

Cleans spark plug electrodes with sandblasting machine.

Sets spark plug gap using feeler gauge.

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MECHANIC

Replaces defective chassis parts such as shock absorbers, tie-rod ends, ball-joint suspension, brake shoes, and wheel bearing; performs necessary welding for repair on vehicles and for cutting fittings.

Assists in keeping simple maintenance records on equipment.

Responds to field calls; drives to stalled Parish vehicles on the road to perform repair work; arranges for vehicles to be towed when necessary; road tests vehicles to ensure proper working condition.

Provides technical advice and cost estimates to supervisors on automotive repair matters; maintains shop and shop equipment.

Operates backhoe, bulldozer, and front-end loader.

Supervises activities of Shop Mechanic Helper(s), ensuring adherence to established policies, procedures and standards; assists and advises subordinate(s), as necessary, resolving problems as non-routine situations arise.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, including or supplemented by course work in automotive and diesel mechanics. Have 6 months to 1 year of experience in the maintenance and repair of automotive equipment. Any equivalent combination of experience that provide the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Class A Commercial driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including mechanic's hand tools, torque and impact wrenches, radios, propane torches, electric and oxy-acetylene welding and cutting equipment, valve seat grinders, etc. Must be physically able to operate various motor vehicles. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body to grasp, push, pull or otherwise move objects. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange

information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, electrical diagrams, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as power and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of mechanical and electrical operating characteristics of a variety of automotive and diesel equipment and vehicles.

General knowledge of standard maintenance and repair techniques, of related equipment used in servicing the equipment and vehicles.

General knowledge of the hazards and safety precautions of automotive repair shop operation.

General knowledge of welding techniques and various welding equipment.

General knowledge of Parish geography.

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MECHANIC

Some knowledge of methods of the principles and practices of inventory control.

Skill in the use and care of necessary automotive tools and equipment.

Skill in welding and using various welding equipment.

Ability to recognize engine malfunctions and to make repairs with reasonable accuracy and speed.

Ability to direct, supervise, assist and advise non-skilled to semi-skilled subordinates.

Ability to explain procedural information clearly.

Ability to maintain records in organized manner.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: METER READER/DISTRIBUTION MAINTENANCE

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized work involving reading water meters and providing customer service. Work involves reading and recording meter readings; checking on misreadings, customer leaks, and other problems; disconnects service as directed; and researches customer complaints. Employee is also responsible for changing, installing and removing meters, and maintaining appropriate records. Employee may be asked to train new employees. Employee is subject to working in all weather conditions. Reports to a Superintendent.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Locates, uncovers and reads water meters; records meter readings completely and accurately in hand-held computers; cuts-off and opens water services, as directed; re-checks meters when an error occurs; checks for leakage and other problems; performs minor maintenance services.

Receives, researches and resolves customer complaints.

Distributes delinquent notices; locks and opens meters as directed; changes and installs meters; collects meters not in use.

Performs distribution maintenance duties; installs, maintains and repairs meters, water lines, fire hydrants, valves, appurtenances, vehicles, grounds and assigned facilities; prepares wet taps on water lines.

Renumbers route books and keeps account in proper order.

ADDITIONAL JOB FUNCTIONS

Performs chlorination, sampling, and water testing, as needed.

Works overtime as required.

Performs related work as required.

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METER READER/DISTRIBUTION MAINTENANCE

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 - 2 years of mechanically related job experience. Any combination of experience which would provide the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Class "A" Louisiana Commercial driver's license with airbrake endorsement. Must be able to be bonded.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, adding machines, backhoes, welding machines, cutting torches, etc. Must be able to exert up to 100 pounds of force occasionally, and/or 25 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are consistent with those for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, work orders, maps, route books, schedules, bills, manuals, etc. Requires the ability to prepare correspondence, reports, forms, work orders, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using

mechanical, plumbing and waterworks terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of typical locations for water meters.

Considerable knowledge of the water district geography.

General knowledge of water service lines in the Parish.

Some knowledge of water testing and sampling.

Some knowledge of hazards and safety precautions of work activities.

Skill in the safe use and care of a variety of tools and equipment required for water service maintenance.

Ability to understand, interpret, and follow written and oral instruction.

Ability to learn simple computer functions.

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METER READER/DISTRIBUTION MAINTENANCE

Ability to operate heavy equipment.

Ability to identify and repair minor problems with water meters and lines.

Ability to maintain simple records.

Ability to physically walk rapidly for long periods of time, to bend over, and kneel numerous times while on duty.

Ability to work outside in severe weather conditions.

Ability to establish and maintain effective work relationships as necessitated by assignments.

3-10-2010

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METER READER/DISTRIBUTION MAINTENANCE

Revised 3-10-2010

ST. CHARLES PARISH

Job Title: MS4 Coordinator

General Statement of Job

Under limited supervision, performs specialized and highly skilled technical work. The employee is responsible for the development, implementation, coordination and administration of the St. Charles Parish Municipal Storm Sewer System and Storm Water Quality Management Plan by complying with USEPA and LDEQ rules and regulations. Reports to the Wastewater Director or designee.

Illustrative Examples of Work

Essential Job Functions

Review plans for compliance with the Parish's Storm Water Control Ordinance.

Review plans for compliance with the Parish's Erosion Control Ordinance including permits.

Issue storm water permits and maintain records.

Issue site improvement permits and maintain records.

Inspect construction sites for compliance with the Storm Water and Erosion Control Ordinances.

Enforce Storm Water Control and Erosion Control Ordinances, as necessary.

Prepare updates for the MS4 Storm Water Outreach website.

Chair MS4 Advisory Group meetings.

Coordinate and direct Public Education and Outreach Plan Minimum Control Measure (MCM).

Coordinate and direct SCP Public Involvement/Participation MCM.

Oversee the Illicit Discharge Detection/Elimination MCM.

Coordinate and direct Construction Site Run-off Control MCM.

Job Title: MS4 Coordinator

Develop, implement, and direct a Post-Construction Program Plan MCM.

Develop, implement, and direct a Pollution Prevention Plan MCM.

Maintain accurate records for sites and report monthly to LDEQ.

Maintain accurate records for MCM's and report annually to LDEQ.

Revise and update the SWQMP as required.

Oversee SCP storm water mapping requirements.

Oversee training employees, as necessary.

Incumbent shall perform any other duties as directed by the Wastewater Director or designee.

Performs other related work as required.

Minimum Training and Experience

Bachelors Degree in construction, engineering, environmental engineering or a related field with a minimum of two to five years of related experience or extensive work experience in a related field. Must be proficient in GIS, Auto Cad, Word and Excel.

Special Requirements

Possess and maintain a valid Louisiana Driver's License.

Above average communication skills, verbal and written.

Job Title: MS4 Coordinator

Minimum Qualification or Standards Required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, blueprint machines, vacuum frame printers, manual drafting tools, etc. Requires the ability to exert up to 20 pounds of force occasionally, and /or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain. Physical demand requirements are in excess of those for sedentary work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, engineering drawings, specifications, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Job Title: MS4 Coordinator

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, mechanical and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; compute discount, interest, profit and loss, ration and proportion, etc.; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations, and perform algebraic operations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Knowledge, Skills and Abilities

Considerable knowledge of storm sewer systems and water quality management

Considerable knowledge of current auto cad releases for advanced maintenance of GIS system in the Parish

Considerable knowledge of state, federal and local ordinance requirements for compliance

Job Title: MS4 Coordinator

Considerable knowledge of applicable rules and regulations of EPA and FEMA

Considerable knowledge of computer assisted drafting and design

Skill in the use of office machines including GIS, Auto Cad, Word and Excel

Ability to read and interpret maps and surveys

Ability to maintain complete and accurate records and to develop meaningful reports from those records

Ability to develop efficient and effective methods and procedures

Ability to exercise tact and courtesy in frequent contact with the general public and Parish Officials

Ability to establish and maintain effective working relationships as necessitated by work assignments

03-11-14

ST. CHARLES PARISH

JOB TITLE: MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) GENERAL INSPECTOR

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled inspection work in securing compliance governing the Parish's ordinances concerning stormwater and stormwater discharges. Employee is responsible for the interpretation, application and enforcement of rules and regulations relating environmental issues; refers any complaints or violations to the MS4 Coordinator or Director of Public Works/Wastewater. Work involves responding to complaints from residents and/or referrals; investigating and researching complaints; follow-up on previously cited properties; inspects residential constructions as instructed for Chapter 25 stormwater ordinance compliance; prepares evidence for upcoming cases; inspects Parish facilities for stormwater discharge permit compliance; performs compliance inspections on permitted commercial/industrial facilities; and performing various duties for the Public Works Department. Reports to the Director of Public Works/Wastewater and his/her designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Investigates and responds to complaints from property owners, administrative and legislative branches of parish government, parish Sheriff's Office, and/or other referrals concerning complaints of Parish stormwater ordinance violations; interviews complainants and property owners/operators to determine if complaint is valid; interviews property owner/operator or contractors in order to notify owner of violation, and to encourage compliance and/or correction of violation.

Performs routine inspections of new and existing Parish properties for conformance with environmental standards, the Chapter 25 stormwater ordinance; and performs necessary research of property's address and description to verify information.

Takes measurements, pictures, and gathers any necessary evidence for stormwater ordinance violation case hearings; researches legal descriptions, property ownership, discharge permitting, and ordinances.

Assists in the issuance of notices to property owners or occupants citing nature of violations; prepares invoices and submits to property owners, contractors and the Finance Department for services performed by the MS4 General Inspector.

Receives and pursues complaints from various sources alleging stormwater ordinance violations, performing Residential/Commercial/Industrial/Municipal inspections as necessary.

Assists in the formulation of recommendations to rectify violations; forwards recommendations to the supervisor.

Interacts with supervisor and other Parish departments, Parish Attorneys, and Parish administration concerning questionable cases of stormwater ordinance violations, and to aid in questions in areas of specialty.

Maintains all necessary reports and records pertaining to inspections and compliance work; prepares worksheets for notices for violations; prepares referral forms for other agencies concerning possible violations.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) INSPECTOR

Assists in the establishment of administrative procedures to effect the efficiency of the Public Works – MS4 section.

Inspects new construction projects to ensure compliance with the Chapter 25 ordinance and Federal and State laws governing environmental issues.

Follows procedures regarding environmental sampling in order to maintain a secure chain-of-custody, transport environmental samples to an LDEQ-accredited laboratory for testing.

Uses electronic calculator, parish vehicle, measuring wheel or tape measure, scientific water quality instruments, office duplicating machines, basic drafting instruments, and computers in carrying out assigned work.

Educates property owner/operators in Best Management Practices as related to stormwater/pollution control.

Assists the MS4 Coordinator in design and implementation of MS4-related training classes for St. Charles Parish employees.

Supervises/directs in-house personnel in cleanup operations of spill incidents.

ADDITIONAL JOB FUNCTIONS

Assists with data collection for inclusion into Parish Geographic Information System (GIS)

Researches locations of MS4 infrastructure to assist in spill response and compliance issues.

Inspects post-construction stormwater control structures for continued functionality.

Assists with receiving permit applications & review, fees and with issuing receipts; and maintains records of permits issued, inspections made and other official work performed.

Directs and processes Council requests as required.

Prepare documentation and testimony for presentation in a court of law or hearing board.

Performs other related work as required.

Facilitates transport/disposal of contaminated materials.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. 1 to 2 years' experience in construction work or related field preferred but not required.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license and the ability to maintain the license.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) INSPECTOR

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including calculators, computers, copiers, levels, measuring gauges, hand tools, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work/ Light Work usually requires walking or standing to a significant degree. MS4 Inspectors may be called upon to operate in aquatic/terrestrial wilderness environments.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, log sheets, drainage and/or topographic maps, forms, etc. Requires the ability to prepare correspondence, reports, forms, worksheets, code explanations, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, architectural and construction terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means

of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Parish, state, and federal departmental rules, regulations, policies and procedures, and the ability to interpret them.

General knowledge of the geographical layout of the Parish.

Ability to prepare technical reports.

Ability to use basic survey and drafting instruments.

Ability to use and interpret parish maps, drainage maps, & topographic maps.

Ability to read blueprints.

Ability to interpret diagrams, specifications, & drawings

Ability to deal tactfully and firmly with contractors, property owners and the general public.

Ability to physically maneuver on structures and in cramped quarters to accomplish thorough inspections.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: MULTIMEDIA COORDINATOR

GENERAL STATEMENT OF JOB

This position is located in the St. Charles Parish Office of Public Information. The office is responsible for the development, implementation and evaluation of public affairs campaigns designed to communicate governmental and community activities in an efficient, productive, professional and aesthetically pleasing way. The position is responsible for determining size and arrangement of illustrative material and copy, selecting style and size of type, and arranging layout and developing website pages utilizing the content management system. Work involves meeting with departmental representatives to plan and develop graphic design and website projects. The employee collects and analyzes data and advises the public information officer of trends and program impacts. Work is reviewed by the public information officer and requesting department during progress and upon completion. Must have mastery skill in Adobe Creative Suite to coordinate the graphics identity of St. Charles Parish. Under general supervision, performs specialized skilled clerical and computer duties in support of the Public Information Office.

ILLUSTRATIVE EXAMPLES OF WORK

Designs, typesets, illustrates and arranges material for visual presentations and produces artwork to support parish public information, education and relations campaigns and programs.

Manages and develops graphic design projects, including preparing, writing, editing, proofing, photographing, and producing publications, brochures, promotional material, fact sheets, informational packets, and fliers/posters to publicize programs as assigned. Ensures parish branding is used across all platforms.

Determines size and style of type and arranges layout based upon available space and aesthetic design concepts.

Deals directly with parish departments from initiation of job through completion, including advice and creative input.

Prepares illustrations according to instructions received from requesting department.

Provides proofs of product for approval of directors.

Assists in developing and evaluating department community relations/outreach efforts as assigned.

Files and archives materials.

Performs website content management activities according to established departmental procedures and timelines

Ensures quality of websites and other electronic publications as required. Reviews all work products to ensure highest level of quality.

Helps formulate guidelines for communications procedures and policies.

Coordinates special events, activities, and programs as assigned.

ADDITIONAL JOB FUNCTIONS

Creates / completes and submits for approval content including but not limited to: brochures, fliers, event signage, Power Point presentations and original event photographs.

Serves on the Command Staff of the Emergency Operations Center, remaining on-call 24/7 if needed for parish emergencies and/or disasters assists in creating all outgoing emergency messaging during activation. Reports to Public Information Officer and Incident Commander when activated.

Required by the Emergency Operations Center to attend Public Information Officer trainings through the Federal Emergency Management Agency (FEMA) and other emergency agencies.

Performs other related support work as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in mass communication, graphic design or a related field and 2 to 5 years of previous experience. Any equivalent combination of education and experience that would provide the required knowledge, skills and abilities.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of general clerical procedures and business writing.

Ability to research and compile a variety of information.

Ability to meet deadlines and follow specified guidelines.

Ability to assist with visually based projects for web, television, events planning and video production using knowledge of basic visual design.

Knowledge of Macintosh hardware and software (Quark, Adobe Creative Suite 6, Microsoft

Word), Scanner, Color Copier, Modem, Printer, External Hard Drive.

Knowledge of the organizational structure of parish government.

Knowledge of printing techniques and bindery options.

Knowledge of principles and techniques of graphic illustration.

Knowledge of reproduction methods and requirements.

Knowledge of the use of standard commercial art tools.

Ability to establish and maintain effective working relationships with other employees, parish personnel including elected officials and Administration; and the general public.

Ability to work independently with a minimum of supervision.

Ability to carry out oral and written instructions.

Ability to learn the functions and operations of the involved department/division.

Ability to interpret abstract ideas in pictorial, graphic and related illustrative forms.

Ability to layout and plan charts and illustrations of technical data.

Ability to utilize graphic media effectively and creatively.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines. Must be able to exert up to 20 pounds of force occasionally, and/or 5 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence. Requires the ability to prepare correspondence using prescribed formats and conforming to all rules of punctuation, grammar, and style. Requires the ability to speak to people with pose, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office and media equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office and media equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

ST. CHARLES PARISH

JOB TITLE: MUTLI-MEDIA GIS TECHNICIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized and highly skilled technical work. The employee is responsible for the complete operation of the parish's multi-media systems and web pages and for assisting with maintenance of the GIS system. Reports to the Information Technology Coordinator/Assistant to the Parish President, or designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans and supervises all multi-media activities for the parish. Tasks include the responsibility for designing, implementing, maintaining, and operation of multi-media services.

Plans and supervises all web page activities for the parish. Tasks include the responsibility for designing, implementing, maintaining, and operation of the parish's web pages and ancillary services.

Assists with the operation of the geographic information system including the electronic distribution of all newly created or revised official parish GIS information.

Conducts global positioning system (GPS) survey work and data processing, which is used when creating the GIS database for current and newly developed areas.

Assist with the coordination of the link between the GIS system and property ownership information.

Reads and uses zoning maps, quarter-section maps, plat maps, land use maps, single line maps, aerial maps, blueprints and engineering plans when assisting with the development of data bases.

Helps to fulfill client department requests for GIS mapping services across all agencies.

Assists with the development of the parish's three-dimensional computer model.

Provides web page application training and assists with GIS training.

Installs and maintains personal computer and multi-media hardware and software.

MUTLI-MEDIA GIS TECHNICIAN

Maintains detailed diagnostic flow and logs of all problems and solutions.

Uses diagnostic flow, maintenance log, procedures manuals and staff resources to effectively resolve problems.

Schedules equipment maintenance and repair with the appropriate vendor. Maintains an equipment maintenance log of required service calls, vendor responsiveness, and nature of problems encountered.

Operates, monitors, and controls all components of all computers, assuring that tasks and reports are handled within deadline.

Reports periodically to the Technology Director concerning difficulties encountered and conformance with operational schedules.

ADDITIONAL JOB FUNCTIONS

Operates equipment and stores media in its proper place to ensure that up-to-date back-ups are properly maintained.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Prepares and maintains technical, operational, and user documentation according to departmental standards.

Performs job responsibilities utilizing efficient time management techniques allowing for the successful completion of tasks before specified deadlines.

Acts as a backup to technology staff members.

Participates in reviewing, testing and carrying out disaster recovery procedures.

Performs other related work as required.

MUTLI-MEDIA GIS TECHNICIAN

MINIMUM TRAINING AND EXPERIENCE

Minimum of 6 years experience in the field of technology, 3 of which have been spent developing web pages, managing multi-media systems, and providing GIS support. Basic knowledge of GIS is required with a minimum of 16 hours of documented Arc GIS classroom instruction. Exceptional knowledge of web page design and multi-media support is required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated offices machines including computers, copiers, blueprint machines, microfilm readers and printers, vacuum frame printers, manual drafting tools, surveying equipment, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey highly technical information to a wide user base. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, engineering drawings, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

MUTLI-MEDIA GIS TECHNICIAN

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, mechanical and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; compute discount, interest, profit and loss, ration and proportion, etc.; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations; and perform algebraic operations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office and surveying equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone, e-mail, multi-media presentations in person or via the web (webinars).

KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of symbols and terminology used in civil, architectural or electronic engineering drawings.

Basic knowledge of GIS terminology and software, such as ArcView, ArcEdit, and ArcInfo.

MUTLI-MEDIA GIS TECHNICIAN

Exceptional knowledge of web page design and multi-media support.

Demonstrable knowledge of digitizing and data manipulation procedures for geographic information systems.

Ability to evaluate the integrity of GIS systems hardware and provide recommendation for upgrades, repair, and/or replacement.

Considerable knowledge of geography, systems design, programming, and database design.

Exceptional knowledge of the Microsoft Office programs such as Word, Excel, Power Point, Access, and Outlook.

Exceptional knowledge of all hardware, software and supplies for parish departments.

Demonstrable knowledge of state-of-the-art computer systems hardware installation, maintenance, upgrades, and repair principals and techniques.

Ability to exchange communication in obtaining information or clarifying details.

11-18-08

ST. CHARLES PARISH

JOB TITLE: NETWORK ENGINEER/SYSTEMS ANALYST

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized and highly skilled technical work. The employee is responsible for the complete functionality of the parish's file servers and network. Reports to the Information Technology Coordinator/Assistant to the Parish President, or designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

When called upon to do so or in the absence of the Information Technology Coordinator/Assistant, supervises the technology staff and performs administrative functions.

Plans and supervises all networking activities for the parish. Tasks include the responsibility for designing, implementing, maintaining, and operation of local area networks, metropolitan network, and ancillary services.

Plans and supervises all file server activities for the parish. Tasks include the responsibility for designing, implementing, and maintaining file servers which support all parish agencies/departments.

Sets up firewalls and programs changes as required for maximum protection of the parish's network.

Maintains and monitors the direct internet access service.

Maintains and monitors parish-wide filtering/spam/virus protection services.

Assists with the general maintenance and operation of various technologies including but not limited to computers, monitors, printers, scanners, network devices, portable computers, digital cameras, probes, global positioning systems, phones, PDAs, scan converters, projectors, amplifiers, TVs, streaming video devices, VCRs, DVD players, MP3 players, uninterruptible power supplies, surge protectors, operating systems, applications and SaaS (Software as a Service).

NETWORK ENGINEER/SYSTEMS ANALYST

Analyzes parish activities and administrative work processes to recommend and design potential opportunities for the application of technologies.

Acts as the project manager for new and upgraded projects. The project manager makes recommendations for the selection of technology, supervises physical plant preparations, coordinates the installation process, assists with staff development opportunities, and provides technical support.

Provides support to the GIS Coordinator when developing GIS databases for current and newly developed projects.

Schedules file server and communications equipment maintenance and repair with the appropriate vendor. Maintains an equipment maintenance log of required service calls, vendor responsiveness, and nature of problems encountered.

Trains others on the use of networks, file servers and various computer applications.

Maintains detailed diagnostic flow and logs of all problems and solutions.

Uses diagnostic flow, maintenance log, procedures manuals and staff resources to effectively resolve problems.

Operates, monitors, and controls all components of all computers, assuring that tasks and reports are handled within deadline.

Remains current with the capabilities, limitations, and utilization of technologies through self-study and participation in professional staff development.

Reports periodically to the Information Technology Coordinator/Assistant concerning difficulties encountered and conformance with operational schedules.

ADDITIONAL JOB FUNCTIONS

Reports the progress of technology development projects, resource utilization, and production performance to the Information Technology Coordinator/Assistant.

Operates equipment and stores media in its proper place to ensure that up to date back-ups are properly maintained.

NETWORK ENGINEER/SYSTEMS ANALYST

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Prepares and maintains technical, operational, and user documentation according to departmental standards.

Performs job responsibilities utilizing efficient time management techniques allowing for the successful completion of tasks before specified deadlines.

Participates in reviewing, testing and carrying out disaster recovery procedures.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree from an accredited university in computer science, computer information systems, or information systems and decision sciences. Minimum of 6 years experience in information technology, 1 of which has been spent working in the field of network and server management. Network certification from a nationally recognized organization.

Certification or proven work experience with Microsoft's server products including Exchange Server 2003, Server 2003, SQL Server, Systems Management Server, Internet Information Server, and DHCP Server.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated offices machines including computers, copiers, blueprint machines, microfilm readers and printers, vacuum frame printers, manual drafting tools, surveying equipment, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

NETWORK ENGINEER/SYSTEMS ANALYST

Interpersonal Communications: Requires the ability to speak and/or signal people to convey highly technical information to a wide user base. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, engineering drawings, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, mechanical and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; compute discount, interest, profit and loss, ration and proportion, etc.; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations; and perform algebraic operations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office and surveying equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

NETWORK ENGINEER/SYSTEMS ANALYST

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone, e-mail, multi-media presentations in person or via the web (webinars).

KNOWLEDGE, SKILLS AND ABILITIES

Exceptional knowledge of Microsoft Server 2003.

Exceptional knowledge of Microsoft Exchange Server 2003.

Exceptional knowledge of Microsoft DHCP Server.

Exceptional ability to evaluate the integrity of file server hardware and provide recommendations for upgrades, repair, and/or replacement.

Considerable knowledge of systems design, programming, and database design.

Exceptional knowledge of the Microsoft Office programs such as Word, Excel, PowerPoint, Access, and Outlook.

Demonstrable knowledge of state-of-the-art computer systems hardware installation, maintenance, upgrades, and repair principals and techniques.

Ability to exchange technical communication in obtaining information or clarifying details.

11-18-08

ST. CHARLES PARISH

JOB TITLE: PARISH ENGINEERING PROJECT MANAGER

GENERAL STATEMENT OF JOB

Under the supervision of Department Director or his designee, performs professional level Supervision of engineering work of considerable difficulty involving the performance of basic and conventional engineering review and design work on construction projects. Areas of assignment include, but are not necessarily limited to, drainage, sewerage, water, streets, and general engineering. An employee in this class performs the application of professional engineering knowledge and skill to the scoping, planning, design, bidding, construction project management, and maintenance of various engineering projects and compilation of related specifications. Supervision of the development of conventional types of plans, investigations, surveys, structures and equipment with relatively high complex features for which precedent may not exist on Parish projects. Field projects supervision will include infrastructure, drainage, roadways other related public type projects and/or other office assignments to include equipment design and development, testing of materials, preparation of specifications, process study, research investigation, and report preparation. Employee may be assigned project management duties of infrastructure or other Parish improvements. Employee at this level may supervise sub-professional engineering and or other Parish personnel.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Develop Project scope, cost estimates, project budgets and grant funding requirements for conceptual planning of Capitol Projects.

Review qualifications and recommend Engineering company based technical capability, experience, rates and performance; develop a standard form of Engineering Contract for use by the Parish.

Prepares and/or reviews technical plans and specifications, permit applications, engineering reports, and progress and inspection reports. This activity is performed through Conceptual, Preliminary and Final Design, as well as Bidding, Construction and Project Close Out.

Performs technical data analysis in various activities as applicable to area of assignment, to include the sorting, arrangement and reporting of data. Checks job plans and specifications for completeness, inaccuracies and needed additions; makes necessary corrections, and prepares reports on the revisions.

Perform Construction Project Management to ensure compliance with schedules, plans, and specifications on all projects. Coordinates and communicate activities with appropriate management, operations, maintenance, and administration personnel concerning these projects.

Provides technical recommendations and assistance for problem resolution; assist in the implementation of those recommendations.

ADDITIONAL JOB FUNCTIONS

Obtain all completed Permits, Right of Ways and Servitudes

Perform Public Bid Openings

Perform research and obtain data for Grant funding

Supervision of Parish Inspectors

Negotiate costs for Professional, Utility and Non-Professional fees associated with Capitol Projects that are not included in the basic Engineering Fee package

Represent Parish with other Public and Government Agencies

Meet with Elected Officials and Residents concerning activities involved with Capitol Projects

May investigate complaints regarding Parish infrastructure.

Performs other related work as required

MINIMUM TRAINING AND EXPERIENCE

Graduated from a regionally accredited engineering program or similar program offered by a regionally accredited college or university, such as Bachelors of Science Degree in Civil, Electrical, or Mechanical Engineering or a related Engineering field.

Has ten (10) years of managerial experience in Project Management on multimillion dollar projects with a history of accomplishing successful results.

Has ten (10) years experience in managing Departments with technical personnel.

Working knowledge of modern engineering methods and techniques as applied to the construction and maintenance of Public Works activity is preferred.

SPECIAL REQUIREMENTS

Ability to present ideas clearly, concisely, effectively, and to interpret written and oral instructions accurately. Develop and present concepts, proposals and recommendations in electronic format.

Skill in performing engineering research work and in writing technical reports.

Ability to plan and organize work under minimal supervision.

Skill in the use of engineering field and office techniques, instruments and equipment.

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to physically operate a variety of machinery, pumps, generators and motorized vehicles. Requires the ability to exert up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching, and/or stretching arms, legs or other parts of the body to grasp, push, pull or otherwise move objects. Physical demands are for office/light physical work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (weather similar to or divergent from obvious standards) data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants. Must be able to organize concise verbal and written reports to keep superiors informed of operations as required.

Language Skills: Requires the ability to read/comprehend a variety of correspondence, reports, forms, electrical diagrams, schedules, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of variables in situations where only limited standardization exists: to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and/or written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages, including electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals, interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

Manual Dexterity: Requires the ability to handle and use a variety of hand and power tools. Must have minimum levels of hand/eye/foot coordination.

Color Discrimination: requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. Must be able to communicate effectively with the public.

Physical Communications: Requires the ability to talk and hear; (Talking; expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear.)
Must be able to communicate by telephone and/or 2-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of mechanical and electrical power systems.

Considerable knowledge of the hazards and safety precautions associated with working around large equipment and construction sites.

General knowledge of principals of supervision, organization and administration.

General knowledge of methods and principals of inventory control

Skill in the use and care of all tools and specialty equipment

Ability to recognize, identify and repair/direct repair of equipment malfunctions.

Ability to supervise and direct a staff of skilled, semi-skilled and unskilled workers.

Ability to explain procedural information clearly.

Ability to prepare and maintain, by use of both writing and computer skills, moderately complex records and reports.

Ability to follow oral and/or written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

General knowledge of parish geography. 3-10-2010

ST. CHARLES PARISH

JOB TITLE: PAYROLL TECHNICIAN II

GENERAL STATEMENT OF JOB

Under general supervision, performs complex bookkeeping and fiscal-clerical work in the Finance Department. Work involves administration, preparation and maintenance of employee payroll records; and related payments and withholdings. Employee is responsible for preparing and distributing payroll time sheets; maintaining personnel master files; preparing and filing forms for proper payment of State and Federal payroll taxes; for preparing various reports associated with payroll expenditures; posting deposit slips to the general ledger; verifies manual check journals. Work also involves assisting with the audit and budget preparation; opening new accounts in the general ledger as necessary; and operates and maintains computer system; preparing cash management reports; maintaining investment ledger; and performing general clerical-secretarial duties. Reports to the Senior Accountant.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Maintains payroll records, entering data into computer records and updating as necessary; preparing payroll time sheets; computes payments showing all deductions, special payments, contributions, and special withholdings; processes checks and/or direct deposits; contacts financial institutions, as necessary, to resolve problems or discrepancies pertaining to direct deposits; and distributes payroll checks.

Prepares monthly and quarterly reports for submission to State Department of Revenue and U.S. Internal Revenue Service.

Prepares and files forms for proper payment of State and Federal payroll taxes.

Prepares periodic reports for various departments or agencies detailing payroll expenditures, including, but not limited to, monthly retirement reports, garnishment reports, deduction reports, savings bond and deferred compensation reports.

Maintains Front Foot assessment program accounting system.

Files and distributes according to established policies such records or documents as payroll statements, time sheets, computer printouts, etc.

Types materials from typed or handwritten copy or machine dictation, which requires use of a variety of complicated formats for preparing correspondence, memorandums, reports, files and manuscripts; assumes responsibility for correctness of spelling, punctuation, format and grammar; coordinates copying and distribution of memorandums and other documents, as appropriate.

Prepares and submits insurance bills and other reports for payment.

Reviews and posts deposit slips to the general ledger.

Verifies manual check journals to ensure checks have been keyed accurately.

Prepares collateral security reports.

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PAYROLL TECHNICIAN II

Gathers information concerning Parish investments; maintains investment ledger; keying in financial transactions and adjusting entries; types correspondence to banks for the transfer of funds; wires money for Senior Accountant as necessary.

Perforates and stamps facsimile signatures for manual and computer generated checks; and maintains check disbursement log.

Assists with the audit retirement note, and reconciliation of the payroll register to the general ledger; and assists auditors as necessary.

Operates a personal and medium-sized computer, which includes using terminals, printers, and key-to-disk machines; codes and batches information for computer input; coordinates computer job production; explains computer runs; identifies and corrects errors; loads and activates the computer; starts-up, backs-up and shuts down computer; enters and retrieves accounting and fiscal information from computerized data file.

ADDITIONAL JOB FUNCTIONS

Assists in preparation of annual budget document, preparing photocopies of documents.

Opens new accounts in the general ledger as necessary.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's Degree in bookkeeping or accounting. Have 3 to 5 years of experience in technical accounting or bookkeeping work, preferably dealing with payroll. Any equivalent combination of experience which provides the required combination of knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, check protectors, typewriters, calculators, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read correspondence, reports, invoices, payroll records, accounting journals and ledgers, etc. Requires the ability to prepare reports, correspondence, checks, invoices, tax forms, journals, ledgers,

etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to understand government accounting and tax terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of Federal, State and local laws governing payroll administration.

General knowledge of employee benefit programs.

General knowledge of accounting and office practices, methods and procedures used by the Parish.

General knowledge of Parish organization and operational policies and procedures.

General knowledge of grammar, spelling and punctuation.

Working knowledge of Federal and State laws governing hospitalization benefits.

Ability to use common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to prepare and maintain payroll records, deductions and withholding reports through data processing means.

Ability to understand or apply laws, regulations and policies to the maintenance of financial records.

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PAYROLL TECHNICIAN II

Ability to verify documents and forms for accuracy and completeness.

Ability to prepare standard payroll reports from financial books and records.

Ability to express ideas effectively orally and in writing.

Ability to understand and follow written and oral instructions.

Ability to explain payroll and related personnel matters to Parish employees.

Ability to exercise independent judgment and initiative in the completion of work assignments.

Ability to exercise tact and discretion in handling confidential records.

Ability to exercise tact and courtesy in contact with Parish personnel, vendors and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: PAYROLL TECHNICIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs complex bookkeeping and fiscal-clerical work in the Finance Department. Work involves administration, preparation and maintenance of employee payroll records; and related payments and withholdings. Employee is responsible for preparing and distributing payroll time sheets; maintaining personnel master files; preparing and filing forms for proper payment of State and Federal payroll taxes; for preparing various reports associated with payroll expenditures; posting deposit slips to the general ledger; verifies manual check journals. Work also involves assisting with the audit and budget preparation; opening new accounts in the general ledger as necessary; and operates and maintains computer system; preparing cash management reports; maintaining investment ledger; and performing general clerical-secretarial duties. Reports to the Senior Accountant.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Maintains payroll records, entering data into computer records and updating as necessary; preparing payroll time sheets; computes payments showing all deductions, special payments, contributions, and special withholdings; processes checks and/or direct deposits; contacts financial institutions, as necessary, to resolve problems or discrepancies pertaining to direct deposits; and distributes payroll checks.

Prepares monthly and quarterly reports for submission to State Department of Revenue and U.S. Internal Revenue Service.

Prepares and files forms for proper payment of State and Federal payroll taxes.

Prepares periodic reports for various departments or agencies detailing payroll expenditures, including, but not limited to, monthly retirement reports, garnishment reports, deduction reports, savings bond and deferred compensation reports.

Maintains Front Foot assessment program accounting system.

Files and distributes according to established policies such records or documents as payroll statements, time sheets, computer printouts, etc.

JOB TITLE: PAYROLL TECHNICIAN

Types materials from typed or handwritten copy or machine dictation, which requires use of a variety of complicated formats for preparing correspondence, memorandums, reports, files and manuscripts; assumes responsibility for correctness of spelling, punctuation, format and grammar; coordinates copying and distribution of memorandums and other documents, as appropriate.

Prepares and submits insurance bills and other reports for payment.

Reviews and posts deposit slips to the general ledger.

Verifies manual check journals to ensure checks have been keyed accurately.

Prepares collateral security reports.

Perforates and stamps facsimile signatures for manual and computer generated checks; and maintains check disbursement log.

Assists with the audit retirement note, and reconciliation of the payroll register to the general ledger; and assists auditors as necessary.

Operates a personal and medium-sized computer, which includes using terminals, printers, and key-to-disk machines; codes and batches information for computer input; coordinates computer job production; explains computer runs; identifies and corrects errors; loads and activates the computer; starts-up, backs-up and shuts down computer; enters and retrieves accounting and fiscal information from computerized data file.

ADDITIONAL JOB FUNCTIONS

Assists in preparation of annual budget document, preparing photocopies of documents.

Opens new accounts in the general ledger as necessary.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from High School or GED. Have 3 to 5 years of experience in technical accounting or bookkeeping work, preferably dealing with payroll. Any equivalent combination of experience which provides the required combination of knowledge, skills and abilities.

JOB TITLE: PAYROLL TECHNICIAN

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, check protectors, typewriters, calculators, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read correspondence, reports, invoices, payroll records, accounting journals and ledgers, etc. Requires the ability to prepare reports, correspondence, checks, invoices, tax forms, journals, ledgers, etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to understand government accounting and tax terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of Federal, State and local laws governing payroll administration.

General knowledge of employee benefit programs.

General knowledge of accounting and office practices, methods and procedures used by the Parish.

General knowledge of Parish organization and operational policies and procedures.

General knowledge of grammar, spelling and punctuation.

Working knowledge of Federal and State laws governing hospitalization benefits.

Ability to use common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to prepare and maintain payroll records, deductions and withholding reports through data processing means.

Ability to understand or apply laws, regulations and policies to the maintenance of financial records.

Ability to verify documents and forms for accuracy and completeness.

JOB TITLE: PAYROLL TECHNICIAN

Ability to prepare standard payroll reports from financial books and records.

Ability to express ideas effectively orally and in writing.

Ability to understand and follow written and oral instructions.

Ability to explain payroll and related personnel matters to Parish employees.

Ability to exercise independent judgment and initiative in the completion of work assignments.

Ability to exercise tact and discretion in handling confidential records.

Ability to exercise tact and courtesy in contact with Parish personnel, vendors and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

09-09-08

ST. CHARLES PARISH

JOB TITLE: PERMIT OFFICER

GENERAL STATEMENT OF JOB

Under general supervision, performs responsible technical and skilled clerical work processing new and existing Parish building permits. Work involves reviewing permit applications, verifying information with appropriate parties, and issuing or denying permits; scheduling inspections with representatives of the Code Enforcement section; collecting and recording permit fees; answering inquiries concerning pending permits; recording recommendations from Code Enforcement representatives; maintaining permit files; receiving, recording, verifying, and forwarding information concerning the updating of the 911 database; and performing a variety of general clerical work associated with office functions, including answering telephones and greeting visitors, preparing correspondence and other documents, maintaining files, sorting mail, etc. Reports to the Senior Permit Coordinator.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Receives, reviews, and processes new and existing permit applications; interviews applicants to compile information necessary to process and/or complete applications; informs applicants of Departmental specifications and requirements; reads and interprets blueprints, computer-generated building plans, and land survey maps to obtain technical information, as necessary.

Coordinates and transmits information to designated personnel for clarification, scheduling of inspections and/or final approval.

Confers with representatives of utility companies, Parish and health departments to ensure applicants' compliance with Parish codes and ordinances.

Notifies applicant, general public, and other agencies of permit status, prepares correspondence requiring compliance with Department ordinances.

Calculates, collects, and records permit fees, and makes daily deposits.

Authorizes departmentally designated utility releases for new construction and mobile homes.

Receives and records recommendations from code enforcement inspectors from previously scheduled inspections to determine compliance or non-compliance with Parish code and contract specifications.

Organizes and maintains files within the Department or section fulfilling all requirements; organizes and fulfills municipal addressing and all associated records.

Receives permits filed with outside agencies and forwards them to the appropriate personnel or agencies.

Coordinates and prepares advisory meeting agendas, public notices and reports, as required; attends and records advisory meetings; transcribes minutes, and types follow-up information concerning the meetings.

Maintains records and files dealing with the permit process; answers inquiries regarding the status of matters pending or

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matters acted upon by board, commission or council.

Greets visitors and callers; routes calls and takes messages; assists public in answering questions regarding Parish laws and ordinances.

Types correspondence and reports, typing material into form from handwritten or typed copy or as dictated; completes various routine forms by hand or typewriter, according to designated procedures; reviews correspondence for inaccuracies of spelling, punctuation, grammar, spacing, neatness, or general appearance; checks numerical or verbal data on forms, records, or other items for inconsistencies, errors, or omissions; examines charters, and licenses to determine compliance with laws, rules, and regulations, and reports discrepancies to the Senior Permit Administrator, or follows up in person and by correspondence to obtain further information.

Mails notices of meetings or other information to council members, contractors, applicants, or the general public.

Sorts and files correspondence and/or other materials numerically, alphabetically, or by other established classification; retrieves materials from files or computer database upon request or as otherwise necessary; separates and distributes multiple-copy forms such as personnel forms, requisitions, and travel requests.

Reads blueprints and landsurvey maps to determine technical information when needed.

Operates a word processor, electronic calculator, Kroy lettering system machine, computer and a duplicating and blue print copier machine.

Reads parish flood hazard boundary maps, zoning maps, and/or specific department maps, blueprints, etc.

Assists in updating the 911 database; records information from new customers; assigns numbers to customers; and mail letters confirming address.

ADDITIONAL JOB FUNCTIONS

Performs a variety of clerical duties involving filing, tabulating, checking and comparing forms; applies standard formulas to data in making arithmetical computations

Receives, opens, sorts, stamps, and distributes mail; process telephone messages; performs dictation; performs all technical and clerical tasks related to the permit application process.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by course work in typing, and other clerical skills. Have 1 to 2 years of experience in clerical-administrative work. Any equivalent combination of experience that provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PERMIT OFFICER

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, electronic calculators, lettering devices, duplicating machines, blueprint copiers, hand tools, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, technical drawings, blueprints, maps, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including building trades terminology and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

PERMIT OFFICER

Considerable knowledge of modern office practices, procedures, equipment and clerical techniques.

General knowledge of business English (grammar and spelling) and mathematics.

General knowledge of the organization and functions of parish government.

General knowledge of construction terminology and techniques.

General knowledge of parish geography.

Skilled in the use of a variety of common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to interpret parish regulations and procedures, and to collect and analyze information.

Ability to learn the procedures and processes of assigned outside agencies.

Ability to follow oral and written instructions.

Ability to effectively express ideas orally and in writing.

Ability to read and interpret computer-generated plans, blueprints, and maps.

Ability to exercise tact and courtesy in frequent contact with developers, contractors, Parish officials, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: PERSONNEL ANALYST

GENERAL STATEMENT OF JOB

Under limited supervision, performs responsible technical and administrative work in planning and coordinating various Parish government personnel activities. Employee is responsible for providing support to the Personnel Officer; providing guidance and instruction to Civil Service employees of all departments; planning and coordinating and advising on the resolution of work efforts and operating problems; and serving as special project coordinator for various personnel activities. Work involves compiling information for various reports, and for the department budget; planning and coordinating Service Awards Program, assists in developing and drafting department policy and procedures, maintaining employee files; updating current job descriptions; researching grievances; schedules pre-employment drug testing for applicants; coordinates employee uniform program; performing some general clerical duties; and assuming responsibility of personnel office activities during the absence of the Personnel Officer. Reports to the Personnel Officer.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assists Personnel Officer in planning and directing all activities in the personnel office.

Supervises the construction, scoring and analysis of results of civil service examinations for positions throughout the classified service; directs the distribution of examinations/testing schedules and institutes and reviews methods of obtaining adequate numbers of qualified candidates for examinations/testing.

Coordinates the hiring process per the Civil Service Rules to include job postings, scheduling, testing and qualifying applicants to be interviewed for all promotions and new hires.

Maintains and updates the Civil Service Manual and distributes changes to Parish Departments.

Plans and Coordinates Annual Civil Service Awards and Training Program, verifying eligibility, notifying attendees, preparing program, securing location, caterer and all steps necessary to provide a quality program.

Coordinates the qualifying, testing and referral for interview all promotions and new hires

Assists in compiling information for office budget and requires completion of all reports, necessary to determine budgetary needs/requests.

Assists in establishing, revising, and maintaining employee files, ensures that all information legally required is available on all employees.

Guards confidentiality of files and employee data.

Performs a variety of technical personnel work which includes providing advice and service in updating job descriptions and maintaining current documents which reflect the actual jobs being performed.

Researches laws affecting the public employment function.

Conducts field audits, researches grievances filed by employees of the civil service system, prepares information for civil service meetings.

Assists in coordinating the drug testing of current employees and applicants; contacts employees and doctors for drug testing; schedules times for drug testing; and receives and files test results.

Acts as a lead person over a small staff of Personnel Technicians

Performs duties and responsibilities of the Personnel Officer in the latter's absence

ADDITIONAL JOB FUNCTIONS

Prepares all notices, agendas, subpoenas, etc. necessary for Civil Service Board Meetings; prepares all documents required after meeting; prepares and distributes changes to Civil Service Manual

Prepare Annual Report and Fixed Asset Report, as required

Assists with orientation program for new employees

Receives inquiries regarding personnel issues in person and by telephone; responds based on thorough knowledge of the operations of the Office or forwards issue to the appropriate individual.

Composes correspondence, reports, and memoranda necessary for the personnel office.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in personnel management or related field and 2 to 5 years of related experience. Any equivalent combination of experience that would provide the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, personnel records, invoices, applications, surveys, procedure manuals, forms, etc. Requires the ability to prepare correspondence, reports, personnel records, schedules, checks, insurance forms, logs, etc. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including personnel and insurance industry terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to learn practices, processes and worker qualifications of major occupational fields in parish service.

General knowledge of federal, state and local laws, rules and regulations governing personnel administration.

Ability to learn general knowledge of general office practices, methods and procedures used by the Parish.

Ability to learn general knowledge of the Parish's organization and operational policies and procedures.

Some knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Ability to prepare and maintain accurate personnel records.

Ability to explain personnel matters to Parish employees.

Ability to make complex administrative decisions independently in accordance with laws, regulations and Parish policies and procedures.

Ability and willingness to attend and/or conduct meetings before or after normal working hours when required.

Ability to conduct presentations on all phases of personnel matters.

Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.

Ability to direct and coordinate the work of others.

Ability to maintain a high level of productivity when faced with frequent interruptions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to exercise tact and discretion in handling confidential personnel information.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

December 2016

ST. CHARLES PARISH

JOB TITLE: PERSONNEL OFFICER

GENERAL STATEMENT OF JOB

Under limited supervision, performs highly responsible personnel administration work in directing the activities of the Parish Personnel Office. Employee is responsible for administering the programs and activities of the Personnel Office. Work involves developing programs and policies in such personnel components as the pre-employment process, recruitment, selection, position classification, compensation, employee relations, employee benefits, training, insurance and employee health services. Work also involves supervising a small technical and clerical staff; providing advice and guidance to administration and employees relating to personnel transactions, civil service rules and regulations, policy and procedures, and general personnel issues; preparing the department budget; researching various benefits programs; and reviewing positive drug screens. Reports to the Administrative Officer.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Interprets and advises personnel rules and regulations for department heads and employees in group sessions and on an individual basis; implements civil service rules and regulation, policy and procedures; and submits recommendations for the consideration and approval.

Directs the administration of employee benefit programs, including federal COBRA and Immigration Reform and Control Act compliance.

Directs the process of employee disciplinary actions, grievance procedures, employee relations, and employee assistance programs.

Monitors and enforces personnel actions in accordance with established rules, regulations, state and federal laws, and Fair Labor Standards Act compliance.

Supervises Workers' Compensation program in accordance with the state and federal laws and regulations.

Provides recruitment assistance to the various Parish departments and agencies; coordinates preliminary phases associated with the employment and selection process; interviews and corresponds with applicants for employment; provides direction to the development and administration of entrance and promotional examinations.

Supervises a small technical and clerical staff; assigns and approves work procedures; trains personnel staff to maintain and administer the personnel system.

Plans, directs, and controls all activities in the personnel department.

Interviews departmental employees; completes employee evaluations; grants vacation, sick leave, and time off; and recommends departmental employees for merit increases and promotions.

Administers and coordinates recruitment and selection activities such as conducting preliminary job interviews verifying data on employment applications, prepares a list of eligible, and conducts job orientation.

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PERSONNEL OFFICER

Supervises the processing and maintenance of personnel transactions, records, and files pertaining to appointments, transfers, promotions, separations, pay adjustments, and related personnel actions; directs the preparation and maintenance of personnel records and reports for the Administrative Officer.

Reviews, processes, approves, and advises personnel actions including promotions, transfers, separations, or disciplinary actions.

Prepares departmental budget and monitors expenditures.

Ensures compliance with local, state, and federally mandated personnel programs.

Advises, consults, and counsels the Civil Service Board, department directors, supervisory and non-supervisory employees, legal staff and boards on various personnel matters and makes recommendations based on research and evaluation findings.

Appears before the Board to explain proposed regulations, policies or programs; presents information on proposed new employees or classification changes.

Completes and submits required Federal and State reports.

Notifies employees of new or revised personnel policies, procedures, and regulations.

Advises line management in personnel matters to insure consistency and identifies training needs.

Maintains employee classification and pay system.

Researches, compiles and recommends various employee benefit packages.

Investigates, mediates, and resolves or processes employee complaints and grievances.

Completes, submits, and files all required reports for the State and Federal government (i.e., EEO reports, Department of Employment Security).

Researches laws affecting the public employment function; develops and recommends new personnel policies and procedures or changes to the existing ones; drafts ordinances affecting the Parish personnel function.

Performs a variety of technical personnel work which includes providing advice and service in development of job descriptions, conducting field audits, and supervising maintenance of all employee action and time records.

ADDITIONAL JOB FUNCTIONS

Answers inquires from employees, department heads, and others regarding personnel policies, rules, and regulations.

Composes correspondence, reports, and memoranda.

Attends meetings, hearings, and conferences on personnel-related matters.

Performs related work as required.

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PERSONNEL OFFICER

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in personnel management. Have 3 to 5 years experience in personnel administration/management. Any equivalent combination of experience that would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, personnel records, legal literature, statistical data, etc. Requires the ability to prepare correspondence, narrative and statistical reports, personnel records, forms, budgets, technical studies, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including insurance, personnel management and governmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply theories of statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

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PERSONNEL OFFICER

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of public personnel administration.

Thorough knowledge of personnel and management principles, practices and techniques as they relate to the administration of manpower resources and planning, position management, staff development and training, policy development and administration, employee relations, and related personnel and management functions and services.

Considerable knowledge of organization, functions and programs of Parish government.

Considerable knowledge of the current literature, trends, and developments in the field of governmental personnel administration.

General knowledge of administrative, managerial and supervisory practices and techniques involved in directing personnel management programs and services.

Working knowledge of computer capabilities as related to numerous personnel programs and payroll.

Ability to provide leadership and to supervise the planning, development and establishment of new, modified and/or improved personnel programs, services and activities.

Ability to work with a variety of officials at different levels of government under differing managerial controls and at different physical locations.

Ability to organize and supervise effective personnel management programs and services and to promote personnel management practices as a part of the total management process.

Ability to establish and maintain effective working relationships with departmental or organizational supervisors, managers, division heads, consultants and State personnel representatives.

Ability to communicate effectively with individuals and groups orally and in writing.

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ST. CHARLES PARISH

JOB TITLE: PERSONNEL TECHNICIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized clerical and administrative work in the Personnel Office. Work involves preparing all necessary information for new hires, terminations and resignations; processing Cost of Living increases, and preparing lists of accumulated leave for each employee; processes and tracks employee FMLA documentation, processes Deferred Compensation documentation; Preparing and distributing all Parish pertinent notices; preparing information for performance evaluations; preparing reports on EEO and performs other general clerical duties. Reports to the Personnel Officer. Updates and maintains department personnel database.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Maintains a computerized file of employee leave forms received by posting annual, sick, and compensatory leave; keeps abreast of accrual rate changes, employee status, and department changes and makes proper adjustments to files; keeps departments informed of leave balances; and guides departments in calculations of leave time.

Maintains timesheets (i.e., records, sick leave, vacation, leave without pay, compensatory time, etc.); and calculates compensation time.

Prepares, posts and/or distributes notices of job openings, holidays, to all departments and bulletin boards.

Prepares and processes the Cost of Living increases; receives pertinent paperwork concerning increases; and forwards to Finance for implementation. Updates department data base with changes generated.

Maintains all payroll changes, salary increase, change of classification, promotion, demotion, address change, etc., and ensures that information is forwarded to correct departments.

Maintains records of personnel transaction forms.

JOB TITLE: PERSONNEL TECHNICIAN

Updates and distributes copies of Civil Service Manual, Performance Appraisal forms, etc.

Informs Department Directors of upcoming performance evaluations; gathers the appropriate forms for the evaluations; scores the evaluations, and prepares spreadsheets for employee merit raises.

Assists Risk Management with workers' compensation claims.

Administers and tracks employees eligible for Family Medical Leave Act. Provides updates to Personnel Officer and Department Directors on the status of employees who have applied or have been placed on FMLA. Distributes all necessary documents to employees pertaining to FMLA. Alerts employee and department directors of expiration of FMLA.

Represents St. Charles Parish in unemployment eligibility hearings along with Department Directors. Provides required documentation to Parish representative for unemployment.

Handles personnel inquiries and maintains personnel files; and answers questions.

Processes verifications of employment.

Orders and maintains all office supplies for the Personnel Office.

Coordinates and assists with summer employment orientation process.

Prepares all paperwork for new hire orientation.

ADDITIONAL JOB FUNCTIONS

Types letters, tables, memorandum, and other materials from rough drafts.

Answers department phone, routes calls and processes messages.

Secures and gives out routine information regarding Parish laws, ordinances, or departmental policies.

JOB TITLE: PERSONNEL TECHNICIAN

Makes duplicate copies of typewritten or handwritten numerical, verbal, or diagrammatic matter using a duplicating machine.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 2 to 5 years of experience in clerical-administrative work, preferable in personnel-related programs. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, dictaphones, calculators, facsimile machines, etc. Must be able to exert a negligible amount of force occasionally to lift, carry, push, pull or otherwise move objects. Physical demands are consistent with those for Sedentary Work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural , or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Abilities: Requires the ability to read a variety of reports, correspondence, personnel files, compensation reports, insurance records, medical reports, procedural manuals, legal literature, etc. Requires the ability to prepare correspondence, narrative and statistical reports, forms, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

JOB TITLE: PERSONNEL TECHNICIAN

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including insurance, medical, and personnel management terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas, to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hand and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear. (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Parish personnel policies, practices, and procedures.

General knowledge of modern office practices, procedures and standard record maintenance procedures applicable to a personnel department.

JOB TITLE: PERSONNEL TECHNICIAN

General knowledge of the operation of electronic data processing equipment used in the personnel management process.

Some knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Skilled in the use of common office equipment, including computer-driven word processing, spreadsheet and file maintenance programs.

Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.

Ability to understand, interpret, and follow complex written and oral instructions and specifications.

Ability to research program documents and narrative materials, and to compile reports from information gathered.

Ability to learn assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to deal with people in a tactful and effective manner.

Ability to communicate effectively in oral and written form.

Ability to maintain clerical and statistical records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to explain personnel matters to Parish employees.

Ability to prepare and maintain accurate personnel records.

Ability to compose effective correspondence.

Considerable knowledge of employees benefits program.

Considerable knowledge of personnel policies, practices and procedures.

Ability to exercise tact and discretion in handling confidential personnel information.

ST. CHARLES PARISH

JOB TITLE: PLANNER I

GENERAL STATEMENT OF JOB

Under general supervision, performs technical and professional planning and research work in the Parish Planning & Zoning Department. Employee is responsible for researching and formulating ordinances, procedures and reports intended to assist the Parish in meeting its developmental goals. Work involves providing information and assisting the general public with various forms and applications needed pertaining to proper land use and zoning; supervising and assisting subordinate personnel; reviewing and coordinating the review of land use applications; researching and preparing technical reports in such areas as land use, environmental and economic impact, etc.; preparing planning and zoning surveys, investigations, studies, reports and recommendations and related work as required; and assisting with the updating of the E-911 system. Reports to the Planning & Zoning Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Participates in the preparation of surveys, research, reports and recommendations relative to population, land use, major streets and traffic, subdivisions and other aspects of community growth and development.

Selects the methodology, analyzes and applies research data relative to the stimulation and projection of parish and regional growth.

Analyzes economic, social and planning problems in the Parish and assists in the identification of probable causes and possible solutions.

Revises, formulates and prepares ordinances, procedures, staff reports and recommendations concerning zoning and other land use related matters.

Provides assistance to the general public, Parish departments, local and state officials on planning, development and related matters; assists property owners in identifying the various forms and applications needed for certain permits.

Supervises and assists subordinate personnel.

Reviews site plans, subdivision plats, conditional use permits, variances, rezoning requests, etc., to determine and ensure compliance with State and local ordinances, codes and regulations pertaining to land use and zoning; visits sites to determine current use; prepares and mails correspondence regarding compliance with zoning codes and ordinances.

Prepares correspondence, reports, charts, maps, graphs, and other illustrative materials for presentation to the Planning & Zoning Director, Planning and Zoning Commission, the general public, etc.; appears before such boards and persons to explain various reports, charts, maps, graphs, etc., and make specific recommendations for action in matters pertaining to Parish planning and zoning.

Inspects completed and proposed projects for compliance with Parish codes and ordinances.

Prepares answers to technical correspondence.

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PLANNER I

Provides advisory services to Parish departments and local agencies.

Encourages and assists with the establishment of local and regional planning commissions, community development groups and similar planning agencies.

Confers with director, state and federal officials and administrator, engineers and civic groups interested in planning survey and studies.

Performs minor drafting services within the department such as zoning map updates, transportation plans and other related duties.

ADDITIONAL JOB FUNCTIONS

Coordinates activities with other Parish departments, other local government departments and agencies on proposed projects.

Assists with the updating of addresses for the E-911 system; answers questions that may arise concerning zoning issues.

Approves building permits if necessary.

May participate in the work of special projects when necessary.

Testifies in court relating to zoning issues.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in planning, geography, public administration, or a related field. Have 1 to 2 years of experience in urban and rural planning. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc.; and manual and automated drafting tools and equipment. Must be physically able to operate a motor vehicle. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls

requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, statistical data, maps, site plans, engineering drawings, forms, permits, etc. Requires the ability to prepare correspondence, statistical and narrative reports, site plans, charts, graphs, maps, etc., using proper formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in various technical or professional languages, including engineering and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; understand and apply the theories of statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles, practices and objectives of urban and rural planning.

Considerable knowledge of Parish zoning ordinances and codes, and related land use and zoning regulations.

PLANNER I

General knowledge of the environmental and socio-economic implications of the planning process.

General knowledge of governmental programs, laws, grants and services pertinent to the planning process.

General knowledge of the geographic and socio-economic layout of the Parish.

Skilled in the collection, analysis and presentation of technical data and planning recommendations.

Ability to perform minor drafting and graphic arts services.

Ability to use common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs. Is able to use manual and automated drafting tools and equipment.

Ability to assist with evaluation of local planning problems and in the development of solutions based on existing laws and good planning practices and to prepare technical reports.

Ability to prepare and interpret cadastral, orthophoto, topographical and other related maps.

Ability to read and interpret surveys and engineering drawings and plans.

Ability to effectively express ideas orally and in writing.

Ability to exercise considerable tact and courtesy in contact with public officials, community leaders, professional groups, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: PLANNING ADMINISTRATOR

GENERAL STATEMENT OF JOB

Under general supervision, performs highly responsible supervisory, administrative, professional planning and technical work in Planning, Coastal Zone Management and Floodplain Management functions of the Parish Planning & Zoning Department. Work involves managing planning and land use activities, coastal activities, floodplain management activities and handling public relations for the department. Employee is also responsible for administering department grants and contracts, coordinating activities of Department staff responsible for Planning, Coastal Zone and Floodplain Management, negotiating policy, and keeping the rest of the parish informed. Reports to the Director of Planning and Zoning.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Provides overall management of division-related planning, coastal and floodplain management issues

Oversees specialized planning functions such as large-scale new development proposals and environmental studies

Oversees and coordinates a program to actively manage renewable and non-renewable resources within the wetland areas of the Parish.

Oversees and coordinates the National Flood Insurance Program (NFIP) administration for St. Charles Parish and serves as the Floodplain Manager.

Oversees and coordinates the Community Rating System Program of the NFIP administration for St. Charles Parish.

Performs and manages complex and sensitive professional planning projects, research and analysis

Assigns work to professional staff and ensures appropriate training is provided

JOB TITLE: PLANNING ADMINISTRATOR

Serves as liaison and performs necessary functions in support of Planning Commission; renders technical assistance, as needed.

Serves as liaison and performs necessary functions in support of the Coastal Zone Advisory Committee; renders technical assistance, as needed.

Monitors and ensures compliance with local, state and federal laws

Participates in budget preparation and administration, monitors and controls expenditures

Administers grants and contracts on environmental, floodplain management and general planning projects

Advises various councils, boards, commissions and elected officials in planning-related issues

Evaluates operations and activities of assigned responsibilities

Prepares reports on operations and activities, recommending improvements and modifications

Handles sensitive personnel matters

Consults with and provides information updates to local decision-making officials.

Attends substantial number of evening and weekend meetings

Advises the Planning Director on all planning-related matters

Serves as acting Planning Director in his or her absence

ADDITIONAL JOB FUNCTIONS

Completes routine supervision related to general land use planning functions, coastal issues and floodplain management.

JOB TITLE: PLANNING ADMINISTRATOR

Provides information to public and private entities relative to general land use planning functions, coastal issues and floodplain management.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in planning, engineering, environmental management, or a related field with 5 to 7 years' experience in planning, environmental management, or public administration; or Bachelor's degree in planning, engineering, environmental management, or a related field with 7 to 10 years' experience in planning, environmental management, or public administration or any equivalent combination of experience which provides the required knowledge, skills and abilities.

Certified Floodplain Manager (CFM) certification shall be obtained within 1 (one) year of employment.

SPECIAL REQUIREMENT

Possession of a valid Louisiana driver's license, and the ability to maintain license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, calculators, facsimile machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Physical demand requirements are consistent with those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

JOB TITLE: PLANNING ADMINISTRATOR

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants and/or subordinates.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, permits, statistical data, maps, billings, permits, etc. Requires the ability to prepare correspondence, statistical and narrative reports, press releases, grant applications, agendas, etc., using proper formats and conforming to all rules of punctuation, grammar, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in various technical or professional languages, including engineering and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to calculate decimals and percentages; and to interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and in maneuvering boats.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

JOB TITLE: PLANNING ADMINISTRATOR

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles, practices and objectives of urban and rural planning.

Considerable knowledge of Parish zoning ordinances and codes, and related land use and zoning regulations.

Considerable knowledge of existing environmental policy and Coastal Zone Management.

Considerable knowledge of the NFIP and CRS programs.

Considerable knowledge of the environmental and socio-economic implications of the planning, environmental and floodplain management process.

Considerable knowledge of governmental programs, laws, grants and services pertinent to the planning, environmental and floodplain management process.

Considerable knowledge of the financing sources and programs available through state and federal funding agencies, and of the requirements and standards for obtaining and retaining state and federally funded programs.

Considerable knowledge of the geographic and socio-economic layout of the Parish.

Considerable knowledge of mitigating conditions for coastal zone activities.

Considerable knowledge of the principles of organization and administration.

JOB TITLE: PLANNING ADMINISTRATOR

General knowledge of the grant application and administration process.

Skilled in the collection, analysis and presentation of technical data and planning recommendations.

Ability to evaluate, interpret and enforce rules, laws, policies and procedures.

Ability to use common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to read and interpret surveys and engineering drawings and plans.

Ability to evaluate local planning and environmental problems, to develop solutions based on existing laws and good planning practices and to prepare technical reports.

Ability to maintain complete and accurate records and to develop meaningful reports from those records.

Ability to effectively express ideas orally and in writing.

Ability to exercise considerable tact and courtesy in contact with public officials, community leaders, professional groups, and the general public.

Ability to establish, maintain and foster effective working relationships as necessitated by work assignments.

9-1-15

ST. CHARLES PARISH

JOB TITLE: PLANT OPERATOR

GENERAL STATEMENT OF JOB

Under limited supervision, performs specialized and skilled work in the continuous monitoring of the public drinking water supply. Work involves insuring that safe and pleasant drinking water is always available for commercial, industrial, residential and/or fire protection work, and that it meets all EPA standards and regulations. Employee is responsible for continuously monitoring, testing and analyzing the chemical and physical characteristics of a raw water supply, and troubleshooting, repairing and maintaining equipment used in the production of drinking water. Employee rotates between six weeks of 12 hour shift work and three weeks of 8 hour work days, which assists in obtaining detailed knowledge of the treatment process and related equipment. Reports to the Treatment Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs water sampling and analysis in accordance with standard procedures; operates large, complex mechanical treatment systems; controls numerous pumps, valves and chemical feed systems; adjusts treatment chemicals based on the water flow of the raw water supply; observes and records all required information.

Maintains appropriate water storage levels; monitors customer water demand and adjusts flow of incoming water in accordance.

Collects and runs various analyses and tests in monitoring the water supply, including chlorine analysis, turbidity analysis, bacteriological sampling, fluoride analysis, conductivity analysis, pH analysis, total hardness analysis, alkalinity analysis, and calcium analysis; enters all data collected into a tracking system.

Collects various samples for testing periodically, including suspended solids samples, radiological samples, organic compound samples, and end of line water samples; maintains flow and pressure charts daily.

Uses various hazardous chemicals in the treatment process; controls those substances to prevent exposure and releases that could endanger life on and off the work site.

Administers services necessary in water production and treatment systems to provide an adequate supply of quality drinking water as efficiently and economically as possible.

Analyzes and solves routine problems with production, treatment and storage operations, water quality, sanitation, safety and cost efficiency.

Samples, analyzes, tests, and records required tests and data in accordance with the Plant Operations Manual and the Plant Log Book instructions.

Computerizes operational data; reports operational problems to the Plant Technician.

Works with chemicals such as chlorine, ammonia, analytical reagents, powdered activated carbon, phosphates,

fluorisilicic acid and polyelectrolytes.

Performs maintenance and cleaning as required on equipment and facility; uses a variety of specialized tools, instruments, and equipment.

Maintains plant grounds.

Follows rules of conduct, safety rules and emergency procedures.

ADDITIONAL JOB FUNCTIONS

Answers phone and radio calls after office hours; calls out work crews when required.

Receives shipments as required.

Substitutes as a relief operator when required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by chemical analysis course work. Have 1 to 2 years of experience performing water treatment functions. Any equivalent combination of experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must have or be able to obtain a Louisiana State Class I Treatment Certificate within eight (8) months, a Louisiana State Class II Treatment Certificate within sixteen (16) months, a Louisiana State Class III Treatment Certificate within twenty-four (24) months and a Louisiana State Class IV Treatment Certificate within thirty-two (32) months up to the level required by Louisiana Department of Health and Hospitals based on the parish's population. Must obtain required training hours to maintain the Louisiana State Water Treatment Certificate per the requirements of the Louisiana Department of Health and Hospitals. Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of mechanical equipment including ratio turbidimeters, thermometers, analyzers, titrators, colorimeters, pumps, hammers, saws, welding machines, cutting torches, etc. Must be able to exert in excess of 100 pounds of force occasionally, and/or 50 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are consistent with those for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange

information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, shipping invoices, etc. Requires the ability to prepare correspondence, forms, work orders, time sheets, charts, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using electrical, mechanical and waterworks terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and a two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern methods of water sampling, testing and analysis.

Considerable knowledge of the types of testing required at a water treatment plant.

Considerable knowledge of safety precautions and emergency procedures relevant to a water treatment plant.

Considerable knowledge of the various instruments used in testing and sampling water.

Considerable knowledge of the procedures, rules and guidelines contained in the Plant Operators Manual and the Plant Log Book.

Considerable knowledge of how to operate complex mechanical treatment systems.

PLANT OPERATOR

Considerable knowledge of the maintenance requirements of water treatment facilities and equipment.

Considerable knowledge of appropriate methods of handling hazardous materials.

Considerable knowledge of applicable rules and regulations of the Environmental Protection Agency.

General knowledge of the water distribution system in the Parish.

Skill in detecting slight changes in taste and odor.

Skill in using the Supervisory Control Data Acquisition System.

Ability to determine required water storage levels and regulate water flow to maintain that level.

Ability to run complex and technical analysis on treated and untreated water samples with accuracy.

Ability to troubleshoots, repair and maintain equipment used in the production of drinking water.

Ability to collect and analyze bacteriological samples outside the limits of the plant.

Ability to detect slight differences in color shade during titration analyses.

Ability to apply knowledge to non-routine situations and events.

Ability to react quickly and effectively to sudden changes in the working environment.

Ability to use a self contained breathing apparatus.

Ability to maintain complete and accurate records and charts.

Ability to follow oral and written instructions.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

REVISED: 3-18-03

ST. CHARLES PARISH

JOB TITLE: PLANT TECHNICAN II

GENERAL STATEMENT OF JOB

Under limited supervision, performs responsible, supervisory, specialized and skilled technical work. The employee is responsible for monitoring and enhancing water quality throughout the water treatment plant and the distribution system. Employee must maintain automated chlorination and pump control systems located at elevated water towers. The employee is responsible for the maintenance and calibration of analytical and control instrumentation, to maintain quality assurance for analytical procedures and to optimize water treatment operations. The employee is responsible for assuring that analytical instrumentation and testing procedures are producing accurate data and for performing non-routine analyses and test to optimize treatment operations for maximum efficiency and economical productions. Employee must be prepared to deal with emergency situations involving harmful chemicals. Supervises a group of plant operators and maintenance employees. Employee is considered essential personnel and must report to work in times of natural disasters; and is on 24 hour call. Reports to Treatment Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Calibrates and performs maintenance on all flow instrumentation throughout the water treatment plant, booster stations and elevated water towers to ensure data can be recorded at the highest rate of accuracy possible; performs standardization testing to insure all procedures and analytical instruments are measuring water parameters accurately; performs non-routine analysis and tests on water, treatment, chemicals, and equipment; maintains permanent records of all tests.

Samples, analyzes, tests, and records required tests and data in accordance with the Plant Operations Manual and the Plant Log Book instructions; conducts bacteriological and chemical samplings of drinking water in the treatment and distribution system; completes reports on information found; notifies Treatment Forman of problems.

Tests and troubleshoots analytical equipment, treatment plant, elevated water tower, and chlorine booster station instrumentation; analyzes and solves routine and non-routine problems with production, treatment, and storage operations, water quality, sanitation, safety and cost efficiency.

Installs new automated control instrumentation at treatment plants and elevated water towers. Troubleshoots and maintains instrumentation, pumps, motors, transmitters, pressure switches, thermal switches, solenoid valves, chart recorders, and computerized programmable loop controllers.

Supervises maintenance and cleaning as required on equipment and facility; uses a variety of specialized tools, instruments and equipment.

Is highly trained in emergency procedures and the handling of hazardous materials; is trained in the use of self-contained breathing apparatus and emergency repair kits.

Maintains inventory on all water treatment chemicals, analytical reagents and equipment.

Supervises the work of Plant Operators, ensuring adherence to proper procedures; updates procedures as necessary.

Works on a six month rotation between East and West bank plants.

ADDITIONAL JOB FUNCTIONS

Assumes the responsibility for the production and treatment of drinking water in the absence of the Treatment Foreman.

Serves as essential personnel and must report to work in times of natural disaster; and is on 24 hour call.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by related course work. Have 3 to 5 years experience performing various chemical testing, sampling and analysis. Any equivalent combination of experience which would provide the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must have Louisiana State Treatment and Production Certificates at the level required by Louisiana Department of Health and Hospitals based on the parish's population. Must be able to obtain a Louisiana State Class I Distribution Certificate within six (6) months, a Louisiana State Class II Distribution Certificate within twelve (12) months, a Louisiana State Class III Distribution Certificate within eighteen (18) months and a Louisiana State Class IV Distribution Certificate within twenty-four (24) months up to the level required by Louisiana Department of Health and Hospitals based on the parish's population. Must obtain required training hours to maintain the Louisiana State Water Treatment, Distribution and Production Certificates per the requirements of the Louisiana Department of Health and Hospitals. Must have a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARD REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including calculators, meters incubators, computers, calibrators, analyzers, timers, pumps, ammoniators, welding machines, cutting troches, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force frequently, and/or 5 pounds

constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are for heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, invoices, records, charts, diagrams, manuals, etc. Requires the ability to prepare correspondence, reports, forms, studies, charts, specifications, graphs, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including electrical, mechanical and engineering terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas, to add and subtract totals, to multiply and divide, to determine percentages and decimals, to interpret graphs, to compute discount, interest, profit and loss, ratio and proportions, and to perform calculations involving variables, formulas, square roots, and polynomials.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using a variety of tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to perform under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

PLANT TECHNICIAN II

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern methods of water production and treatment processes.

Considerable knowledge of the principles and procedures of calibrating flow instruments and the water treatment equipment.

Considerable knowledge of the types of testing required at a water treatment plant.

Considerable knowledge of the procedures, rules and guidelines contained in the Plant Operations Manual and the Plant Log Book.

Considerable knowledge of the maintenance requirements of water treatment facilities and elevated water towers.

Considerable knowledge of safety precautions and emergency procedures relevant to a water treatment plant.

Considerable knowledge of appropriate methods of handling hazardous materials.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the occupational hazards and safety precautions necessary for safe electrical and mechanical work.

Considerable knowledge of principles of mechanics and electricity.

General knowledge of applicable rules and regulations of the Environmental Protection Agency.

General knowledge of current literature, trends and developments in the field of water treatment quality assurance.

General knowledge of the water distribution system in the Parish.

General knowledge of the production, storage, sanitation, safety, and efficiency requirements of a water treatment plant.

Ability to read and interpret blue prints and schematic drawings.

Ability to troubleshoot problems with analytical equipment and plant instruments and to determine the appropriate action to be taken.

Ability to detect treatment operational problems in early stages.

Ability to use self contained breathing apparatus.

Ability to maintain complete and accurate records and to develop meaningful reports from those records.

Ability to follow oral and written instructions.

Ability to communicate both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: PROCUREMENT AGENT

GENERAL STATEMENT OF JOB

Under direction, the purpose of the position is to supervise and provide administrative oversight to daily purchasing operations of the Parish. Employee supervises and directs the work of Procurement Office and evaluates employees work performance. Employee in this classification oversee all activities associated with the procurement of supplies, materials, furniture, equipment and/or services for but not limited to all Parish Departments, Offices and Agencies within the Parish, including the Judges Office, 911, Community Health Center, District Attorney's Office and Coroner in a cost efficient and timely manner in keeping with product specifications. Employee is responsible for directing the day to day operations of the Procurement Office to ensure compliance with Louisiana Revised Statute Title 38 and Procurement Procedures. Position is responsible for review of all bid recommendations, and the approval/disapproval or such according to prescribed department standards, policies, and procedures. Bids are secured through competitive bid pricing via telephone, facsimile, mail, written and electronic bid process. Employee approves training for subordinate employees, prepares annual department budget. Position is essential during emergency situations, whereas, the employee in this classification will also assume the duties of Resource Officer and assists Emergency Operations Center Director and Home Land Security with Procurement Operations during all Emergencies. Performs related work as directed. Reports to the Parish President or his designee.

ILLUSTRATIVE EXAMPLE OF WORK

ESSENTIAL FUNCTONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Supervises and ensures all activities associated with the procurement of supplies, materials, furniture, equipment and/or services in a cost efficient and timely manner in keeping with product specifications and through established office procurement standards, policies and procedures. Procurement activities include all Parish Departments, Offices, Agencies within the Parish of St. Charles, including but not limited to Judges, 911, Community Health Center, District Attorney and Coroner's Office.

Supervises and assigns the work of all Procurement Technicians, Procurement Contract Technician and Expeditor; conducts performance evaluations, recommends personnel actions; grants or disapproves leave requests; studies and resolves employee complaints; interviews applicants for vacant positions and recommends employment.

PROCUREMENT AGENT

Coordinates and Directs the day to day operation of the Procurement Office.

Ensures compliance of State and Local Laws and Regulations.

Manages, plans and organizes the activities of the Procurement Office.

Coordinates procurement activities with other divisions and departments and provides highly complex staff assistance to all St. Charles Parish Department Directors.

Provides guidance to staff and the agency regarding contract policies and procedures.

Develops, monitors and updates procurement procedures, policies, rules or regulations.

Coordinates with the Financial Director on the development, procurement and implementation of Electronic Procurement/ Financial software.

Monitors and updates continuously the Electronic Procurement Software.

Works with and provide guidance to other Parish and State Agencies regarding procurement issues.

Coordinates with the Emergency Operations Director, Public and State Officials, Private Organizations the procurement operations for necessary items and services needed for the parish to sustain operations during an emergency or disaster.

Oversees preparation of invitations to bid, requests for proposals, and submission of public bid advertisements.

Reviews all requisitions, determines appropriate method of processing, assigns to subordinates for phone quotes, written quotes, electronic and sealed bids as required by law.

Issues purchase order confirmations for various Parish departments; issues change orders as necessary; reviews and approves or disapproves requests for emergency purchases.

Reviews, monitors and performs follow-up to ensure continued compliance with contracted vendors; communicates with bidders and others involved in the procurement process regarding applicable laws, policies and procedures.

Reviews and approves or disapproves all requests for payments to vendors of such direct services as advertising, rentals, maintenance services, utilities, annual contract procurements, and subscriptions; corresponds with payers and payees as necessary to resolve problems.

Oversees and reviews the evaluation and awarding of sealed bids, RFP's and RFQ's.

PROCUREMENT AGENT

Considerable knowledge of automated procurement system.

Provides administrative oversight on the solicitation of competitive bid pricing via telephone, facsimile, mail, electronic and written bid process.

Establishes and maintains effective communications with Parish Attorneys, Department Directors, Officers, Vendors, Parish Council Members, and other municipal procurement offices.

Approves selection of vendors; approves purchase order awards; assigns approved contracts.

Oversees the coordination cooperative purchasing.

Reviews, monitors and performs follow-up to ensure continued compliance with contracted vendors.

Oversees pre-bid conferences and public bid openings; provides response to vendor/product/contract inquiries.

Ensures monitoring of and review of vendors to ensure most cost effective and competitive pricing for the Parish.

Provides general information to various entities concerning purchasing functions, i.e., pending bids, pending purchase order awards, contracts, change orders, bid process.

MINIMUM QUALIFICATION REQUIREMENTS

High school diploma or GED; supplemented by 7 years of progressively knowledgeable experience in direct large sector procurement, the majority of which shall be in a governmental or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMNTS

Must have or successfully complete within three years 96 hour of Procurement Training Courses given by the National Institute of Governmental Purchasing and must obtain Certified Public Purchasing Buyer (CPPB). Must maintain certification as required by NIGP. Highly knowledgably with Louisiana Revised Statute Title 38. Knowledge and experience in working with Federal, State and Local Officials during an Emergency Disaster Recovery. Training in Emergency Management to maintain emergency response organizations, policies, procedures and techniques.

PROCUREMENT AGENT

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of procurement principles and processes, to include bidding process, i.e., solicitation, tabulation, pre-conference, public opening.

Thorough knowledge of large sector procurement principles and processes with respect to governmental procurement activities.

Knowledge of effective supervisory principles and techniques.

Knowledge of Emergency response organizations, policies, procedures and techniques.

Ability to react quickly and calmly in emergency situations, and to adopt effective procurement actions.

Knowledge of math functions, i.e., addition, subtraction, multiplication, division; calculating decimals and percentages.

Skill in both written and oral communications for effective expression and clarity.

Ability to facilitate public bid openings and pre-bid conferences.

Ability to evaluate bid submissions and approve or reject such in accordance with established purchasing standards, policies, and procedures.

Ability to prioritize, organize, coordinate, and delegate daily/weekly tasks to office personnel.

Ability to exchange communication in obtaining information or clarifying details.

Ability to receive and respond to department, vendor, customer inquiries, requests, and complaints with tact, discretion, and diplomacy.

Ability to evaluate and enforce compliance with established parish procurement standards, policies, and procedures.

Ability to make sound judgments.

Ability to build a successful relationship with vendors. Establish and maintain effective working relationships with parish officials, employees and the general public as necessitated by work assignments.

PROCUREMENT AGENT

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Ability: Tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed with exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

REVISED 9-21-10

ST. CHARLES PARISH

JOB TITLE: PROCUREMENT CLERK

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of clerical work in support of Parish purchasing programs. Work involves maintaining an inventory of office supplies, processing invoices, answering telephones and taking messages, and distributing and filing purchase orders. Employee is also responsible for entering data into computer records, preparing reports of supplies consumed, and processing time cards for office employees. Duties assigned to employees in the position may vary slightly according to the specific needs of the office and/or allocation of workload. Reports to the Purchasing Agent.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Processes invoices, verifying account codes and calculation of figures, and submits for payment.

Distributes and files purchase orders according to established procedures; enters purchase order data into computer files.

Answers telephone at switchboard and/or two-way radio, referring callers to appropriate personnel or recording and relaying messages, as necessary.

ADDITIONAL JOB FUNCTIONS

Processes mail, stamping outgoing mail and sorting and distributing incoming mail.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have some clerical work experience. Any equivalent combination of experience that provides the required knowledge, skills and abilities.

PROCUREMENT CLERK

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines, including computers, typewriters, calculators, copiers, facsimile machines, postage machines, telephone switchboards, two-way radios, etc. Requires the ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary Work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, manuals, forms, etc. Requires the ability to prepare correspondence and forms using prescribed formats. Must be able to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

PROCUREMENT CLERK

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of modern office practices, procedures, equipment and standard clerical techniques.

Working knowledge of the policies and procedures of the Purchasing Department.

Ability to use popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to perform routine arithmetic.

Ability to screen communications and, based on content, route to proper source.

Ability to follow oral and written instructions.

Ability to exercise tact and courtesy in contact with the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

REVISED 9-21-10

ST. CHARLES PARISH

JOB TITLE: PROCUREMENT CONTRACT TECHNICIAN

GENERAL STATEMENT OF JOB

Under general supervision, the purpose of the position is to review requests for solicitations for adequate specifications, proper descriptions and completeness of information. Perform the solicitation process for but not limited to all Parish Departments, Offices and Agencies within the Parish of St. Charles including the Judge's Offices, 911, Community Health Center, District Attorney's Office and Coroner. Responsibilities include all duties and tasks associated with the pre-award, award, and post-award phases by preparing and assembly of Requirement Contracts, State Contract Procurements, Cooperative Agreements, RFP's, RFQ' and formal IFB. Responsible for procuring supplies, equipment and materials having a high dollar value. Responsible for managing the Electronic Bidding System. Ensure the security of bids through competitive bid pricing via telephone, facsimile, mail, written and electronically. Performs the duties of the Procurement Agent in the event of absence. Performs related work as directed. Reports to the Procurement Agent.

ILLUSTRATIVE EXAMPLE OF WORK

ESSENTIAL FUNCTIONS

The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Utilizes a high degree of accuracy in the preparation of solicitations and product/service specifications, cooperative contract agreements and purchase orders.

Performs duties of the Procurement Agent in his/her absence or vacancy.

Perform all duties and tasks associated with the pre-award, award, and post-award phases by preparing and assembly of Requirement Contracts, State Contract Procurements, Cooperative Agreements, RFP's, RFQ' and formal IFB.

Reviews specifications for completeness, errors, omissions and competitive qualities.

Examines requisitions for procurements over $5,000.00 and determine the appropriate procurement method in compliance with Louisiana Public Bid Law.

Assumes responsibility for the procurements of commodities that involve large expenditures.

Prepares and develops formal solicitation specifications, price quotations, contracts and letters of award in accordance with established Procurement Procedures and Louisiana Public Bid Law.

PROCUREMENT CONTRACT TECHNICIAN

Develops, prepares and issues addendum to contracts according to Louisiana State Bid Law. Manages and Monitors Requirement Contracts to ensure that contractors perform in accordance with terms, conditions and specifications of their contracts.

Assists client departments in the development of specifications and bidding requirements. Assure that the necessary rules and regulations are employed in the contract process.

Maintains appropriate documentation of the procurement process and ensures rules, regulations, policies, and procedures are adhered to.

Monitors life of Requirement Contracts and Cooperative Agreement Contracts to anticipate expiration dates and determine applicable strategies.

Maintains procurement and contracting records, and procedures.

Evaluates bids for responsiveness to requirements.

Summarizes bids and proposals submitted in response to solicitation and assists in the evaluation and selection of the successful bidder(s).

Manages and monitors the Electronic Bidding System in accordance with Louisiana Public Bid Law.

Coordinates the receipt of sealed bids and conducts and/or attends Public Bid Openings.

Coordinates with other Parish Procurement Professionals regarding commodities which can be utilized by a Cooperative Agreement.

Processes emergency requests in an expeditious manner in accordance with established policies and procedures.

Provides guidance to department directors regarding purchasing standard procedures, rules and public bid laws.

Coordinates and schedules bid advertisements with the official journal and other local newspapers.

Oversees the development and maintenance of vendor list; establish and maintains effective communication with various vendors and bidders as required.

Supervise and review the work of Procurement Technicians in regards to the bidding process.

PROCUREMENT CONTRACT TECHNICIAN

MINIMUM QUALIFICATION REQUIREMENTS

High school diploma or GED; supplemented by 5 years work experience in public procurement or an equivalent combination of education, training, and experience. Proficiency in word processing .

SPECIAL REQUIREMENTS

Must have or successfully complete within three years a minimum of 96 hours of Procurement Training Courses given by the National Institute of Governmental Purchasing. Highly knowledgeable of Louisiana Statute Title 38 (Public Bid Laws). Must have at least 2 years experience in preparing Invitations for Bids and Requests for Proposals, Preparing correspondence and documentation associated with relevant contracts, or an equivalent combination of education, training and experience.

Must possess a valid Louisiana Drivers License.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of effective supervisory principles and techniques.

Ability to facilitate public bid openings and pre-bid conferences.

Highly knowledgeable of procurement principles and processes, to include bidding process, i.e., solicitation, pre-conferences and public bid opening.

Highly knowledgeable of large sector procurement principles and processes.

Thorough knowledge of applicable procurement laws, policies and procedures associated with purchases over $5,000.00.

Ability to work on multiple projects concurrently.

Ability to analyze, solves problems, evaluate proposals, and render advice and assistance.

Good oral and written communications skills to maintain effective working relationships with department directors, public officials, vendors and general public.

Good organizational skills and proficiency with Microsoft Office applications.

Considerable knowledge of automated procurement system.

PROCUREMENT CONTRACT TECHNICIAN

Ability to prioritize, organize, coordinate, and delegate daily tasks to unit personnel.

Ability to receive and respond to department, vendor, and customer inquiries, requests, and complaints with tact, discretion and diplomacy.

Ability to make sound judgments.

Ability to build successful relationships with vendors. Establish and maintain effective working relationships with parish officials, employees and the general public as necessitated by work

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Ability**:** Tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of finger, limbs or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements**:** some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may be performed with exposure to adverse environmental condition (e.g., dirt, cold, rain, fumes).

REVISED 9-21-10

ST. CHARLES PARISH

JOB TITLE: PROCUREMENT TECHNICIAN I

GENERAL STATEMENT OF JOB

Under direct supervision, the purpose of this position is to procure supplies, materials, furniture, equipment and/or services for but not limited to all Parish Departments, Offices and Agencies within the Parish, including Judges, 911, District Attorney's Office and Coroner. Employees in this classification are responsible for securing materials, services and/or commodities in a cost efficient and timely manner using an automated financial/procurement system that is consistent with applicable state statues. Position secures competitive bid pricing via telephone, facsimile, mail, written and electronic quotes. Performs related work as directed. Reports to the Procurement Agent.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Operates Financial and Procurement Electronic System.

Monitors and issues electronic purchase orders to the assign Department, Offices and Agencies throughout the Parish of St. Charles.

Procures supplies, materials, furniture, equipment and/or services through established procurement office standards, policies and procedures. Employees in this class of work handle procurements up to $5,000.

Secures materials, services and/or commodities in a cost efficient and timely manner, in compliance with exact product specifications.

Solicits competitive quotes vial telephone, facsimile, mail, electronic and written process; reviews for accuracy and completeness.

Selects vendors, tabulates and evaluates quotes and issues purchase orders within the scope of authority (established procurement threshold).

Issues purchase order confirmations for various Parish departments.

Examines requisitions and prepares invitations for quotations on materials, supplies, and equipment. Tabulates and analyzes quotes.

PROCUREMENT TECHNICIAN I

Keeps informed of new materials and supplies, apply such knowledge to procurement activities.

Checks and reviews with vendors to ensure most cost effective and competitive pricing for the procurement of materials/services/commodities.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the office, they are not an essential part of the purpose of this position and may also be performed by other office staff.

Provides general information to various entities concerning procurement functions, pending purchase order awards.

Receives receipts for materials delivered and checks these against purchase orders for price, kind, and amount of goods. Forwards invoice to the Finance Office for payment.

Approves new vendor forms and prepares credit applications

Performs related work as directed.

MINIMUM QUALIFICATIONS REQUIREMENTS

High school diploma or GED; supplemented by 3-5 years work experience in public procurement or an equivalent combination of education, training, and experience. Proficiency in the use of a computer.

SPECIAL REQUIREMENTS

Must have or successfully complete within two years a minimum of 30 hours of Procurement Training Courses given by the National Institute of Governmental Purchasing as approved by the Procurement Agent. Knowledge of Louisiana Statute Title 38 (Public Bid Laws). Must possess a valid Louisiana Drivers License

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES.

Ability to make sound judgments.

PROCUREMENT TECHNICIAN I

Ability to build successful relationships with vendors. Establish and maintain effective working relationships with parish officials, employees and the general public as necessitated by work assignments.

Knowledge of procurement principles and processes to include bidding process, solicitation, tabulations, pre-conference, public opening.

Working knowledge of parish procurement methods and procedures; and knowledge of the variety of office and maintenance supplies, materials, and equipment used by the parish, and the best sources and appropriate prices for the procurement of such goods.

Knowledge of math functions, i.e., addition, subtraction, multiplication, division; calculating decimals and percentages; and of elementary accounting principles.

Working knowledge of methods of grading and analyzing supplies and materials and skill in determining the relative values and quality.

Skill in both written and oral communications for effective expression and clarity.

Ability to exchange communication in obtaining information or clarifying details.

Ability to receive and respond to department, vendor, and customer inquiries, requests, and complaints with tact, discretion, and diplomacy.

Ability to apply acute attention to numeric detail in maintenance of accurate procurement records.

Ability to compile, assemble, copy , and record information according to prescribed department procurement standards, policies, and procedures.

Ability to operate a variety of modern office equipment, i.e., telephone systems, facsimile machines, computer terminals, adding machines.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Ability: Tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of finger, limbs or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard or workstation.

PROCUREMENT TECHNICIAN I

Sensory Requirements: some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may be performed with exposure to adverse environmental condition (e.g., dirt, cold, rain, fumes).

REVISED 9-21-10

ST. CHARLES PARISH

JOB TITLE: PROCUREMENT TECHNICIAN II

General Statement of Job

Under direct supervision, the purpose of this position is to procure supplies, materials, furniture, equipment and/or services for the parish. Employees in this classification are responsible for securing materials, services and/or commodities for but not limited to all Parish Departments, Offices and Agencies within the Parish, including Judges, 911, District Attorney's Office and Coroner, in a cost efficient and timely manner, and in keeping with product specifications. Position secures competitive bid pricing via telephone, facsimile, mail, written and electronic quotes. Performs related work as directed. Assists the Procurement Contract Technician. Reports to the Procurement Agent.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Operates daily the Financial and Procurement Electronic System. Monitors and updates data in the Procurement Electronic System regarding Requirement Contract Pricing.

Procures supplies, materials, furniture, equipment and/or services through established procurement office standards, policies and procedures for all department, offices and agencies throughout the Parish of St. Charles. Employees in this class of work handle procurements up to $8,000.

Secures materials, services and/or commodities in a cost efficient and timely manner, in compliance with exact product specifications.

Assists Procurement Agent and Contract Technician in preparation of yearly contracts, IFB's, RFQ's and RFP's.

Develops and maintains encumbrances and other procurement/financial reports.

Solicits competitive quotes vial telephone, facsimile, mail, electronic and written process; reviews for accuracy and completeness.

Selects vendors, tabulates and evaluates quotes and issues purchase orders within the scope of authority (established procurement threshold).

PROCUREMENT TECHNICIAN II

Issues purchase order confirmations for various Parish departments.

Examines requisitions and prepares invitations for quotations on materials, supplies, and equipment. Tabulates and analyzes quotes.

Keeps informed of new materials and supplies, apply such knowledge to procurement activities.

Composes and prepares office correspondence, forms, letters, memorandums.

Compiles and prepares monthly and annual reports.

Assists in the developments and issues requests for information, quotations, RFP's and RFQ's.

Checks and reviews with vendors to ensure most cost effective and competitive pricing for the procurement of materials/services/commodities.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the office, they are not an essential part of the purpose of this position and may also be performed by other office staff.

Provides general information to various entities concerning procurement functions, pending purchase order awards.

Receives receipts for materials delivered and checks these against purchase orders for price, kind, and amount of goods. Forwards invoice to the Finance Office for payment.

Approves new vendor forms and prepares credit applications

Performs related work as directed.

MINIMUM QUALIFICATIONS REQUIREMENTS

High school diploma or GED; supplemented by (5) years work experience in public procurement or an equivalent combination of education, training, and experience. Proficiency in the use of a computer.

SPECIAL REQUIREMENTS

Must have or successfully complete within three years a minimum of 50 hours of Procurement Training Courses given by the National Institute of Governmental Purchasing as approved by the Procurement Agent. Knowledge of Louisiana Statute Title 38 (Public Bid Laws). Must possess a valid Louisiana Drivers License. Knowledgeable of automated procurement system.

PROCUREMENT TECHNICIAN II

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Ability to make sound judgments.

Ability to build successful relationships with vendors. Establish and maintain effective working relationships with parish officials, employees and the general public as necessitated by work assignments.

Knowledge of procurement principles and processes to include bidding process, solicitation, tabulations, pre-conference, public opening.

Working knowledge of parish procurement methods and procedures; and knowledge of the variety of office and maintenance supplies, materials, and equipment used by the parish, and the best sources and appropriate prices for the procurement of such goods.

Knowledge of math functions, i.e., addition, subtraction, multiplication, division; calculating decimals and percentages; and of elementary accounting principles.

Working knowledge of methods of grading and analyzing supplies and materials and skill in determining the relative values and quality.

Skill in both written and oral communications for effective expression and clarity.

Ability to exchange communication in obtaining information or clarifying details.

Ability to receive and respond to department, vendor, and customer inquiries, requests, and complaints with tact, discretion, and diplomacy.

Ability to apply acute attention to numeric detail in maintenance of accurate procurement records.

Ability to compile, assemble, copy, and record information according to prescribed department procurement standards, policies, and procedures.

Ability to operate a variety of modern office equipment, i.e., telephone systems, facsimile machines, computer terminals, adding machines.

PROCUREMENT TECHNICIAN II

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Ability: Tasks involve some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of finger, limbs or body in the operation of shop or office equipment. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may be performed with exposure to adverse environmental condition (e.g., dirt, cold, rain, fumes).

REVISED 9-21-10

ST. CHARLES PARISH

JOB TITLE: PUBLIC INFORMATION SPECIALIST

GENERAL STATEMENT OF JOB

This position is located in the St. Charles Parish Office of Public Information. The office is responsible for the development, implementation and evaluation of public affairs campaigns designed to communicate governmental and community activities in an efficient, productive, professional and aesthetically pleasing way. The position will serve as parish's relief spokesperson to the national and local media and will help develop and disseminate new releases and blogs and organize press events. Work involves assisting the Public Information Officer with media relations in his absence; is involved in journalistic and promotional writing, desktop publishing, presentation preparation, training website users across departments on best management practices of website and working with printers and other agencies. Must be proficient in Adobe Creative Suite to coordinate the graphics identity of the parish under the general direction of the Public Information Officer. Under general supervision, performs specialized skilled clerical and computer duties in support of the Public Information Office.

ILLUSTRATIVE EXAMPLES OF WORK

Assists the Public Information Officer with media relations in his absence.

Serves as relief spokesperson in the absence of the Public Information Officer.

Assists the public information officer, parish president and parish departments with press inquiries, press release writing, and other public information/communications matters.

Assists the Public Information Officer in the preparation of the annual budget for the Public Information Office and monitors expenditures.

Coordinates contracts on communications projects, including printing of publications, website design and maintenance and videography.

Ensures that all forms of communication and public meetings are in compliance with local, state and federal laws and regulations.

Implements the parish communications plan, parish media relations policy, social media policy and parish branding guidelines.

Supervises the parish website in its entirety, including updates, implementation of best practices and inclusion of improved functionality and component features by serving as co-webmaster and managing editor. Also provides Content Management System (CMS) training to users from other parish departments.

Schedules all programming on the St. Charles Parish Government Access Channel (SCP-TV), including news segments, promotional segments, event coverage, public service announcements, etc.

Compiles press releases, designs and writes copy for brochures and booklets, fliers, Power Point presentations and other multi-media material.

Coordinates the televising, taping, editing and publication of public meetings for rebroadcast / posting.

Receives and responds to all e-mails sent through the parish website, inquiries on social media and resident phone calls.

Coordinates bridge park electronic signage; operates and tests council chamber audiovisual equipment.

Coordinates special events, including press conferences, ribbon cuttings, groundbreakings, informational tours, luncheons, etc.

Coordinates logistics and planning of the annual Independence Day Celebration.

Compiles the monthly parish employee newsletter.

Coordinates parish use of social media sites.

Attends and employs communications techniques to cover a substantial number of evening meetings and weekend activities on behalf of the parish and the Public Information Office.

ADDITIONAL JOB FUNCTIONS

Schedules meetings and/or appointments for Public Information Officer.

Performs digital video conversion and edits recordings.

Maintains office inventories; prepares all purchase orders for supplies.

Creates / completes and submits for approval content including but not limited to: Press releases, flyers, event signage, Power Point presentations, original event photographs, edited video pieces, etc.

Serves on the Command Staff of the Emergency Operations Center, remaining on-call 24/7 for parish emergencies and/or disasters and creates and/or coordinates all outgoing emergency messaging during activation. Reports to Public Information Officer and Incident Commander when activated.

Required by the Emergency Operations Center to attend Public Information Officer trainings through the Federal Emergency Management Agency (FEMA) and other emergency agencies.

Stays abreast of public opinion, media mentions, etc.

Performs other related support work as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in mass communication or a related field and 2 to 5 years of previous experience. Any equivalent combination of experience that would provide the required knowledge, skills and abilities.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of general clerical procedures and business writing.

Skill in operating a variety of office and media equipment, including a working knowledge of video editing and professional desktop publishing software.

Ability to research and compile a variety of information.

Ability to write and edit information to apply correct grammar and spelling, including general knowledge of AP Style and media writing formats.

Ability to meet deadlines and follow specified guidelines.

Ability to assist with visually based projects for web, television, events planning and video production using knowledge of basic visual design.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines. Must be able to exert up to 20 pounds of force occasionally, and/or 5 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence. Requires the ability to prepare correspondence using prescribed formats and conforming to all rules of punctuation, grammar, and style. Requires the ability to speak to people with pose, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office and media equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office and media equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

ST. CHARLES PARISH

JOB TITLE: PUBLIC WORKS EMPLOYEE SPECIALIST
PUBLIC WORKS DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of moderately complex administrative work for the Departments of Public Works and Wastewater. Employee is responsible for public contact and administrative office duties to relieve that department head administrative detail and serving as lead worker to subordinate clerical personnel for training purposes. Reports to the departmental Director or Assistant Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Prepares and composes correspondence, reports, memorandums, etc., for multiple departments; develops file system modifications as necessary.

Responds to various employee and personnel issues; reviews policies, procedures and Civil Service Rules and Regulations to determine violations; prepares "Action to be Taken"; coordinates applicable meetings related disciplinary issues.

Tracks budgeted positions for departments; tracks positions filled and vacated; works with Personnel Department to schedule and coordinate field tests and interviews.

Determines open positions to be filled; prepares packages for score sheets; reviews and calculates qualified candidates for positions.

Performs lead worker duties as they relate to training old/new clerical personnel in office; develops individual work sequences within work field.

Maintains classification charts of all duties for multiple offices.

Prepares daily and monthly reports and completion schedules, using knowledge of capacities of computer; and prepares work schedules.

Answers questions and maintains department employee files as they relate to job status, insurance, injury forms, driver's license with expirations, warning and disciplinary actions, vacation and sick leave; tabulates weekly hours worked by employee and department.

ADDITIONAL JOB FUNCTIONS

Indexing and opening and closing legal correspondence to attorneys involving claims and litigation.

Maintaining risk management and safety reference manuals.

Organizing and scheduling of safety meeting and safety inspections.

Maintaining risk management legal files and claims chart on computer.

Maintain CDL physicals and other related documentation.

Maintain vehicle registration and recall records.

Greets visitors and callers.

ADMINISTRATIVE ASSISTANT
PUBLIC WORKS DEPARTMENT

Answers telephone; routes calls; and takes and distributes messages.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or GED supplemented by vocational training and five years of progressively responsible experience in varied secretarial and human resources work; or any equivalent combination of training and experience which would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, Dictaphones, facsimile machines, etc. Must be able to exert up to 20 pounds force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rater for light work.

Data Conception: Requires the ability to review, compile, compare and post data/information following a schema or plan for the purpose of assembling, repairing or using equipment.

Interpersonal Communications: Requires the ability to act as a lead worker and provide guidance and coordinate activities.
compare and/or judge the readily observable, functional, structural , or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, timesheets, etc. Requires the ability to prepare correspondence, reports, forms, meeting agendas, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of Departmental services and programs and of accepted business practices and procedures involved in providing the services and executing the programs.

General knowledge of office management principles and practices and of administrative procedures,

General knowledge of departmental rules, regulations, policies and procedures, and the ability to interpret them.

General knowledge of the principles and practices of public administration and personnel management.

Skilled in the operation of various automated office equipment such as typewriter, tape recorder, Xerox machines, wheel writer with disc, two-way radio operation, etc.

Skilled in the operation of popular computer-driven work processing, spreadsheet and file maintenance programs.

Skilled in diction, letter, and memo composing.

Ability to compare and compile verbal and numerical data.

Ability to make varied arithmetic computation and tabulations rapidly and accurately.

Ability to type with accuracy at the speed required by the position.

Ability to prepare correspondence and reports.

Ability to communicate clearly and effectively in oral and written form.

Ability to establish and maintain effective working relationships with parish officials and employees and the general public, or as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: PUBLIC WORKS FINANCIAL OFFICER

GENERAL STATEMENT OF JOB

Under limited supervision, performs responsible, technical accounting work at the professional level involving the operations; contract planning and execution; and creation and maintenance of the annual budget of the Public Works Department. Employee is responsible for researching, extracting, and compiling data for the preparation of budgets and the creation of financial statements to serve as performance indicators including but not limited to: performing scenario analyses for forecasting cost implications to be used in executive decision making.

The Public Works Financial Officer collaborates with management staff advising public procurement contract processes for construction, professional services, consultant services or other specialized contracts. Position teams with the Engineering and Management staff maintaining accurate financial records for multiple complex projects based on contract compliance; Louisiana public procurement laws; parish ordinances; and any applicable federal or state statues. Assists engineering staff and the legal department to maintain construction contract document master specifications for all parish projects with minimal modifications to develop consistency among parish projects. The position assists in developing and drafting policies and procedures and preparing various reports and correspondence for department based on compliance requirements or to improve operational efficiency as requested. Position is fully responsible for the project accounting process including billings, accruals, and responding to client and consultant inquiries in accordance with the established accounting standards and billing policy and supervises the maintenance of the department's digital archive.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Budget Administration

Working with the Grants Department, creates detailed five-year annual budget for the Department of Natural Resources for the Davis Diversion Project with cost increase justifications.

For Planning and Zoning's required FEMA submissions, prepares capital project report and five year projections.

Supervises the requisition of all administrative expenses

JOB TITLE: PUBLIC WORKS FINANCIAL OFFICER

Coordinates with department management staff and procurement department to ensure the department is making bid law compliant capital acquisitions and maintaining accurate bid and specification records. Maintains yearly capital purchase records for the department and provides management staff with regularly updated capital/equipment budget reports.

Periodically audits department's general ledger expenditure accounts and submits adjusting entries to finance as required.

Drafts and sends department required correspondences including but not limited to: check receipt memos with brief explanation and coding instruction for any miscellaneous revenue checks received; check request memos for permit or land acquisitions or other miscellaneous expenses requiring manual checks; and all department budget amendment or executive order requests.

Contract Compliance and Administration

Promptly communicates with the project engineer and the engineering firm's financial executives when invoices are held and/or adjusted. When requested, will provide detailed breakdowns of adjustments and suggest resubmission of contractual payment request. Position must maintain meticulous records of these communications in the department's digital archive.

Serves as the key liaison between the Department of Public Works and Risk Management with regard to contract compliant insurance specifications and the collection and maintenance of policies, endorsements, and all required paperwork to ensure parish is adequately protected.

Works directly with the legal department and engineering staff to maintain the St. Charles Parish construction contract document front end specifications for standardization of all parish projects with minimal modifications to develop consistency between similar parish projects. Reviews and interprets the intent and content of Parish contracts and professional service agreements for the Parish. Reviews change orders of contracts to ensure compliance with revised state statues.

Prepares for and conducts the annual contract review meeting with legal collecting and outlining changes both wording and procedural changes required as discovered during project execution or due to changes in public bid law.

Meets with the Legal Department to ensure project specifications are ready to be advertised and those final contract specifications are ready to be executed and awarded before they are voted upon by the Council.

JOB TITLE: PUBLIC WORKS FINANCIAL OFFICER

Provides assistance and guidance interdepartmentally in developing solicitations, contractual documentation and statements of work and providing assistance and guidance to users in the development and processing of procurement documents.

Assists in the development of contracts for the provision of services, supplies, or equipment by requesting quotes or proposals for non-complex contracts, assisting in the negotiation of the terms on contracts, and helping to monitor contract performance after award.

Capital Project Financial Management

Fully responsible for the project accounting process including insuring that budgets are secured and adequate for multiple, complex multi-phase projects including but not limited to rolling over projects accurately, forecasting future project budgets, and prepared detailed cost analyses forecasting cost implication.

Works directly with the Grants department to match capital project expenditures to revenue expectations, complies with grants requirements for all capital projects with outside funding, budgeting for and providing proof of parish match on grant projects by accounting for in-house costs and project payments.

Translates contract payment applications to project managers and management staff to safeguard against billing remittance errors (verifies that we are in receipt of pertinent deliverables and that they are archived appropriately).

Submits to finance all contract payments with accurate, applicable supporting documentation (physically attaches the ordinance, contract, authorization, task order, change order, clean lien certificate, substantial completion, etc.) Provides explanations for adjustments.

Communicates to vendors' compensation requirements as dictated by Louisiana Revised Statue Title 38 and the project contract documents to project engineers and serves as the point of contact in reference to all contract payments. Ensures vendors are billing and are compensated per contract terms ie lump sum, completion percentage, per bid-out line item etc.

Adjusts project engineering fee budget after the project construction is bid out per public bid law.

Administrative Function

Works directly with the Parish Personnel to establish stronger record keeping and communications procedures for both vendors and administrative staff to ensure the parish is correctly billed and has the ammunition to demand the highest quality service.

Supervises the department's administrative paraprofessional staff's development of the digital archive.

Drafts correspondence and reports as required, translates information into usable data creating relevant reports for executive staff use.

ADDITIONAL JOB FUNCTIONS

Operates a personal and medium sized computer which includes using terminals, printers and key-to-disk machines, codes and batches information for computer input, coordinates computer job production, explains computer runs, identifies and corrects errors, loads and activates the computer, enters and retrieves accounting and fiscal information from computerized data file, and maintains the computer system.

Performs job related functions.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting or related field. Must have 3 to 5 years of accounting/contractual experience, or any equivalent combination of experience which would provide the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must be able to be bonded.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to operate a variety of automated office machines including computers, calculators, check scanners, typewriters, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constant to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics of data, people or things.

Interpersonal Communication: Must be able to speak and correspond with a wide variety of people to convey or exchange informational interdepartmentally or externally as required.

JOB TITLE: PUBLIC WORKS FINANCIAL OFFICER

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Language Ability: Requires the ability to read correspondence, reports, invoices, payroll records, accounting journals and ledgers, etc. Requires the ability to prepare advanced financial reports as requested, correspondence, checks, invoices, tax forms, journals, ledgers, etc. using the proper formats. Require the ability to speak to people with poise, voice control, and confidence while maintaining professionalism. Must possess strong business acumen and written communication skills to communicate effectively with a wide range of people both internally and externally.

Intelligence: Requires the ability to apply common sense understanding or carry out instructions furnished in written, oral or diagrammatic form, to deal with problems involving several concrete variables in or form standardized situations.

Verbal aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to understand government and tax terminology.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of accepted theories and principles of accounting and methods of evaluating financial statements and performance. May require income statement preparation, cost accounting, variance analysis, and break even analysis.

General knowledge of the policies, procedures, rules and regulations governing the Parish's accounting and reporting system.

General knowledge of budgetary methods.

General knowledge of computer system operation.

Skilled in Microsoft Office including Excel, Word, Outlook and Access.

Advanced written and oral communication skills.

Ability to analyze data on a higher level including detecting and reconciling discrepancies in accounting transactions and financial reports and statements.

JOB TITLE: PUBLIC WORKS FINANCIAL OFFICER

Ability to prepare, maintain, complete and translate accurate financial statements, records, reports or analysis.

Ability to perform detailed work involving numerical data and make arithmetic calculations quickly and accurately.

General knowledge of statistical interpellation of curves to ascertain fees for compensation on capital projects.

Ability to discern problems of internal control and other areas and recommend revisions.

Ability to exercise independent judgement, discretion and imitative in completing assignments.

ST. CHARLES PARISH

JOB TITLE: PUMP MECHANIC'S HELPER

GENERAL STATEMENT OF JOB

Under close supervision, performs unskilled to semi-skilled work assisting in the maintenance, inspection of Public Works pumping stations. Work involves applying grease and oil to pumps, cleaning bar screens and catch basins, and assisting in repairing and testing equipment. Employee is also responsible for maintaining pump facility buildings and grounds. Reports to a Pump Mechanic.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Changes oil and filters on pumps.

Greases or oils fittings on pumps and blowers.

Cleans bar screens of debris; removes debris from catch basins and culverts.

Assists the pump mechanic in rebuilding or repairing pumps, motors, valves, and controls, by holding parts, locating and handing tools to the mechanic, guiding hoisted equipment, tightening/loosening bolts, etc.; assists in testing equipment, operating controls as directed.

Performs a variety of maintenance tasks around pump stations including repairing platforms, cutting grass, cleaning and painting equipment, etc.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Any equivalent combination of experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENT

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of tools and equipment, including hand

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tools, shovels, rakes, grease guns, lawn mowers, string trimmers, etc. Must be physically able to operate light trucks and tractors. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of forms and logs. Requires the ability to prepare forms and logs using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools and power equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the operation and maintenance of pumps and electrical controls involved in the operation of automatic pumping station.

Some knowledge of pipe fitting and elementary mechanics.

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PUMP MECHANIC'S HELPER

Some knowledge of the occupational hazards and safety precautions necessary for safe mechanical and electrical work.

Ability to use a variety of hand tools and mechanical and electrical equipment related to pump maintenance and repair, and building and grounds maintenance.

Ability to keep simple records and reports including numerical data.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised: June 23, 1998

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ST. CHARLES PARISH

JOB TITLE: PUMP MECHANIC

GENERAL STATEMENT OF JOB

Under general supervision, performs limited supervisory and skilled technical work maintaining, inspecting, and repairing Public Works pumping stations. Work involves maintaining pump motors, diesel engines and gear boxes, and pump station facilities, including preventive maintenance and repair; and clearing catch basins, drainage ditches, culverts, etc., of debris. Employee is also responsible for supervising the activities of a Pump Mechanic Helper(s). Reports to an Area Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Operates and maintains drainage pumps, gear boxes and motors; checks fluid levels, greasing bearings on pumps, motors and diesel engines; changes oil and fuel filters; examines and changes or repairs faulty gauges; locates and changes electrical fuses, as necessary; changes batteries, broken hoses, etc., as necessary.

Tests pumps to ensure proper operating condition during rain.

Cleans bar screens of debris; removes debris from catch basins and culverts.

Maintains pump station facilities, performing routine janitorial work as necessary.

Supervises activities of Pump Mechanic Helper(s), ensuring adherence to established policies, procedures and standards; assists and advises subordinate(s), as necessary, resolving problems as non-routine situations arise.

ADDITIONAL JOB FUNCTIONS

Performs a variety of maintenance tasks around pump stations including repairing platforms, cutting grass, cleaning and painting equipment, etc.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years of experience in the maintenance of diesel engines or related work. Any equivalent combination of experience that provide the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

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PUMP MECHANIC

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including hand and power tools, drill presses, drainage pumps, shovels, rakes, grease guns, etc. Must be physically able to operate light trucks and tractors. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, electrical diagrams, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

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PUMP MECHANIC

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operation and maintenance of pumps and electrical controls involved in the operation of automatic pumping station.

General knowledge of the principles of mechanics and electricity.

General knowledge of pipefitting and elementary mechanics.

General knowledge of the occupational hazards and safety precautions necessary for safe mechanical and electrical work.

General knowledge of Parish geography.

Skill in operating hand and power tools necessary for pump maintenance and repair.

Ability to use a variety of hand tools and mechanical equipment related building and grounds maintenance.

Ability to diagnose and repair mechanical or electrical problems with reasonable speed and accuracy.

Ability to direct, supervise, assist and advise non-skilled to semi-skilled subordinates.

Ability to explain procedural information clearly.

Ability to maintain records in organized manner.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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PUMP MECHANIC

Revised: June 23, 1998

ST. CHARLES PARISH

JOB TITLE: PURCHASING SECRETARY

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of clerical and secretarial work in support of Parish purchasing programs. Work involves utilizing computer-driven data entry equipment to prepare a variety of correspondence, reports, bid specifications, etc.; answering a two-way radio and distributing and filing purchase orders. Employee is also responsible for processing invoices and mail, and preparing and maintaining files. Reports to the Purchasing Agent.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes information for standard reports, selecting data from varied sources.

Types correspondence, reports, statements, bid notification forms and specifications, and other material into form from typed or handwritten copy, assuming responsibility for spelling, punctuation, grammar and format.

Answers a two-way radio and greets visitors, receiving inquiries and providing information based on general knowledge of purchasing programs and policies, or referring callers to appropriate personnel; records and relays messages, as necessary.

Establishes and maintains a variety of tangible files, filing and retrieving material as requested or as otherwise necessary.

Processes invoices, verifying account codes and calculation of figures, and submits for payment.

Distributes and files purchase orders according to established procedures; enters purchase order data into computer files.

Maintains petty cash accounts, properly recording expenditures and receipts.

ADDITIONAL JOB FUNCTIONS

Processes mail, sorting and distributing incoming mail.

Performs other related work as required.

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PURCHASING SECRETARY

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years of clerical/purchasing work experience. Any equivalent combination of experience that provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines, including computers, typewriters, calculators, copiers, facsimile machines, telephone switchboards, two-way radios, etc. Requires the ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary Work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, manuals, forms, etc. Requires the ability to prepare correspondence and forms using prescribed formats. Must be able to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving

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instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of modern office practices, procedures, equipment and standard clerical techniques.

General knowledge of the policies and procedures of the Purchasing Office.

General knowledge of the principles and practices of a purchasing system.

Some knowledge of standards accepted bookkeeping policies and procedures

Ability to use popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to screen communications and, based on content, handle independently or route to proper source.

Ability to use independent judgment in organizing and establishing format.

Ability to establish and maintain moderately complex files.

Ability to follow moderately complex oral and written instructions.

Ability to make minor administrative decisions in accordance with laws, ordinances, regulations and departmental policies and procedures.

Ability to exercise tact and courtesy in contact with the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: QUALITY ASSURANCE COORDINATOR

GENERAL STATEMENT OF JOB

Under general supervision, performs technical work of a supervisory nature ensuring the quality and safety of work performed by crews. Work involves observing and evaluating the activities of crews involved in drainage, road maintenance, grass cutting and/or shop maintenance tasks for the Department to determine adherence to quality and safety standards. Employee is also responsible for investigating and preparing reports about accidents, bodily injury and Parish property damage involving employees, vehicles and equipment of the Department. Work also involves coordinating maintenance of Department heavy equipment, and assisting in the purchase of new equipment and sales of used equipment. Employee assumes the duties and responsibilities of the Assistant Superintendent in his or her absence. Reports to the Assistant Director/ Department Head.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Evaluates the activities of Area Foreman assigned to drainage, road maintenance, grass cutting and/or shop maintenance activities, ensuring adherence to established policies and procedures for safety and the efficient and effective use of manpower and equipment; prepares reports and records of observations, evaluations and recommendations for submission to Assistant Superintendent and/or Assistant Director, as required.

Investigates accidents, bodily injury and Parish property damage involving employees, vehicles and equipment of the Department; prepares records and reports of findings and recommendations for appropriate corrective action for submission to Assistant Superintendent and/or Assistant Director, as required.

Assists the Assistant Superintendent in planning and coordinating proper and efficient execution of daily and weekly work schedules.

Coordinates maintenance of Department heavy equipment, ensuring adherence to maintenance schedules and obtaining other repair work as necessary; maintains records and logs as to assignment, condition, maintenance and repair of individual pieces of heavy equipment; assists in the purchase of new equipment and sales of surplus equipment.

Assumes the duties of the Assistant Superintendent in his or her absence, ensuring adherence to established policies, procedures and standards.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

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QUALITY ASSURANCE COORDINATOR

High school diploma or GED, supplemented by college-level course work pertaining to construction or design. Have 3 to 5 years of experience in drainage, road construction or maintenance, grass cutting and/or shop maintenance experience, including 3 years of supervisory experience. Any equivalent combination of experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of principles and practices of related construction and maintenance tasks.

Considerable knowledge of the proper and safe operation of vehicles and equipment used in drainage, rod maintenance, and grass cutting or shop maintenance practices.

Considerable knowledge of routine investigative methodology and techniques, and the ability to compile and analyze data from a variety of sources.

General knowledge of the specifications, prices and maintenance needs of heavy equipment used by the Department.

General knowledge of Parish geography.

Skill in operating light- and medium-weight equipment.

Ability to observe construction and maintenance activities and determine adherence to established safety policies and procedures.

Ability to explain procedures, methods, and policies.

Ability to prepare and maintain a variety of moderately complex reports and records.

Ability to deal with public in a tactful and courteous manner.

Ability to establish and maintain effective working relationships as required by work assignments.

Revised: 1/23/01

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ST. CHARLES PARISH

JOB TITLE: RECEPTIONIST

GENERAL STATEMENT OF JOB

Under general supervision, performs clerical and administrative work to support activities of a Parish Department. Employee is responsible for administrative duties such as processing and distributing incoming mail; greeting and assisting the public on the telephone and over the counter; taking and routing messages to the appropriate persons; performing light typing; and stamping outgoing mail. Reports to the Administrative Officer, Department Director or his/her designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Receives, sorts, opens and distributes incoming mail.

Greets the public and answers inquiries from the general public; and assists the public with issues related to the Parish Office both over the telephone and over the counter.

Answers the telephone; greets visitors; routes visitors and calls to the appropriate areas; and takes and distributes messages to appropriate personnel.

Provides routine information regarding the Parish to the general public and other Parish departments.

Relays complaints to proper person or authority.

Types various memos, worksheets, forms, etc.; maintains various files.

Prepares out-going mail; weighs, applies postage, and date-stamps out-going mail; and delivers to the post office.

Posts routine data to records; keeps records of postage used and other simple records.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have some experience in clerical work. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

Revised 8-2-00

RECEPTIONIST

MINMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including typewriters, computers, printers, copiers, etc. Must be able to exert a negligible amount of force occasionally and/or constantly to move objects. Sedentary Work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Data Conception: Requires the ability to compare and/judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, etc. Requires the ability to prepare correspondence, reports, schedules, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

RECEPTIONIST

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of departmental policies and procedures.

Revised 8-2-00

General knowledge of modern office practices and procedures.

General knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

General knowledge of the organization and functions of the Parish.

Ability to use common office equipment, including postage machine, postage scales, digital phone system, etc.

Ability to perform assigned clerical tasks. Ability to effectively organize work flow and coordinate activities.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively orally and in writing.

Ability to type accurately at a speed necessary for this position.

Ability to understand and follow oral and written instructions.

Ability to exercise considerable tact and courtesy in frequent contact with the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised 8-2-00

ST. CHARLES PARISH

JOB TITLE: RECORDS CLERK

GENERAL STATEMENT OF JOB

Under general supervision, performs routine skilled clerical and general office duties in support of the Department. Work consists of filing, researching and receptionist duties. Work involves clerical duties such as typing schedules, tables, correspondence, reports, forms, etc.; verifying information on standard forms; updating information as necessary; preparing various materials for supervisors, other department personnel, etc.; maintaining files of records, correspondence, forms, etc.; answering and routing incoming telephone calls; and recording and distributing messages; maintaining office inventories; collecting payments, and preparing receipts. Reports to the Department Director or his designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Utilizes electronic hardware and software to complete assigned tasks.

Types letter, tables, reports, forms, memoranda, schedules, e-mails, and other materials from rough drafts or detailed instructions; applies standard typing and grammar techniques and methods to produce prescribed format.

Verifies standard forms and correspondence for inaccuracies of spelling, punctuation, grammar, spacing, neatness, or other general appearance; verifies numerical or verbal data on forms, records, or other items against a master form or other standard for inconsistencies, errors, or omissions; and updates and corrects information as necessary.

Performs a variety of clerical duties involving filing, tabulating, checking, and comparing correspondence, and forms; applies standard formulas to data in making arithmetical computations; maintains petty cash box, performs bi-weekly balances, and delivers monetary transmittals as required.

Sorts and files official Parish documents, or other materials numerically, alphabetically, or by other established classification; retrieves materials from files upon request. Maintains a complex filing system of all official Parish documents; independently secures public records; ensures that all information is attainable and available for retrieval, including but not limited to cross referencing, cross filing, establishing annual or voluminous files; coordinates active files to inactive, inactive to archives; verifies accuracy of document subject criteria specified; and coordinates filing and maintenance of activity reports and ready files; purges files following retention schedule.

Research may be performed by requests received via e-mail, U.S. mail, interoffice mail, by person, phone, etc. Secures various documents from files; provides research data; locates documents and data in files; retrieves information and provides to the appropriate persons.

Answers telephone and routes visitors and calls; secures and gives out routine information regarding Parish laws, ordinances, or departmental polices; serves as relief to Administrative switchboard.

Relays complaints to proper person or authority.

Duplicates copies of typewritten or handwritten numerical, verbal, or diagrammatic matter using some type of duplicating machines.

Creates various routine forms by hand or electronically, according to designated procedures.

Maintains current events catalog; including newspaper articles; maintains/updates archive and contract logs, physically and electronically.

ADDITIONAL JOB FUNCTIONS

May utilize Internet for research purposes.

Maintains office inventories; advises supervisors of needed supplies.

May collect payments for such items as invoices; and prepares receipts.

Secures all files, designated equipment, and office doors at end of the workday.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Course work in typing or secretarial science preferred. Have 3-5 years of governmental, clerical or job-related experience, including general knowledge and use of computers. Any equivalent combination of experience that would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, media equipment, scanners, etc. Must be able to exert force occasionally, to lift, carry, push, pull, or otherwise move objects, climb stepladder. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar or to divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, schedules, time sheets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILTIES

General knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

General knowledge of modern office practices, procedures, and equipment.

General knowledge of Parish and departmental rules, regulations, policies and procedures, and the ability to interpret them.

General knowledge of the organization and functions of the Department.

Skilled in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Skilled in electronic equipment and computer literacy with ability to learn technical customized softwares.

Ability to learn assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to understand and follow oral and written instructions.

Ability to establish quality organizational skills, assign priorities, and accomplish multi-tasking.

Ability to make basic arithmetic computations.

Ability to accurately read and comprehend large amounts and varieties of research material.

Ability to perform assigned clerical tasks.

Ability to adhere to prescribed departmental procedures.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: RECREATION CARPENTER

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled carpentry work in the construction, maintenance, alteration and repair of Parks and Recreation Department buildings and facilities. Employee is responsible for the major and minor construction, repair or alteration of floors, ceilings, stairways, partitions, doors and roofs. Employee is also responsible for performing semi-skilled masonry work, and assisting other maintenance personnel in a variety of building trades work, such as electrical, plumbing, painting. Work involves drawing sketches of work; reading blueprints; operating a variety of hand tools; and determining supplies needed for various projects. Work is performed in accordance with established trade practices. Reports to the Recreation Maintenance Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTOINS

Builds small frame buildings; installs, repairs or replaces partitions, ceilings, doors, locks, cabinets, counter tops, book cases, storage shelves, etc.; performs renovation work in Parish buildings including removing or adding walls, doors, windows, etc., and related hardware; sands, seals and finishes woodwork.

Prepares surfaces for concrete and pours concrete for various construction projects; estimates needed supplies; and performs repairs as necessary.

Utilizes such wood shop equipment as table saws, radial arm saws, and drill presses; utilizes various hand tools.

Makes sketches of projects; reads and interprets blueprints and specifications; and visits the job site to determine the quantity and cost of materials needed to complete a job.

Hangs and finishes sheetrock, paneling, wallpaper, tile and moldings; installs glass panes; installs suspended ceiling grids and tiles; sets door frames; lays flooring; and applies roofing and shingles.

Makes replacement pieces for the repair of furniture, repairs stairways, replaces siding, adjusts and repairs door closer.

Cuts holes for ductwork and ventilators.

Assigns and reviews work of trades helpers and Recreation Maintenance Worker.

ADDITIONAL JOB FUNCTIONS

RECREATION CARPENTER

May perform Foreman duties during times of absence.

Performs related work as required.

MINIMUM TRAINING EXPERIENCE

High school diploma or GED. Have experience in the carpentry field at the journeyman level. Any equivalent combination of experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must posses a valid Louisiana Driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including table saws, radial arm saws, and drill presses, hammers, saws, planers, ladders, tape measures, levels, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or negligible amount of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are those for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, blueprints, schematics, etc. Requires the ability to prepare blueprints, work orders, forms, etc. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and building trades terminology.

RECREATION CARPENTER

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide. Requires the ability to measure distances.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using carpenters' tools and woodworking equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as carpentry equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: Expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the standard methods, materials and equipment employed in carpentry work.

General knowledge of the procedures, materials and equipment related to the plumbing, masonry, mechanical and electrical trades.

General knowledge of the occupational hazards of building trades work and the associated safety precautions.

Skilled in the use and care of a variety of hand and power tools necessary to perform carpentry, plumbing, masonry, mechanical, and electrical trades work.

Ability to understand and follow oral and written instructions.

Ability to understand and work from blueprints and specifications.

Ability to prepare simple blueprints.

Ability to estimate time and material necessary to complete various construction or renovation projects.

RECREATION CARPENTER

Ability to make routine mathematical calculations.

Ability to supervise and assist small work crews.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised: June 23, 1998

ST. CHARLES PARISH

JOB TITLE: RECREATION COMMUNITY CENTER COORDINATOR

GENERAL STATEMENT OF JOB

Under limited supervision, performs technical and administrative work in planning and coordinating various Parish Government Community Center activities. Employee is to represent the department in providing technical support, information, and guidance on Community Center activities to the Parks and Recreation Assistant Directors and/or Director, Coordinates the use of the Community Center on a given shift, and assist in the planning, organizing, coordination and administration of community recreation programs for seniors, adults, and youth, including cultural arts, physical activities, special interest classes, summer programs and community groups. The Coordinator will supervise staff as it relates to the use and operation of Community Center activities. The Coordinator, on occasions will work after office hours and weekends as it relates to scheduled events and activities at the Community Center. The Coordinator will report directly to the Department of Parks and Recreation Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Coordinates marketing efforts which promotes interest and provides information regarding various programs, which will result in the maximum utilization of the Community Center.

Coordinate the development, scheduling and implementation of activities, classes and programs at the Community Center.

Schedule the opening and closing of Community Center to ensure proper personnel needs as it relates to Community Center activities.

Develops and enforces policies, procedures and rate structures for the operation of the Community Center including concession and kitchen facility utilization.

Performs administrative office duties including reception and data processing, table and chair set ups, movable and technical equipment necessary for Community Center bookings.

Coordinates and assists recreation staff in the development and implementation of community recreation programs.

Assists in the supervision of classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.

Scheduling of activities and programs in the Community Center and works closely with Assistant Directors on sports related scheduling and the hosting of local and regional tournaments.

RECREATION COMMUNITY CENTER COORDINATOR

Promotes interest and provides information regarding optimum facility usage and various programming to school officials, other recreation officials, community service groups, other departments, business community, and the general public.

Coordinator will assist in preparation of Parks and Recreation budget with review of expenditures, monitoring of annual user fee budget. Coordinator will prepare budget analysis and report to Department of Parks and Recreation Director.

Ability to provide clear concise oral and written communication to prepare reports and present information.

Attends training and/or conferences as required by Department of Parks and Recreation to perform daily job functions.

ADDITIONAL JOB FUNCTIONS

Occasionally, the incumbent may be assigned special duties by a superior or on a temporary basis, may be asked to assist other employees occupying a different position. This job description should not be construed as an all-inclusive statement of every task required of this position but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a four-year college or university with degree in recreation or closely related field is preferred, OR

Three years related experience in recreation field or community center use, OR

Any equivalent combination of one, education or experience.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Driver's License and acceptable driving record.

Ability to obtain First Aid and CPR Certification.

Ability to obtain certifications needed to perform daily job functions.

RECREATION COMMUNITY CENTER COORDINATOR

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information; includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, spreadsheets, invoices, rental procedures and registration forms, applications for part-time hire, surveys, procedure manuals, forms, etc.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

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

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of recreation philosophy

Considerable knowledge of planning and administration

Considerable knowledge of equipment, operations and techniques used in community recreation programs

RECREATION COMMUNITY CENTER COORDINATOR

Ability to develop, coordinate and direct varied activities involved in a community recreation program

Ability to establish and maintain effective working relationships with employees, supervisor, other agencies, participants and instructors

Ability to establish and maintain effective working relationships with community leaders and the general public

Ability to communicate effectively orally and in writing

Ability to plan and supervise the work of paid staff and volunteers

Ability to develop and modify work procedures, methods and processes to improve efficiency

10-9-2012

ST. CHARLES PARISH

JOB TITLE: RECREATION GRASS CUTTER

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled and unskilled work in the park and field maintenance needs of the Parish Recreation and Parks Department. Work involves performing a variety of tasks such as operating grass cutting equipment to include weedeaters, edgers, etc. Reports to the Recreation Maintenance Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Prepares grass cutting equipment for its intended purpose prior to beginning all work requirements.

Operates grass cutting equipment to maintain recreational grounds, fields, parks and facilities.

Operates other equipment such as weedeaters, edgers, etc. to maintain recreational grounds, fields, parks and facilities.

Maintains recreational grounds, fields, parks, and facilities by policing the areas of all trash and ensures proper disposal of the trash.

Trims and poisons fence lines of all recreational grounds, fields, parks and facilities.

Cleans restrooms of all recreational grounds, fields, parks, and facilities as required.

ADDITIONAL JOB FUNCTIONS

Cleans and performs minor maintenance and repairs to recreational grounds, fields, parks and facilities.

Arranges gym and activity rooms for scheduled activities of the Recreation and Parks Department.

Assist in the construction of small buildings, shelters, etc. in support of recreational functions performed on all grounds, fields, parks and facilities.

RECREATION GRASS CUTTER

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have one to two years of grasscutting experience and maintenance of grasscutting equipment. Any combination of experience which provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including tractors, lawn mowers, welders, rakes, and power and hand tools, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read simple forms. Requires the ability to prepare time sheets and leave slips using prescribed format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools and janitorial equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

RECREATION GRASS CUTTER

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of basic/minor maintenance of grass cutter equipment.

Working knowledge of common ground maintenance practices and procedures.

Working knowledge of hazards and applicable safety requirements of area of assignment and equipment and machines used.

Some knowledge of construction techniques involved with the actual erection and maintenance of buildings and other structures.

Some knowledge of the maintenance and repair of small engine gasoline, diesel, oil requirements.

Skilled in the use of mowers, sowers, pruners and other grounds maintenance equipment and tools.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: RECREATION MAINTENANCE CLERK

GENERAL STATEMENT OF JOB

Under general supervision, performs clerical work of limited complexity and scope in the Recreation Department. Employee is responsible for performing routine clerical tasks such as light typing and filing, faxing information, etc; monitoring radio transmissions and relaying information; answering the department telephone; and responding to complaints and requests from employees. Work involves preparing purchase orders; greeting visitors and callers; preparing and maintaining various reports and documents. Reports directly to the department Director or his designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Monitors radio transmissions, provides assistance to field employees.

Greets visitors; answers the department telephone; routes calls; records messages; relays messages to the appropriate personnel; and responds to inquires from the general public concerning recreation activities.

Prepares department personnel time sheets and cards; tracks employee's vacation and sick days and forwards time sheets and cards to the appropriate personnel.

Prepares purchase orders for office supplies for department and forwards purchase orders to supervisor for approval.

Prepares employee injury/accident reports to be forwarded to the Personnel Office; provides follow-up on the status of injured employees.

ADDITIONAL JOB FUNCTIONS

Performs a variety of routine clerical duties involving posting, filing, tabulating, and calculating information; updates information; verifies forms for proper completion.

Receives, sorts, date stamps and distributes incoming mail for the department.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 or 2 years of experience in clerical work including extensive use of computers. Any combination of experience that would provide the required knowledge, skills, and abilities.

RECREATION MAINTENANCE CLERK

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines, including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be able to exert force occasionally to lift, carry, push, pull, or otherwise move objects. Physical demand requirements are in excess of those for Sedentary work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Language Ability: Requires the ability to read and variety of correspondence, reports, manuals, forms, etc. Requires the ability to prepare correspondence, reports, forms, work orders, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Must be able to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

General knowledge of modern office practices, procedures and equipment.

General knowledge of Parish and departmental rules, regulations, policies and procedures, and the ability to interpret them.

Skilled in the operation of common office machines, including computer word-processing, spreadsheet and file maintenance programs.

Ability to learn assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to understand and follow oral and written instructions.

Ability to make basic arithmetic computations.

Ability to perform assigned tasks.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

10-02

ST. CHARLES PARISH

JOB TITLE: RECREATION MAINTENANCE FOREMAN

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory, skilled and semi-skilled work in the maintenance and repair of Parish parks and recreational areas for the Parks & Recreation Department. Employee is responsible for supervising maintenance workers to ensure that grounds and related areas are prepared for use by public; assisting in coordination of special events; and performing routine administrative and personnel duties. Work involves analyzing and resolving work problems; training workers on the proper work procedures; overseeing the spraying of herbicides and pesticides; ordering maintenance materials, supplies, equipment and chemicals; and conducting safety meetings on a periodic basis. Reports to the Parks and Recreation Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises and acts as lead worker in the direction and scheduling of grounds and maintenance personnel; assigns work orders to subordinates; trains workers on the proper work procedures; transports workers to job sites; analyzes and resolves work problems; and reviews time sheets to ensure proper completion.

Inspects work to ensure proper completion and compliance with Parish standards.

Performs various tasks with regard to the repair and maintenance of park and recreation grounds, buildings, facilities, and equipment.

Oversees the spraying of herbicides and pesticides; orders needed chemicals.

Assists in the construction of small buildings, shelters, pavilions, batting cages, etc.

Prepares purchase orders for needed materials, supplies and equipment.

Levels and smooths playing fields; operates light equipment such as tractors and power lawn mowers, and performs minor maintenance and repairs on such equipment.

Prepares maintenance activity reports and maintains records of work activities as required.

Conducts safety meetings on the use of equipment and chemicals on a periodic basis.

ADDITIONAL JOB FUNCTIONS

Conducts training sessions on minor equipment maintenance procedures.

Supervises part-time and volunteer workers.

Performs other related work as required.

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RECREATION MAINTENANCE FOREMAN

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by course work in landscape architecture, recreational management, or a related field. Have 1 to 2 years of supervisory experience in recreational facilities operation and maintenance work. Any equivalent combination of experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including trucks, tractors, lawn mowers, augers, generators, hand tools, power tools, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, work orders, etc. Requires the ability to prepare correspondence, reports, forms, work orders, purchase orders, invoices, time sheets, payroll forms, etc., conforming to all rules of punctuation, grammar, diction, and style.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as power and hand tools. Must have

minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of equipment, materials and tools used in the construction, maintenance and upkeep of recreational areas.

Considerable knowledge of the occupational hazards and safety precautions related to the work.

Considerable knowledge of established policies, procedures, rules and regulations regarding the operation of recreational areas.

Considerable knowledge of herbicide and pesticide use.

General knowledge of basic grounds keeping, carpentry, plumbing, and related maintenance trades.

General knowledge of the costs of materials and supplies necessary to recreational area grounds and facilities construction and maintenance.

General knowledge of the principles of supervision, organization and administration.

Skilled in the use and care of tools and equipment employed in the construction and maintenance of parks.

Ability to plan, implement and monitor adherence to a maintenance schedule for grounds and equipment.

Ability to plan, assign and supervise the work of subordinates and to instruct them in proper work methods and procedures.

Ability to exercise considerable independent judgment in performing daily work activities and in inspecting completed work.

Ability to prepare and maintain routine work records and reports.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact and courtesy in contact with patrons, civic and community groups, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: RECREATION MAINTENANCE/GRASS CUTTER

GENERAL STATEMENT OF JOB

Under direct supervision, performs semi-skilled and unskilled work in the maintenance needs of the Parish Recreation and Parks Department. Work involves performing a variety of tasks such as maintaining athletic fields and recreational facilities; performing minor maintenance on equipment; lining off athletic fields; operating lighting equipment; installing fence lines; and operating grass cutting equipment. Reports to the Recreation Maintenance Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Mows, drags and lines off athletic fields for recreational games; and changes park signs as necessary.

Levels and smooths playing fields; operates light equipment such as tractors and power lawn mowers, and performs minor maintenance and repairs on such equipment.

Maintains recreation grounds, fields, and facilities; mows, weed eats and edges grass; trims and cuts trees; polices areas for trash; picks up trash and empties garbage cans; trims and poisons fence lines; and cleans facility restrooms as necessary.

Operates light equipment at athletic fields; mows grass, cleans parks and recreational areas, landscapes, and performs other activities necessary in operating and maintaining Parish parks.

Cleans and performs minor maintenance and repairs of the Park & Recreation grounds, facilities and equipment; arranges the gym and activity rooms for various meetings and activities as needed.

Assists in the construction of small buildings, shelters, pavilions, batting cages, etc.

Prepares grass cutting equipment for its intended purpose prior to beginning all work requirements.

Operates grass cutting equipment to maintain recreational grounds, fields, parks and facilities.

Operates other equipment such as weed eaters, edgers, etc. to maintain recreational grounds, fields, parks and facilities.

Maintains recreational grounds, fields, parks, and facilities by policing the areas of all trash and ensures proper disposal of the trash.

Trims and poisons fence lines of all recreational grounds, fields, parks and facilities.

RECREATION MAINTENANCE/GRASS CUTTER

ADDITIONAL JOB FUNCTIONS

May perform Foreman duties during times of absence.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have some experience in labor-intensive maintenance work, grass cutting, and maintenance of grass cutting equipment. Any combination of experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including tractors, lawn mowers, welders, rakes, and power and hand tools etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read simple forms. Requires the ability to prepare time sheets and leave slips using prescribed format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

RECREATION MAINTENANCE/GRASS CUTTER

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools and janitorial equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of basic grounds keeping practices and procedures.

Working knowledge of pruning, spraying and trimming requirements of shrubs and trees.

Working knowledge of hazards and applicable safety requirements of area of assignment and equipment and machines used.

Working knowledge of construction techniques involved with the actual erection and maintenance of buildings and other structures.

Working knowledge of basic/minor maintenance of grass cutter equipment.

Working knowledge of common ground maintenance practices and procedures.

Working knowledge of hazards and applicable safety requirements of area of assignment and equipment and machines used.

Some knowledge of the maintenance and repair of small gasoline engines.

Some knowledge of and is able to use equipment, materials and tools used in the construction and maintenance trades.

Skilled in the use of mowers, sowers, pruners and other grounds maintenance equipment and tools.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: RECREATION MAINTENANCE MECHANIC

GENERAL STATEMENT OF JOB

Under general supervision, performs limited skilled building maintenance and repair work maintaining the upkeep of recreational grounds and the maintenance of recreational buildings, grounds, and facilities. Employee is responsible for building maintenance, construction, and remodeling work of recreational buildings, grounds and facilities. Work involves the maintenance and repair of electrical and mechanical equipment and for performing a variety of maintenance and repair tasks requiring a knowledge of building trade skills. Work involves performing work in one or more building trades, such as: electrical, plumbing, carpentry, and/or painting. Employee also performs grounds maintenance work. Reports to the Recreation Maintenance Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs minor plumbing tasks including changing faucet washers, stems, seals, etc.; assists in installing water and sanitary fixtures and equipment, and repairing toilets by changing tank bulb, overflow tubes, guide wires, etc.; repairs and replaces flush tanks, plumbing fixture seals, and faucets; and opens clogged drains.

Performs minor electrical repairs, hauls supplies, and repairs anything that needs repairing.

Performs necessary general carpentry repairs to roofs, floors, ceilings, and fences; repairs plaster and sheet rock and does some brick; assists in construction and remodeling projects of building, and other maintenance of Recreation property.

Replaces or installs windows, doors, hinges, locks, etc.; aligns and adjusts door closer and tightens screws.

Sands, paints or stains walls, woodwork, cabinets, tables and other wooden articles; paints handrails and lines in parking lot.

Mixes and pours small batches of concrete.

Makes and repairs counters, benches, cabinets, partitions, and other structures.

Installs and services drinking fountains.

Installs hanger, supports, and traps.

Measures, cuts, and installs pipe and tubing for gas and water using ratchet and cutting and threading dies.

Replaces defective electrical switches and lighting fixtures; performs some basic wiring tasks.

Assigns and reviews work of trade helpers and Recreation Maintenance Worker.

Repairs mechanical equipment outside of heating and air-conditioning; dismantles small machinery and equipment; and makes necessary repairs.

Orders replacement tools using parts catalog; prepares purchase request for supplies.

ADDITIONAL JOB FUNCTIONS

Assists in maintenance of recreation grounds, fields, and facilities, mows, weedeats, and edges grass; trims and cuts trees; polices areas for trash; picks up trash and empties garbage cans, trims and poisons fence lines, and cleans facility restroom as necessary.

Performs other duties such as loading and unloading trucks for transportation of equipment, materials, and supplies.

Performs related work as required.

May perform Foreman duties during times of absence.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years of experience in general maintenance, construction, building maintenance, carpentry, plumbing, or electrical applications. Any equivalent combination of experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including carpentry tools, electrical tools, plumbing tools, housekeeping equipment, etc. Must be able to operate motor vehicles, including light pickup. Must be able to exert in excess of 100 pounds of force occasionally, and/or 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Physical demand requirements are consistent with those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read work orders, logs, diagrams, etc. Requires the ability to speak to people with poise, voice control and confidence.

RECREATION MAINTENANCE MECHANIC

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the procedures, materials and equipment related to the plumbing, carpentry, mechanical and electrical trades.

Working knowledge of the occupational hazards and safety precautions of the trades involved in the work.

Working knowledge of standard maintenance and repair methods for making carpentry, electrical, plumbing, and mechanical repairs.

Working knowledge of the use of hand and power tools needed to perform various maintenance work.

Working knowledge of the operating characteristics of assigned equipment.

Working knowledge of the maintenance requirements of assigned equipment.

Skilled in the safe use and care of tools and equipment used in maintenance work.

RECREATION MAINTENANCE MECHANIC

Ability to use and care for a variety of hand and power tools necessary to perform plumbing, carpentry, electrical and housekeeping maintenance tasks.

Ability to understand and follow oral and written instructions and to diagnose structural, electrical, plumbing, and mechanical problems with reasonable speed.

Ability to understand and follow oral and written instructions.

Ability to perform heavy manual labor required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: RECREATION MAINTENANCE OPERATOR

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled operation of light or medium weight trucks and related equipment used in the maintenance of park and recreation areas for the Parks & Recreations Department. Employee is responsible for manipulating light to medium trucks over local roads with considerable skill and constant attention to safety of operation in order to prevent accidents. Work involves driving and operating dump trucks, side-arm tractors, bush hogs, bulldozers, or related grass cutting equipment; performing adjustments to equipment as needed; providing routine maintenance to vehicle or equipment; hauling large materials; and washing and steam cleaning trucks and other vehicles. Reports to the Parks & Recreation Area Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Operates light and medium weight equipment such as dump truck, side-arm tractors, bushhogs, bulldozers, backhoes, or related grass cutting equipment.

Adjusts equipment as needed for specialized operational loads.

Hauls, unloads, and spreads materials such as shells, dirt, asphalt, and cement; or transports heavy equipment to the repair shop.

Maintains records of mileage, fuel usage and number of loads hauled; and prepares periodic reports for submission to the supervisor.

Provides routine maintenance to vehicle or equipment; checks gas, oil, and other lubricant levels; and/or sharpens blades.

Reports major mechanical difficulties to the appropriate personnel for repairs.

Washes and steam cleans trucks and other vehicles used in the hauling and transfer of heavy equipment and materials; and assists in truck maintenance; performs minor repair work such as fixing flat tires on trucks.

ADDITIONAL JOB FUNCTIONS

Assists in keeping work areas clean, swept, and in orderly condition.

Performs other related work as required.

Revised: 3-11-97

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RECREATION MAINTENANCE OPERATOR

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years experience in the operation of light and medium weight trucks. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Commercial Class "A" driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate light and medium weight trucks. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read simple reports and forms.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using light to medium motorized equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as light and medium equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Revised: 3-11-97

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Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operation of light and medium trucks.

General knowledge of the hazards and applicable safety rules and precautions in the operation of light and medium trucks.

Working knowledge of traffic laws, ordinances and regulations related to the operation of light and medium trucks and of occupational hazards.

Working knowledge of the geography of the Parish.

Ability to operate light and medium trucks skillfully, safely, and in accordance with traffic laws and regulations.

Ability to clean and assist in minor repairs to light and medium trucks.

Ability to identify operating problems of assigned equipment.

Ability to perform physical labor required of the position.

Ability to understand and follow oral and written instructions.

Ability to exercise tact and courtesy in contacts with the public.

Revised: 3-11-97

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ST. CHARLES PARISH

JOB TITLE: RECREATION MECHANIC

GENERAL STATEMENT OF JOB

Under general supervision, performs limited supervisory and semi-skilled mechanical work in the maintenance and repair of cars, trucks, and related light to heavy equipment for the Parks & Recreation Department. Work involves performing and coordinating preventive maintenance and mechanical repair work on cars, trucks, back-hoes, tractors, front-end loaders, and related diesel and gasoline-powered equipment. Employee is subject to the usual hazards of work in a large machine shop. Reports to an Area Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs major and minor engine overhauls on cars, trucks, tractors, front-end loaders, etc.

Repairs hydraulic systems, differentials, clutches, starters, drive and suspension systems.

Performs minor engine tune-ups; replaces parts such as valves, rings, and bearing.

Examines the nature and extent of damage of malfunction, confers with supervisor on work procedures.

Removes units such as engine, transmission, or differential using wrenches and hoist.

Disassembles unit and inspects parts for wear using micrometers, calipers, and thickness gauges; repairs or replaces parts such as pistons, rods, gears, valves, and bearings using mechanic's hand tools.

Overhauls or replaces carburetors, blowers, generator, distributors, and starters.

Relines and adjusts brakes; aligns front-end; repairs or replaces shock absorbers; and solders leaks in radiators.

Mends damaged body and fenders by hammering out or filling in dents and welding broken parts; replaces and adjusts headlights; and installs and repairs accessories, such as two-way radios, heaters, mirrors, and windshield wipers.

Replaces and adjusts fuel, electrical, heating and cooling system components, such as carburetor, fuel and water pumps, distributor, voltage regulator, coil, alternator fuses, and generator, using hand tools.

Replaces and adjusts cooling system component parts, such as distributor breaker points and generator brushes.

Cleans spark plug electrodes with sandblasting machine.

Sets spark plug gap using feeler gauge.

Revised: 11-19-97

Replaces defective chassis parts such as shock absorbers, tie-rod ends, ball-joint suspension, brake shoes, and wheel bearing; performs necessary welding for repair on vehicles and foe cutting fittings.

Assists in keeping simple maintenance records on equipment.

Responds to field calls; drives to stalled Parish vehicles on the road to perform repair work; arranges for vehicles to be towed when necessary; road tests vehicles to ensure proper working condition.

Provided technical advice and cost estimates to supervisors on automotive repair matters; maintains shop and shop equipment

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, including or supplemented by course work in automotive and diesel mechanics. Have 6 months to 1 year of experience in the maintenance and repair of automotive equipment. Any equivalent combination of experience that provide the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Class "A" Commercial driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including mechanic's hand tools, torque and impact wrenches, radios, propane torches, electric and oxyacetylene welding and cutting equipment, valve seat grinders, etc. Must be physically able to operate various motor vehicles. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force more frequently, and/or up to 25 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body to grasp, push, pull or otherwise move objects. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, electrical diagrams, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Revised: 11-19-97

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including electrical and mechanical terminology.

Numeral Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect the items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as power and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing; perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of mechanical and electrical operating characteristics of a variety of automotive and diesel equipment and vehicles .

General knowledge of standard maintenance and repair techniques, of related equipment used in servicing the equipment and vehicles.

General knowledge of the hazards and safety precautions of automotive repair shop operation.

General knowledge of welding techniques and various welding equipment.

General knowledge of Parish geography.

Some knowledge of methods of the principles and practices of inventory control.

Skill in the use and care of necessary automotive tools and equipment.

Skill in welding and using various equipment.

Ability to recognize engine malfunctions and to make repairs with reasonable accuracy and speed.

Revised: 11-19-97

Ability to direct, supervise, assist and advise non-skilled to semi-skilled subordinates.

Ability to explain procedural information clearly.

Ability to maintain records in organized manner.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised: 11-19-97

ST. CHARLES PARISH

JOB TITLE: RSVP COORDINATOR

GENERAL STATEMENT OF JOB

The RSVP Coordinator is the organization's designated staff member to manage the RSVP project volunteers. The Coordinator selects, trains and supervises the RSVP volunteers from the River Parish area. They must be able to work cooperatively with other sponsor staff, Community Advisory Group members, volunteer stations staff and officials of the Corporation for National and Community Service to plan and implement the RSVP project. The RSVP Coordinator maintains all program records using RSVP Reporter. Assumes duties of the RSVP Director during times of absence. Reports to RSVP Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Under the direction of the RSVP Director, the volunteer coordinator's responsibilities include but are not limited to:

Provide administrative support to the director and staff, including assisting with special projects, office work, appointments, correspondence, data compilation and record keeping. May perform duties of a sensitive and confidential nature.

Overseeing program activities, supporting volunteers from the River Parishes and volunteer stations, providing leadership, information, and consultation. Mediating concerns or conflicts which may arise within the placement of a volunteer.

Assist the director with maintaining program quality by helping to plan program goals and objectives that at least 50 percent of the RSVP volunteers are placed in outcome-based assignments with measurable results designed to meet crucial needs while offering meaningful opportunities for the volunteers to serve their community.

Knowledge of the computer in order to prepare statistical reports, inputs data on all volunteers and volunteer stations. Uses various software applications such as spreadsheets, Word, Power Point, databases, and specialized with the RSVP Reporter program.

Process monthly mileage request for volunteers. Calculating and coding of each individual request.

Maintains folders on all volunteers making sure all information is put into the RSVP reporter. Keeps all volunteers assignments up to date. Sends monthly time sheets to

volunteers and volunteer job sites. Makes sure all time sheets are entered into the computer in a timely manner. Establishes and maintains all files for the programs.

Maintains calendar, schedules appointments, and arranges meetings. Controls incoming and outgoing mail. Requisitions supplies and services such as printing, maintenance, work orders and travel logs.

Plans volunteer recognition and other events and decorates for events.

MINIMUM TRAINING AND EXPERIENCE

Any combination of equivalent experience and education that could likely provide the required knowledge, skill, and ability is qualifying. A typical way to obtain the knowledge, skill, and ability would be:

Bachelor's degree in social service programs and/or public administration or related field and/or 3 to 5 years of responsible experience in the administration of social service programs or related field; able to work with the over age 55 population. Able to work with limited supervision. Able to make decisions and establish work priorities. Must have a valid driver's license and reliable means of transportation and willing to drive throughout the River Parishes and be able to serve the River Parishes stations and volunteers. Must be creative in planning and decorating and be willing and able to drive a 14 passenger bus. Work includes attending and working various functions held at night and/or weekends.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Interpersonal Skills: Solid interpersonal skills, including conflict resolution skills required to work with individual and groups of citizens, suppliers or other employees.

Skills, Knowledge and Abilities: Ability to develop and supervise adult programs.

RSVP COORDINATOR

Physical Ability: While performing the duties of this job, the employee is regularly required to use hands and fingers to operate a computer keyboard, mouse, and telephone keypad; reach with hands and arms; talk or hear. The employee is required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to fifty pounds.

Sensory Requirements: Tasks require ability to communicate effectively both orally and in writing, as well as the ability to hear. Some tasks require visual perception and discrimination.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, or violence. However, potential exposure to disease or pathogenic substances, bright or dim light and temperature extremes may occur.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of policies and procedures to maintain records in program.

Knowledge of the operation of computers and office equipment.

Knowledge of agencies and organizations providing social and community services.

Ability to communicate clearly and concisely, both orally and in writing including preparing reports and correspondence.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to work flexible hours for special events.

Ability to and knowledge of event planning and decorating.

Ability to maintain records and files. **7-24-12**

ST. CHARLES PARISH

JOB TITLE: SECRETARY

GENERAL STATEMENT OF JOB

Under general supervision, performs responsible administrative-clerical work to support the operations of a Department. Employee is responsible for providing the administrative support necessary to maintain effective and efficient office operations. Work involves skilled typing and clerical work preparing various correspondence, documents, reports, memos, tables, meeting minutes, agendas, etc.; compiling and distributing information for reports and meetings; verifying information on standard forms; updating information as necessary; preparing various materials for meetings, supervisors, other department personnel, etc.; operating and maintaining various automated pieces of office equipment; assisting in the coordination and preparation of various special projects; answering and routing incoming telephone calls; processing incoming mail; recording and distributing messages; and responds to inquiries from other departments, outside agencies, and the general public. Work may involve scheduling appointments; maintaining office inventories; collecting payments, and preparing receipts. Reports to the Department Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

(The first set of essential job functions is applicable to all positions covered under this job class. Individual departments additional essential job functions follow as noted by department name.)

Types routine and non-routine letters, correspondence, documents, reports, memos, ordinances, meeting minutes, agendas, forms, tabular material, public notices, etc.; assists supervisor in editing and writing copy; verifies numerical or verbal data on forms, records or other items for inconsistencies, errors, or omissions; reads and summarizes reports to facilitate review by superior.

Performs dictation; composes routine correspondence and reports; types material from transcription, plain copy, or rough draft; may copy items; and forwards to appropriate personnel for review and approval.

Verifies standard forms and correspondence for inaccuracies of spelling, punctuation, grammar, spacing, neatness, or other general appearance; verifies numerical or verbal data on forms, records, or other items against a master form or other standard for inconsistencies, errors, omissions; and updates and corrects information as necessary.

Completes reports and standard forms; develops file system modifications as necessary; maintains necessary records and files.

Processes information using a variety of computer driven word processing, spreadsheet and file maintenance programs; assimilates information from a variety of sources; and copies, collates, and distributes information to interested parties.

Performs a variety of clerical duties involving filing, tabulating, checking, and comparing forms; applies standard formulas to data in making arithmetical computations.

Operates and maintains various automate pieces of office equipment.

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Prepares various materials for meetings supervisors, other department personnel, etc.; types, proofreads, and prints correspondence, reports, ordinances, forms, documents, etc.; makes available for various personnel; and mails notices of meeting or other information to meeting members or the general public.

Assists in the coordination and preparation of various special projects.

Greets visitors and callers; routes calls and processes messages.

Responds to inquiries from other departments, outside agencies, and the general public; provides technical and procedural information regarding the Parish department; and assists public in answering questions regarding Parish laws and ordinances.

Parish Council

Coordinates committee meeting activities; compiles materials for committee and council meetings; prepares and distributes information for reports and meetings; maintains council meeting room rack, ensuring an adequate supply of agendas, supplementals, Home Rule Charters, etc.; prepares, posts and distributes notices of upcoming meeting and meeting results; and ensures meeting rooms are properly setup.

Assists the Council Administrative Aide as necessary; and may substitute for Council Administrative Aide as needed.

May fax data for Council office and assist others fax items as necessary.

May secure data necessary to prepare and update the Council calendar.

May review capital project contracts, coordinating the inclusion of necessary bonds, insurance certificates, corporate resolutions, etc., and contacts contractors and Director to process for execution.

Replaces supplies as needed; and may place service calls for maintenance as necessary.

May serve as key operator and/or back-up key operator for office equipment.

Responds to, forwards and records complaints and work requests from the public, council and committee members.

May track Council member fax bills to ensure amounts are not exceeded; may maintain current list of monthly payments; may receive payments for personal calls and process receipts for payments; and may provide instruction of facsimile machine use to users.

May maintain and update various Parish listings such as lists of Board, Committee and Council members, ordinance and resolutions, Civic Associations, Industry, etc., as required.

Researches official records to assist members of Parish Council, Parish President, etc.

Receives, opens, sorts, stamps and distributes mail.

SECRETARY

Economic Development

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Coordinates Economic Development Council meeting activities; compiles materials for Economic Development sub-committees and Economic Development Council meetings; prepares and distributes information for reports and meetings; prepares, posts and distributes notices of upcoming meetings and meeting results; and ensures meeting rooms are properly setup.

Responds to, forwards and records complaints and requests from the public and Economic Development council.

Tracks fax bills to ensure amounts are not exceeded; and maintains log of all postage totals for department and tourism mail outs.

Maintains and updates listings of Economic Development Council members.

Schedules meetings and/or appointments for directors and various personnel.

Attends annual Expo, representing St. Charles Parish; and sets up and organizes Parish display booth.

Assists in organizing conventions and the United Way Campaign.

May prepare and maintain time sheets for the office staff.

May replace supplies as needed; and may place service calls for maintenance as necessary.

Receives, opens, sorts, stamps and distributes mail.

Finance

Logs in checks received; prepares vendor checks for mailing.

Types manual checks; reviews accounts payable and inputs payments into computer system.

Maintains listings of checks received, audit distribution, certificates of insurance, and other information as necessary.

Reviews accounts payable invoices from Accounting Clerk II's; enters accounts payable data; verifies purchase order numbers, codes, discounts, etc.; and codes invoices with vendor numbers as necessary.

Parks & Recreation

Coordinates meeting activities; compiles materials for committee and council meetings; prepares and distributes information for reports and meetings; prepares, posts and distributes notices of upcoming meetings and meeting results; and ensures meeting rooms are properly setup.

Replaces supplies as needed; and places service calls for maintenance as necessary.

Responds to, forwards and records complaints and work requests from the public, council and committee members.

Processes travel and other expenses for the Director, staff, and allstar teams; tracks fax bills to ensure amounts are not exceeded; and maintains log of all travel and supply expenses for members.

SECRETARY

Maintains and updates various Parish recreation listings as required.

Planning & Zoning

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Coordinates meeting activities; compiles materials for committee and council meetings; prepares and distributes information for reports and meetings; prepares, posts and distributes notices of upcoming meetings and meeting results; ensures meeting rooms are properly setup; and attends regular night meetings.

Prepares and maintains time sheets for the office staff.

Replaces supplies as needed; and places service calls for maintenance as necessary.

Responds to, forwards and records complaints and work requests from the public; council and committee members.

Public Works and Wastewater

Answers telephone and receives inquiries, providing information based on considerable knowledge of Department programs and activities, or referring callers to appropriate personnel or agencies, as necessary; maintains log of calls received for supervisor; records and routes messages for Department personnel, as necessary.

Schedules meetings and appointments on behalf of supervisor and maintains calendar, advising of upcoming events and deadlines.

Establishes and maintains a variety of files, filing and retrieving materials based on full knowledge of Department activities and programs; prepares photocopies of various materials and distributes as requested or otherwise appropriate.

Sorts incoming mail according to prioritized need of attention; maintains file of material to be read by supervisor.

Maintains file of daily work reports submitted by Public Works foremen and work crews.

Receives, stamps and distributes Civil Service postings.

Processes invoices, verifying arithmetic calculations and account numbers, and mailing.

Maintains Department employee leave records.

Maintains log of distribution of portable toilets.

Maintains log of petty case expenditures and receipts.

ADDITIONAL JOB FUNCTIONS

May process travel and other expenses for council and committee members; tracks fax bills to ensure amounts are not exceeded; and maintains log of all travel and supply expenses for members.

May maintain office inventory; prepares purchase requests for supplies and forwards to superior for approval.

SECRETARY

May maintain and update various Parish listings such as lists of Board, Committee and Council members, ordinance and resolutions, Civic Associations, Industry, etc., as required.

May maintain and update various contracts and reports as required.

May schedule meetings and/or appointments for directors, coordinators, and various personnel.

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May collect payments for such items as invoices, rentals, violation notices, etc.; and prepares receipts.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by courses in clerical skills or secretarial science. Have 1 to 2 years of progressively responsible experience in varied typing and clerical works. Any equivalent combination of experience which would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including typewriters, computers, copiers, calculators, dictaphones, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, manuals, etc. Requires the ability to prepare correspondence, reports, schedules, forms, agendas, meeting minutes, time sheets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, schedule or diagrammatic form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

SECRETARY

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

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Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

General knowledge of State open meetings and public record laws.

General knowledge of Parish and departmental rules, regulations, policies and procedures.

General knowledge of the organization and functions of the Parish government.

General knowledge of popular computer-driven word processing, spreadsheet and file maintenance programs.

Skilled in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to learn assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to compare and compile verbal and numerical data.

Ability to make basic arithmetic computations.

Ability to keep complex records, prepare correspondence and reports from such records.

Ability to make routine administrative decisions independently in accordance with laws, regulations, and Parish policies and procedures, and to solve problems, and answer questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to plan, modify, and carry out reasonable clerical and administrative procedures after a reasonable familiarization period.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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SENIOR AUTOMATION/CONTROLS TECHNICIAN

General Statement of Job

Under limited supervision, performs responsible, supervisory, specialized and skilled technical work. The employee is responsible for the installation and programming of the Parish wide telemetry and wastewater systems. Employee is responsible for overseeing activities of Engineering Tech and Electrician. Reports to the Assistant Director of Wastewater and Public Works.

Illustrative Examples of Work

Essential Job Functions

Assigns, directs, coordinates, trains, and supervises Engineering Tech and Electrician, ensuring adherence to established policies, procedures and standards; assists and advises subordinates as necessary, resolving problems as non-routine situations arise, reviews work in progress and upon completion to ensure adherence to established project specifications.

Administers or makes recommendations for routine personnel matters affecting subordinates including training, assigning, scheduling, appraising, and disciplining recommendations etc, submitting such records and reports as required by department management.

Assists in development of specifications and prepares engineering drawings for construction projects; prepares packages of materials for soliciting of construction bids.

Programs, repairs, maintains and trouble shooting of all field components for the parish wide telemetry and wastewater system.

Performs and reviews installation of mounting sensors, connecting circuits; construction and installation duties of electrician.

Prepares reports for Public Works/Wastewater department budget.

Additional Job Functions

Order, approve orders and track parts; complete purchase requisitions, review billing invoices, forward appropriate paperwork.

Maintains the computer network, troubleshoots various computer problems, back up wastewater plant data monthly.

Performs other related work as required.

SENIOR AUTOMATION/CONTROLS TECHNICIAN

Minimum Training and Experience

Bachelor's Degree in Electrical Engineering with a specializing in process controls or an equivalent combination of experience that provides the required knowledge, skills and abilities. 3 to 5 years of experience in computer-driven word processing, spreadsheet and file maintenance programs and land surveying.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements**:** Must be physically able to operate a variety of automated offices machines including computers, typewriters, copiers, blueprint machines, microfilm readers and printers, vacuum frame printers, manual drafting tools, surveying equipment, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception**:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability**:** Requires the ability to read a variety of correspondence, reports, invoices, diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, engineering drawings, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

SENIOR AUTOMATION/CONTROLS TECHNICIAN

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, mechanical and computer terminology.

Numerical Aptitude**:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; compute discount, interest, profit and loss, ration and proportion, etc.; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations; and perform algebraic operations.

Form/Spatial Aptitude**:** Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination**:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity**:** Requires the ability to handle a variety of items such as office and surveying equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination**:** Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament**:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication**:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the operating system and the software utilized in the Department's Geographic Information System environment.

Considerable knowledge of programming techniques, programming languages, operating systems, electronic computers, and peripheral equipment used by the Department, or planned for use by the Department.

Considerable knowledge of computer-assisted drafting and design.

General knowledge of standard practices, materials and equipment used in land survey drafting.

SENIOR AUTOMATION/CONTROLS TECHNICIAN

Working knowledge of geographical areas and subdivisions of the Parish.

Some knowledge of various grades, quality standards, source of supply and price trends for various computer equipment, supplies and maintenance services.

Skill in the use of manual drafting tools and computer-aided drafting programs.

Skill in the use of common office machines, including computer-driven word processing, spreadsheet and file maintenance programs.

Ability to detect and correct computer system failures and to correct report programming failures.

Ability to compute areas from property descriptions and maps.

Ability to read and interpret registered land surveys to plot and/or digitize a field survey.

Ability to read and interpret U.S. Geographical Survey topographical maps and state Department of Transportation maps, and relate them to property maps.

Ability to explain computer program functions and operating procedures.

Ability to exercise tact and courtesy in frequent contact with the general public and Parish officials.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Considerable knowledge of the principals of supervision, organization and administration.

Ability to give directions clearly to subordinates.

Ability to learn Parish personnel policies and rules.

Skill to program parish telemetry system and Wastewater system.

Ability to determine course of action for repairing and maintaining parish telemetry and wastewater system.

4/15/08

ST. CHARLES PARISH

JOB TITLE: SENIOR EMERGENCY COORDINATOR

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory and administrative work coordinating the day to day activities of the Emergency Operations Center Department. Employee is responsible for directing the day to day and emergency operations of the department to ensure compliance with State and Federal guidelines; providing technical assistance in the Parish emergency response program; serving as a focal point for managing operational details; and supervise all emergency operations center personnel. Work involves recommending and approving the appropriate protective actions to be adhered to during certain emergency situations; maintaining emergency plans; reviewing and responding to inquiries concerning emergency response actions, procedures, and policies; evaluate the performance of department personnel; approve personnel activities; making presentations to various groups, meetings, boards, etc.; preparing, approving and scheduling training for subordinate employees; preparing annual department budget; preparing and reviewing various reports, documents, and forms; and assumes duties of the Emergency Preparedness Director during times of absence. Reports to the Emergency Preparedness Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Coordinates and directs the day to day and emergency operations of the department to ensure compliance with State and Federal guidelines; recommends and approves appropriate protective actions that need to be adhered to during certain emergency situations; providing technical assistance in the Parish emergency response program; and serves as a focal point for managing operational details.

Maintains emergency plans; prepares and updates emergency plans and procedures in accordance with State and Federal guidelines; assists the Emergency Preparedness Director in the development of emergency management plans and procedures.

Reviews to inquiries concerning emergency response actions, procedures, and policies from department heads, governmental agencies, industry, and the general public; and files and/or responds to request as needed.

Supervises all Emergency operations Center personnel; prepares and approves work schedules, vacation and compensatory leave requests for subordinate employees; addresses personnel problems and concerns; observes activities of personnel during emergency response and determines deficiencies in training and/or abilities, and coordinates or prepares training sessions, as appropriate; completes and maintains records

documenting completion of various training courses by Emergency Operations Center personnel; and evaluates the performance of department personnel.

Prepares and delivers to various groups, meetings, boards, etc.; to provide information on the Emergency Operations Center, policies, procedures, rules and regulations.

Prepares annual department budget; and ensures compliance with State, Federal, and Parish policies and procedures.

ADDITIONAL JOB FUNCTIONS

Prepares and types all correspondence; reviews and approves various reports, documents, and forms to be submitted to state and federal agencies.

Reviews specifications of available emergency response equipment and recommends purchases; purchases request equipment and supplies; ensures that all equipment is in good working condition.

Prepares and approves the Fixed Asset list.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Preferred Bachelor's Degree in emergency response, emergency planning and/or business management. Have 3 to 5 years of experience in emergency response service work, including experience with computer-driven word processing, spreadsheet, file maintenance, and emergency management programs. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must successfully complete the F.E.M.A. Emergency management Home Study Courses; as approved by the Director. Must successfully complete a 24 hour Hazardous Materials Operations course as stated under 29 CFF 1910.120. must successfully complete 911 dispatch certification. Must possess a valid Louisiana diver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, printers, etc. Must be able to exert force occasionally, to lift, carry, push, pull, or otherwise move objects. Physical demand

requirements are in excess of those for Sedentary Work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, logs, manuals, maps, invoices, etc. Requires the ability to prepare correspondence, reports, forms, logs, records, charts, etc., using prescribed formats and conforming to all rules of punctuation, grammar, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in various technical or professional languages, including emergency management and legal terminology and emergency response codes.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to utilize decimals and percentages; apply the theories of descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (talking- expressing or exchanging ideas by means of spoken word. Hearing- perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS, AND ABILTIES

Considerable knowledge of Emergency management policies and procedures.

Considerable knowledge of Federal rules, regulations and guidelines concerning infection and hazardous material control.

Considerable knowledge of the geographical layout of the Parish including political subdivisions, and the location of roads and streets within the Parish.

Considerable knowledge of current emergency response needs of the Parish.

Considerable knowledge of emergency response organizations, policies, procedures and techniques.

Considerable knowledge of the department and its organization and operating procedures.

General knowledge of the principles of supervision, organization and administration.

Ability to chart department statistics, interpret such data and make appropriate recommendations to the Director.

Ability to plan, schedule and coordinate the training of emergency management personnel.

Ability to instruct emergency response personnel in the application of emergency management and technical procedures to be used in emergency situations.

Ability to schedule, assign, supervise, and appraise the activities of emergency response personnel.

Ability to react quickly and calmly in emergency situations, and to adopt effective courses of action.

Ability to communicate effectively orally and in writing.

SENIOR EMERGENCY COORDINATOR

Ability to establish and maintain effective working relationships with emergency response personnel, volunteers, public officials, law enforcement agencies and as otherwise necessitated by work assignments.

REVISED 7-25-07

ST. CHARLES PARISH

JOB TITLE: SENIOR ENGINEERING TECHNICIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory and administrative technical work, overseeing activities of Engineering Technicians. Work involves supervising coordinating and participating in drawing preparation for Wastewater/Public Works Department, approve ordering of necessary parts, and forwarding and tracking of paperwork from ordered parts. Reports to the Assistant Director of Wastewater.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assigns, directs, coordinates, trains, and supervises Engineering Technicians, ensuring adherence to establish policies, procedures and standards; assists and advises subordinates as necessary, resolving problems as non-routine situations arise, reviews work in progress and upon completion to ensure adherence to established project specifications.

Administers or makes recommendations for routine personnel matters affecting Engineering Technicians, including training, assigning, scheduling, appraising, and disciplining recommendations etc., submitting such records and reports as required by department management.

Assists in development of specifications and prepares engineering drawings for construction projects; prepares packages of materials for solicitation of construction bids.

Order, approve orders and track parts; complete purchase requisitions, review billing invoices, forward appropriate paperwork.

Prepares departmental budget and monitors expenditures for the Wastewater department.

Maintains the computer network, troubleshoots various computer problems.

ADDITIONAL JOB FUNCTIONS

Surveys assigned tracts of land, locating property and lot lines and records field notes and other data; assists and advises other surveyors in techniques and maintenance of records and logs.

Summarizes information for correspondence, reports and records.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or GED, supplemented by college-level course work in engineering or technology with an associates degree preferred. 3 to 5 years of experience in computer-driven word processing, spreadsheet and file maintenance programs and land surveying. Any equivalent combination of experience that provides the required knowledge, skills and abilities.

March 3, 1998

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated offices machines including computers, typewriters, copiers, blueprint machines, microfilm readers and printers, vacuum frame printers, manual drafting tools, surveying equipment, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, engineering drawings, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, mechanical and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; compute discount, interest, profit and loss, ration and proportion, etc.; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations; and perform algebraic operations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office and surveying equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

March 3, 1998

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the operating system and the software utilized in the Department's Geographic Information System environment.

Considerable knowledge of programming techniques, programming languages, operating systems, electronic computers, and peripheral equipment used by the Department, or planned for use by the Department.

Considerable knowledge of computer-assisted drafting and design.

General knowledge of standard practices, materials and equipment used in land survey drafting.

Working knowledge of geographical areas and subdivisions of the Parish.

Working knowledge of the principles of drafting and cartography.

Some knowledge of various grades, quality standards, source of supply and price trends for various computer equipment, supplies and maintenance services.

Skill in the use of manual drafting tools and computer-aided drafting programs.

Skill in the use of common office machines, including computer-driven word processing, spreadsheet and file maintenance programs.

Ability to detect and correct computer system failures and to correct report programming failures.

Ability to compute areas from property descriptions and maps.

Ability to read and interpret registered land surveys to plot and/or digitize a field survey.

Ability to read and interpret U.S. Geographical Survey topographical maps and state Department of Transportation maps, and relate them to property maps.

Ability to explain computer program functions and operating procedures.

Ability to exercise tact and courtesy in frequent contact with the general public and Parish officials.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Considerable knowledge of the principals of supervision, organization and administration.

Ability to give directions clearly to subordinates.

Ability to learn Parish personnel policies and rules.

March 3, 1998

March 3, 1998

SENIOR PARISH ENGINEERING

ST. CHARLES PARISH

JOB TITLE: SENIOR PARISH ENGINEERING

GENERAL STATEMENT OF JOB

Under limited supervision, performs administrative and technical work of an engineering nature in the coordination and management of construction plans and maintenance of the Geographic Information System for the Public Works and Wastewater Department. Work involves evaluating and standardizing engineering/architectural drawings and specifications for public works and sewerage construction plans and upgrades, and maintaining the GIS and other computer software, hardware and databases. Employee is also responsible for establishing a sludge management program, monitoring plant processes, and coordinating various permits. Work also involves providing technical support to upgrade the parish computer equipment, and inspecting construction projects. Reports to the Public Works Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Evaluates proposed Engineering/Architectural contracts.

Reviews Engineering work performed under Engineering and Architectural contracts; monitors construction contractors progress against engineering plans and drawings.

Inspects projects for completion against intended plans and specifications.

Provides computer tracking progress updates and schedules for all parish projects.

Provides design engineering as requested.

Handles related technical assignments as may be requested by the St. Charles Parish Director of the Public Works and Sewerage Departments.

Standardizes construction specifications for all projects to ensure minimal modifications are required to develop consistency between similar Parish projects.

Pursues Federal Emergency Management Assistance (FEMA) for potential flood disaster areas.

Provides technical support to upgrade parish computer system for word processing, scheduling, etc.

SENIOR PARISH ENGINEERING

Provides and maintains the parish Geographical Information System (GIS) for mapping, utilizes management, cadastre, state plane coordinate control, zoning, roads, parish facilities, and land use.

Performs yearly road maintenance programs on computer.

WASTEWATER DEPARTMENT:

Establishes sludge management programs.

Monitors and optimizes all sewer plant processes.

Coordinates all DEQ and EPA permits for all plants.

Designs and manages project's primary screening systems for all parish plants.

Sets up and maintains standardized construction specifications for rehabilitation and upgrading parish sewer systems.

Inspects various construction projects.

Interfaces with outside Engineering firms for coordination of various design projects.

Performs various technical tasks as directed by the Public Works Director.

Sets up and maintains standardized construction specifications for rehabilitation and upgrading parish sewer system.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Civil Engineering for and ABET accredited university, including graduate level courses in Civil Engineering hydraulics and structural systems. Have 6 to 9 years of increasingly responsible experience in design and construction Engineering of municipal projects in hydraulics and sewerage treatment, including GIS/LIS and current auto cad experience. Any equivalent combination of experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess state registration in Louisiana (P.E.). Must be certified as an Engineer in training (EIT) and as a Professional Engineer (P.E.).

SENIOR PARISH ENGINEERING

MINMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: must be physically able to operate a variety of automated office machines including computers, copiers, typewriters, blueprint machines, vacuum frame printers, manual drafting tools, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying terrain. Physical demand requirements are in excess of those for Sedentary Work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions to superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, engineering drawings, specifications, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, mechanical and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; compute discount, interest, profit and loss, ration and proportion, etc.; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations; and perform algebraic operations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and/or hear: (talking- expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of hydraulics and structural systems.

Considerable knowledge of current auto cad releases for advanced maintenance of GIS/LIS systems in the Parish.

Considerable knowledge of the operating system and the software utilized in the Department's Geographic Information System environment.

Considerable knowledge of programming techniques, programming languages, operating systems, electronic computers, and peripheral equipment used by the Department, or planned for use by the Department.

Considerable knowledge of current literature, trends and developments in the field of engineering and architectural design.

Considerable knowledge of computer-assisted drafting and design.

Considerable knowledge of geographical areas and subdivisions of the Parish.

General knowledge of the principles of drafting and cartography.

General knowledge of various grades, quality standards, sources of supply and price trends for various computer equipment, supplies and maintenance services.

General knowledge of HEC-1, HEC-2 and HEC-PLOT computerized drainage systems.

Skill in the use of manual drafting tools and computer-aided drafting programs.

Skill in the use of common office machines, including computer-driven word processing, spreadsheet and file maintenance programs.

Ability to detect and correct computer system failures and to correct or report programming failures.

Ability to read and interpret registered land surveys to plot and/or digitize field survey.

Ability to read and interpret U.S. Geological Survey topographical maps and state Department of Transportation maps, and relate them to property maps.

Ability to explain computer program functions and operating procedures.

Ability to maintain complete and accurate records and to develop meaningful reports from those records.

Ability to develop efficient and effective methods and procedures.

Ability to exercise tact and courtesy in frequent contact with the general public and Parish officials.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: SENIOR PERMIT COORDINATOR

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory and responsible technical-administrative work overseeing Parish building permit program. Work involves supervising and training a staff of Permit Coordinators involved in issuance of building permits, and recommends permit related policy and procedural changes; reviews permit applications for quality assurance/control, verifying information with appropriate parties and issuing or denying permits; and performs tasks related to inter and intra-departmental coordination, ensures all plan reviews are completed prior to issuance of permits, assists public with coordination of required inspections. Employee is primarily responsible for permit process improvements. Employee is also responsible for coordinating and attending advisory meetings, including preparing agendas and public notices, recording meetings to prepare minutes, and preparing correspondence and/or reports based on meeting action; collecting, recording and depositing permit fees; and performing a variety of general clerical work associated with office functions, including answering telephones and greeting visitors, preparing correspondence and other documents, maintaining files, sorting mail, etc. Incumbent may take escalated service calls requiring significant knowledge of department, policies and procedures. Reports to the Zoning Regulatory Administrator or Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Serves as the primary contact person for the Department, often taking escalated calls. Provides backup counter service for the department.

Coordinates all "permitting" activities and municipal addressing responsibilities within the affected department; monitors and improves existing administrative permit applications, procedures and regulations, formulates recommendations for their improvement to the Department Director.

Supervises, trains, motivates and evaluates assigned personnel. Coordinates staff training; works with employees to correct deficiencies; implements discipline and employee coaching.

Receives, reviews, and processes new and existing permit applications; interviews applicants to compile information necessary to process and/or complete applications; informs applicants of Departmental specifications and requirements; reads and interprets blueprints, computer-generated building plans, and land survey maps to obtain technical information, as necessary.

Schedules pre-application meetings for commercial permits. Attends meetings and compiles information presented at the meeting by Parish departmental staff. Transmits all information to applicant and maintains file.

Coordinates and transmits permit application to designated personnel for clarification, scheduling of inspections and/or final approval.

Confers with representatives of utility companies, other state agencies, parish departments and Health Department to ensure applicants' compliance with Parish codes and ordinances.

Authorizes departmentally designated utility releases.

Notifies applicant, general public, and other agencies of permit status, prepares correspondence requiring compliance with Department ordinances.

Calculates, collects, and records permit fees, and makes daily deposits.

Ensures all permit applications are complete when filed and that all required information is gathered upon acceptance of permit applications.

Ensures compliance with Parish and Building Code requirements are noted before issuance of permit and that all required Parish and Building Code inspections are satisfactorily completed prior to issuance of certificate of occupancy.

Issues Certificates of Occupancy upon completion of all required inspections.

Receives and records recommendations from building and code enforcement inspectors from previously scheduled inspections and determines compliance or non-compliance with Parish code and contract specifications. Informs applicants of issues related to non-compliance.

Organizes and maintains files within the Department per approved filing methods . Maintains department files. Places or ensures the proper placement of materials in paper and electronic files. Controls access to files. Organizes and fulfills municipal addressing and all associated records

Researches property ownership working with Assessor and Clerk of Court.

Analyzes permit data and provides statistical evaluation, develops quarterly and annual permit-related reports.

Responsible for quarterly and annual census reports for residential permit data.

Responsible for permit data back-up and archival of permit-related public records in accordance with Parish and State guidelines. Compiles documentation regarding public records requests.

Plans, directs, and reviews the work of staff responsible for application intake and permit issuance services; assigns daily work activities; ensures workload is balanced between all staff; verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable codes, policies, procedures, and standards.

Reviews non-structural plans and residential buildings to determine compliance with the provisions of applicable Parish codes and Ordinances.

Reviews Home Occupation Permits, makes recommendation and drafts conditions of approval for Director.

Reviews Change of Use applications for compliance with parish ordinances and confers with building official.

Receives payments, delivers deposits to Finance Department, makes recommendations to Director on permit fee refund requests.

ROUTINE JOB FUNCTIONS

Receives permits filed with outside agencies and forwards them to the appropriate personnel or agencies.

Coordinates and prepares advisory meeting agendas, public notices and reports, as required; attends and records advisory meetings; transcribes minutes, and types follow-up information concerning the meetings.

Maintains records and files dealing with the permit process; answers inquiries regarding the status of matters pending or matters acted upon by board, commission or council.

Greets visitors and callers; routes calls and takes messages; assists public in answering questions regarding Parish laws and ordinances.

Types correspondence and reports, typing material into form from handwritten or typed copy or as dictated; completes various routine forms by hand or typewriter, according to designated procedures; reviews correspondence for inaccuracies of spelling, punctuation, grammar, spacing, neatness, or general appearance; checks numerical or verbal data on forms, records, or other items for inconsistencies, errors, or omissions; examines charters, and licenses to determine compliance with laws, rules, and regulations, and reports discrepancies to the department administrator, or follows up in person and by correspondence to obtain further information.

Performs a variety of clerical duties involving filing, tabulating, checking and comparing forms; applies standard formulas to data in making arithmetical computations.

Mails notices of meetings or other information to council members, contractors, applicants, or the general public.

Sorts and files correspondence and/or other materials numerically, alphabetically, or by other established classification; retrieves materials from files upon request or as otherwise necessary; separates and distributes multiple-copy forms such as personnel forms, requisitions, and travel requests.

Receives, opens, sorts, stamps and distributes mail.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the job description. Two years increasingly responsible experience in a public planning agency or private organization dealing with land development process and a Bachelor's Degree in urban planning, public administration, engineering, architecture, or related field. At least 2 years supervisory experience.

ICC certification as a Permit Technician should be obtained within 1 (one) year of employment.

Any equivalent combination of experience that provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, electronic calculators, lettering devices, duplicating machines, blueprint copiers, hand tools, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, technical drawings, blueprints, maps, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including building trades, terminology, and computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of local codes, ordinances and regulations applicable to land use, subdivisions and zoning.

Considerable knowledge of International Construction Codes.

Considerable knowledge of permit database software and other computer applications.

Considerable knowledge of permit processes and process improvements.

Considerable knowledge of modern office practices, procedures, equipment and clerical techniques.

Considerable knowledge of business English (grammar and spelling) and mathematics.

General knowledge of the organization and functions of parish government.

General knowledge of construction terminology, materials and methods..

General knowledge of parish geography.

General knowledge of practices and methods of building inspections, plan checking and code interpretation.

General knowledge of the principles and practice of supervision, training and performance evaluations.

Skill in the use of a variety of common office equipment, including popular computer-driven permit databases, word processing, spreadsheet and file maintenance programs.

Ability to read and interpret land use and zoning maps.

Able to read and understand property deed, servitude and survey documents.

Ability to interpret parish regulations and procedures, and to collect and analyze information.

Ability to learn the procedures and processes of assigned outside agencies.

Ability to follow oral and written instructions.

Ability to effectively express ideas orally and in writing.

Ability to read and interpret computer-generated plans, blueprints, and maps.

Ability to exercise tact and courtesy in frequent contact with developers, contractors, Parish officials, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to adapt to changing priorities and needs.

Ability to multitask and interact in a dynamic environment.

Ability to discuss construction, permitting and zoning issues with contractors, members of the public, and elected officials.

Ability to perform interpretations of plans, specifications and proposals of development activity.

Ability to track, report and compile statistical permit-related data using a permit database.

Ability to explain complex, legally important government codes and regulations to individuals and groups, the general public, professionals and other agencies.

Ability to evaluate permit processes for streamlining and improvement.

Ability to update permit procedures for maximum clarity and efficiency.

Revised: April 11, 2012

ST. CHARLES PARISH

JOB TITLE: SENIOR PLANNER

GENERAL STATEMENT OF JOB

Under general supervision, performs supervision and professional planning in the Parish Planning & Zoning Department. Employee is responsible for overseeing general land use planning and project coordination, and detailed development design review and is significantly involved with larger, more complex planning assignments Work involves reviewing subdivision and zoning proposals, detailed development plans, and other technical drawings; initiating surveys and studies; supervising and assisting subordinate personnel; conferring with government officials and consulting engineers for the purpose of developing workable planning and zoning recommendations for the parish; preparing planning and zoning investigations, studies, reports and recommendations; providing information and assisting the general public with various forms and applications pertaining to proper land use and zoning; researching tax, land and Census records; preparing and revising Parish ordinances pertaining to zoning and land use, and coordinating Parish planning activities with various municipal, state, federal and private agencies; and preparing and presenting technical data and reports for various Boards, civic groups, and the general public. Reports to the Planning and Zoning Director through the Planning Administrator.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Acts as immediate supervisor for professional planning staff.

Sets tone and policies for professional planning staff.

Identifies issues in planning related procedures and processes and proposes policy solutions to be approved by the Planning Administrator.

Develops and selects the methodology to be followed for individual projects, including detailed specifications of the data to be analyzed.

Coordinates various planning and public administration projects; identifies problems; conducts research; coordinates efforts; determines various solutions and recommendations to resolve problems; and prepares ordinances. Project work includes development of project budgets, administration of bidding process, verification contract expenditures and compliance.

Initiates and participates in the supervision and preparation of surveys, research, reports and recommendations relative to population, land use, major streets and traffic, subdivisions and other aspects of community growth and development.

Reviews subdivision and zoning applications for approval; prepares reports for Planning and Zoning Commission and Council consideration; reviews commercial, industrial, and multifamily development plans for code compliance. Advises applicants on appropriate development practices and design guidelines.

Visits subdivisions and/or tracts of land under consideration of zoning, re-zoning variances, special use permits, etc., to determine applicability of various zoning and land use ordinances, and prepares recommendations for the Planning and Zoning Commission, Parish Council, Zoning Board of Adjustment, etc. as appropriate; inspects properties for land clearing and landscape compliance.

Researches and prepares correspondence, reports, charts, maps, graphs, and other illustrative materials for presentation to the Planning and Zoning Commission, Zoning Board of Adjustments, Parish Council, etc.; appears before such boards and council members to explain various reports, charts, maps, graphs, etc., and make specific recommendations for action in matters pertaining to Parish planning and zoning; prepares and presents to Parish Council recommendations for ordinances, or revisions and/or amendments to ordinances, affecting Parish planning and development activities.

Researches tax, land and Census records and maps to assist and provide information to financial institutions, builders, realtors, general public, etc., as requested; performs such research as necessary to gather and analyze such statistical and narrative data in preparation for presentation to Planning and Zoning Commission, Parish Council, Director, etc.

Responds to citizen requests concerning the creation or vacating of rights of ways and easements, zoning, legal descriptions, addresses, and comprehensive plans by preparing correspondence, letters, reports, meeting with citizens, etc.

Serves as liaison to coordinate planning activities with adjacent municipalities and/or local, state, federal and private agencies.

Develops, analyzes and applies research data relative to the stimulation and projection of parish and regional growth.

Provides technical assistance to the general public, Parish departments, local, state, federal and private agencies and institutions on planning, development and related matters.

Encourages and assists with the establishment of local and regional planning commissions, community development groups and similar planning bodies.

Develops transportation plans, studies and analyses on regional basis

JOB TITLE: SENIOR PLANNER

ADDITIONAL JOB FUNCTIONS

Presents information to the public in the form of speeches, reports, media releases, and correspondence on parish planning matters.

Assists and coordinates the work of subordinates to achieve professional performance standards.

Performs related work as required.

Attends substantial number of evening and weekend meetings

Serves as acting Planning Administrator in his or her absence

MINIMUM TRAINING AND EXPERIENCE

Master's degree in urban and regional planning from an American Planning Association accredited program in urban and regional planning; or a bachelor's degree in urban and regional planning, plus at least six (6) years of experience in urban and regional planning. Said six years of experience shall include at least four (4) years of practical experience in the formal review and administration of subdivision and commercial development proposals. An equivalent combination of the described work experience and master's degree level course work toward an American Planning Association accredited degree may be acceptable. AICP Certification is required.

SPECIAL REQUIREMENT

Must possess a valid Louisiana driver's license, and the ability to maintain license.

AICP Certification Required

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, etc., and manual and automated drafting tools and equipment. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion or forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

JOB TITLE: SENIOR PLANNER

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, statistical data, maps, site plans, engineering drawing, forms, permits, etc. Requires the ability to prepare correspondence, statistical and narrative reports, site plans, charts, graphs, maps, etc., using proper formats and conforming to all rules of punctuation, grammar, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instruction. Must be able to communicate effectively and efficiently in various technical or professional languages, including engineering and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; understand and apply the theories of statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

JOB TITLE: SENIOR PLANNER

Physical Communication: Requires the ability to talk and/or hear: (talking; expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge of the philosophies, principals, practices & techniques of planning

Considerable knowledge of parish zoning ordinances and codes, and related land use and zoning regulations.

Considerable knowledge of the environmental and socio-economic implications of the planning process.

Considerable knowledge of governmental programs, laws, grants and services pertinent to the planning process.

Considerable knowledge of the financing sources and programs available through state and federal funding agencies, and of the requirements and standards for obtaining and retaining and completing state and federally funded programs.

Considerable knowledge of the geographic and socio-economic layout of the Parish.

Skilled in the collection, analysis and presentation of technical data and planning recommendations.

Ability to use common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to use manual and automated drafting tools and equipment.

Ability to prepare and interpret cadastral, orthophoto, topographical and other related maps.

Ability to read and interpret surveys and engineering drawings and plans.

JOB TITLE: SENIOR PLANNER

Ability to evaluate local planning problems to develop solutions based on existing laws and good planning practices and prepare technical reports.

Ability to effectively express ideas orally and in writing.

Ability to exercise considerable tact and courtesy in contact with the public officials, community leaders, professional groups, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

9-1-15

ST. CHARLES PARISH

JOB TITLE: SENIOR UTILITY BILLING CLERK

GENERAL STATEMENT OF JOB

Under minimum supervision, employee is responsible for providing support to the Utility Billing Coordinator; performing supervisory work overseeing administrative, billing and collection daily activities of the office clerk, billing clerks, and the accounting technician. Work involves coordinating and participating in activities of billing subordinates, including planning work schedules, determining proper allocations of manpower and supplies and proper functioning of equipment to assure billing and meter reading functions are done in a timely manner, verifying accuracy of billing and meter reading functions, and training billing clerks in proper billing procedures. Assists Utility Billing Coordinator and Meter Reading Superintendent with administration and implementation of billing and meter reading procedures, schedules, deadlines, and various miscellaneous functions. Work involves monitoring, reviewing, reporting, and tracking meter readings and billings; assisting billing clerks and meter readers with customer complaints and inquiries; maintaining several different computer systems. Reports to the Utility Billing Coordinator.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs supervisory work overseeing daily work related to billing of utilities. Administers and makes recommendations for routine personnel matters affecting subordinates including scheduling, granting leave, appraising, counseling, and disciplining, etc.; submitting required records and reports to the Utility Billing Coordinator for approval.

Oversees all aspects of billing and meter reading procedures, making sure that proper procedures are being used, or creates procedures with approval of the Utility Billing Coordinator and/or the Meter Reading Superintendent to increase accuracy and efficiency.

Provides training, guidance and technical direction to billing clerks and meter readers in handling of customer complaints, inquiries, billing problems, billing and reading procedures, file setups, and explanations of billing and collection histories.

Provides support to the Utility Billing Coordinator in coordinating and administering the flow of billing related work through the billing and meter reading departments as well as the Wastewater and Garbage/Recycling Departments. Responsible for and assists the Utility Billing Coordinator in the administration and maintenance of a high security system for the office building and for bank drafting systems; oversees work of the janitorial service.

Determines and directs correct computer processing times for billing and meter reading for billing clerks and meter reading departments to assure adherence to billing and reading schedules.

Reviews the accuracy of billing related reports, source documents and activities; reports inconsistencies to Utility Billing Coordinator and implements necessary corrective actions or procedures.

Prepares special billing and meter reading statistical reports and handles inquiries, unique, and special requests as requested by Utility Billing Coordinator, Meter Reading Superintendent, Wastewater and Garbage/Recycling Departments, as well as other Parish governmental departments.

Maintains an inventory of office supplies; orders new supplies, office furniture and equipment as needed; monitors the budgeted expenditures for the billing and administrative departments.

Assists customers with complaints and billing problems in a supervisory capacity; authorizes billing adjustments and bill payment extensions.

Assists the Utility Billing Coordinator in retrieving billing source documents and in explaining data contained in billing documents to the auditors.

Assists in review of computer operations and implementation of necessary upgrades, and new installations. Identifies computer problems and performs necessary procedures to correct, or contacts maintenance support personnel. Maintains backups of computer files; deletes and restores files as needed; arranges for service for various office machines and computer equipment.

ADDITIONAL JOB FUNCTIONS

Performs basic clerical secretarial functions and billing related work as required. (Note: includes all functions of Utility Billing Clerks and Office Clerk; does not include accounting functions of the Accounting Technician or Utility Billing Coordinator). Checks, processes or forwards messages from the General Delivery Mailbox.

MINIMUM TRAINING AND EXPERIENCE

High school diploma, or GED. Have 3-5 years of experience in bookkeeping, accounting or a related field, computer background, and supervisory skills; or any equivalent combination of experience and training which would provide the required knowledge, skills, and abilities. Supervisory work experience preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, adding machines, microfiche, facsimile machines, etc. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, financial statements, service orders, ordinances, requisitions, journal entries, manuals, etc. Requires the ability to prepare correspondence, reports, forms, schedules, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Substantial knowledge of water, sewer, garbage and recycling billing processes.

Substantial knowledge of the meter reading districts.

Substantial knowledge of the service applications process.

Substantial knowledge of typical and reasonable meter readings.

Substantial knowledge of computers and word processors.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of modern office practices, procedures and equipment.
Ability to communicate effectively both orally and in writing.

Ability to understand, interpret and follow oral and written instructions.

Ability to prepare and maintain records, reports and statements.

Ability to receive and accurately account for cash.

Ability to type accurately at a moderate rate of speed.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised 12-3-96

ST. CHARLES PARISH

JOB TITLE: SHOP FOREMAN

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory and skilled work overseeing the maintenance and repair of diesel - and gasoline - powered equipment for the Public Works Department. Work involves directing, coordinating, and participating in maintenance and repair work on cars, trucks, backhoes, tractors, street sweepers, front-end loaders, and related diesel and gasoline - powered equipment. Employee is responsible for supervising a staff of mechanics and mechanic's helpers to ensure adherence to policies, procedures and standards, including planning and allocating work, monitoring work progress, and test - driving vehicles. Employee is subject to the usual hazards of work in a large machine shop. Reports to an Assistant Superintendent.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Directs, monitors, controls, and participates in troubleshooting, maintaining, adjusting, and repairing diesel and gasoline - powered cars, trucks, tractors, dozers, motor graders, front - end loaders, etc.

Assigns, directs and supervises staff of mechanics and mechanic's helpers, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non - routine situations arise; examines subordinates' progress with assignments, and test drives repaired vehicles.

Advises supervisor regarding equipment repair status and preventive maintenance schedules.

Keeps records of maintenance performed on equipment.

Examines vehicles and assesses the nature and extent of damage or malfunction.

Removes or directs removal of engine or differential using torque wrenches and hoist.

Disassembles units and inspects parts for wear using micrometers, calipers, and thickness gauges; repairs or replaces parts such as pistons, rods, gears, valves, and bearings using mechanic's hand tools.

Overhauls or replaces carburetors, blowers, generator, distributors, starters, and pumps.

Rebuilds parts such as crank shafts and cylinder blocks using welding equipment; rewires ignition system, lights, and instrument panel.

Relines and adjusts brakes; aligns front - end; repairs or replaces shock absorbers; and solders leaks in radiators.

Mends damaged body and fenders by hammering out or filling in dents and welding broken parts; replaces and adjusts headlights; and installs and repairs accessories, such as two - way radios, heaters, mirrors, and windshield wipers.

Supervises and participates in replacement and adjustment of fuel, electrical, heating, and cooling system components, such as carburetor, fuel and water pumps, distributor, voltage regulator, coil, alternator fuses, and generator, using hand tools, timing light, dwell meter, and voltage tester.

Replaces and adjusts system component parts, such as distributor breaker points and generator brushes.

Cleans spark plug electrodes with sandblasting machine.

Sets spark plug gap using feeler gauge.

Replaces defective chassis parts such as shock absorbers, tie-rod ends, ball-joint suspension, brake shoes, and wheel bearing.

Directs and performs repairs of other machinery such as chain saw, air compressors, water pump engines, etc.

Repairs power take-offs, hydraulic systems, and tracks on heavy equipment; performs routine maintenance mechanical work such as greasing equipment with a grease gun.

Prepares daily work reports, places orders for necessary automotive and machinery parts.

Responds to field calls; drives to stalled Parish vehicles on the road to perform repair work; arranges for vehicles to be towed when necessary; road tests vehicles to ensure proper working condition.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, including or supplemented by course work in automotive and diesel mechanics. Have 3 to 5 years experience in maintenance and repair of automotive and diesel equipment, including one year of supervisory experience. Any equivalent combination of experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must posses a valid Louisiana Commercial Class "A" driver's license with Air Brake, and Tank Endorsement.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including mechanic's hand tools, torque and impact wrenches, radios, propane torches, electric and oxy - acetylene welding and cutting equipment, valve seat grinders, etc. Must be physically able to operate various motor vehicles. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching, and/or stretching arms, legs or other parts of body to grasp, push, pull or otherwise move objects. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards.) data, people or things.

SHOP FOREMAN

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, electrical diagrams, schedules, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand and power tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of mechanical and electrical operating characteristics and standard maintenance, repair techniques, and related equipment used in servicing a variety of automotive equipment and vehicles, both gasoline and diesel - powered equipment and vehicles.

Considerable knowledge of standard maintenance and repair techniques, of related equipment used in servicing the equipment and vehicles.

Considerable knowledge of the hazards and safety precautions of automotive repair shop operation.

Considerable knowledge of welding techniques and various welding equipment.

General knowledge of Parish geography.

SHOP FOREMAN

General knowledge of the principles of supervision, organization and administration.

General knowledge of methods of the principles and practices of inventory control.

Skill in the use and care of necessary automotive tools and equipment.

Skill in welding and using various welding equipment.

Ability to recognize engine malfunctions and to make repairs with reasonable accuracy and speed.

Ability to assign, direct, and supervise a staff of skilled and unskilled workers.

Ability to explain procedural information clearly.

Ability to prepare and maintain moderately complex records.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised: June 23, 1998

ST. CHARLES PARISH

JOB TITLE: SHOP MECHANIC'S HELPER

GENERAL STATEMENT OF JOB

Under close supervision, performs a variety of manual labor work to assist a mechanic and other general functions of a Public Works Department garage. Employee is responsible for performing routine maintenance on motor vehicles, including changing and repairing tires, and for traveling to obtain motor vehicle parts. Employee is also responsible for routine janitorial work in the garage office, and for assisting in various manual labor work in the field as requested. Employee is subject to the usual hazards of work in a large machine shop. Reports to the Shop Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Examines tires for wear, and repairs or replaces tires as necessary; rotates, mounts and balances tires on motor vehicles.

Drains and changes oil and other fluids; flushes lines.

Assists in making repairs to engines; may adjust or repair valves, carburetors, generators and related units; replaces worn or defective parts.

Assists in making repairs to clutches, differentials, brakes, steering mechanisms and relates units; replaces worn or defective parts.

Travels to other sites to obtain parts and supplies.

Washes vehicles and equipment; sweeps and polices shop area and adjacent office; cleans restroom.

ADDITIONAL JOB FUNCTIONS

Performs various manual labor tasks associated with Public Works projects, as assigned.

May sort and deliver incoming mail.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have some experience in automotive garage work. Any combination of experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must posses a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

SHOP MECHANIC'S HELPER

Physical Requirements: Must be physically able to operate a variety of equipment and tools including hand and power tools, and brooms. Must be physically able to operate motor vehicles. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to lift, push, pull or otherwise move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs, or other parts of body to grasp, push, pull or otherwise move objects. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, oral and written assignments and/or directions from superiors.

Language Ability: Requires the ability to read work orders and requisition forms. Requires the ability to prepare logs and time cards, using prescribed format.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic from; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and automotive mechanics terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using mechanical equipment and machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, equipment and machinery, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sound by ear).

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of the tools, materials and supplies used in the repair and maintenance of a variety of gasoline - powered vehicles.

SHOP MECHANIC'S HELPER

Some knowledge of the principles of internal combustion engines and hydraulic systems.

Skill in the use of a variety of hand and power tools.

Ability to assist in determining minor causes of faulty operations of gasoline powered engines and to determine necessary corrective action.

Ability to understand and follow oral and written instructions.

Ability to accurately maintain simple records.

Ability to perform the manual labor required of the position.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised: June 23, 1998

ST. CHARLES PARISH

JOB TITLE: SMALL ENGINE MECHANIC

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled mechanical work in the maintenance and repair of chain saws, weed-eaters, law mowers, grass cutting equipment, generators, etc. for the Department of Public Works. Work involves performing and coordination normal maintenance, preventive maintenance and mechanical repair work on small gasoline-powered engines and some related diesel powered engines and equipment. Employee also performs a variety of other maintenance related duties involving items around the maintenance shop and operations yard. Employee is subject to the usual hazards of work around his work area, and reports directly to the Shop Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs major and minor repairs on small engines associated with lawn maintenance equipment, small tractors, chain saws, bobcats, etc.

Performs engine tune ups on all related equipment.

Disassembles, inspects parts for wear and damage, reassembles all small engines and related equipment.

Sets spark plug gap using feeler gauge.

Assists in keeping simple maintenance records on equipment.

Responds to field calls; drives to stalled Parish vehicles on the road to perform repair work; arranges for vehicles to be towed when necessary.

Provides technical advice and cost estimates to supervisors on small engine repairs; maintains shop and shop equipment in a clean and safe state of police.

ADDITIONAL JOB FUNCTIONS

Performs minor engine overhauls on all parish cars, trucks, and equipment within reasonable mechanical capability.

Performs routine detail cleaning of parish cars and trucks.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, including or supplemented by course work in automotive mechanics. Have six months to one year of experience in the repair and maintenance of small engines. Any equipment combination of experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including mechanic's hand tools, torque and impact wrenches, radios, propane torches, valve seat grinders, etc. Must be able to operate various motor vehicles. Requires the ability to exert up to 100 pounds of force occasionally, and/or 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching, and/or stretching arms, legs or other body parts to grasp, push, pull, or otherwise move objects. Physical demand requirements are consistent with those for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, electrical diagrams, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; multiply and divide; utilize decimals and percentages; interprets graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as power and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

SMALL ENGINE MECHANIC

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of mechanical and electrical operating characteristics of a variety of small engines and equipment.

General knowledge of standard maintenance and repair techniques, of related equipment used in servicing the equipment and vehicles.

General knowledge of the hazards and safety precautions of automotive repair shop operation.

General knowledge of Parish geography.

Skill in the use and care of necessary automotive tools and equipment.

Ability to recognize engine malfunctions and to make repairs with reasonable accuracy and speed.

Ability to explain procedural information clearly.

Ability to maintain records in organized manner.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: SPECIAL PROGRAMS COORDINATOR

GENERAL STATEMENT OF JOB

Under general supervision of the department director, coordinates the development and delivery of specialized programs and services to clients. Manages the department's emergency assistance programs, Life Skills program, Summer Food Service, and serves as the coordinator for special initiatives.

ILLUSTRATIVE EXAMPLES OF WORK

Essential Job Functions

Review and approve department emergency assistance applications including rental assistance; medicine assistance; emergency shelter; utilities; and fire victim assistance.

Oversee the FEMA assistance program for the department

Develop and implement ongoing Life Skills program (main site and outreach)

Coordinate individual counseling sessions and group sessions with Kingsley House crisis counselor

Manage the Summer Food Program to ensure compliance with the Department of Education standards

Manage contracts for food service sites and bus transportation between the department and the St. Charles Parish School Board

Hire and supervise all summer food service staff

Oversee the daily operations of the summer food service program

Compiles required data and reports Life Skills, Summer Food and emergency assistance programs

SPECIAL PROGRAMS COORDINATOR

ADDITIONAL JOB FUNCTIONS

Assist with client processing of LIHEAP

Work in partnership with Workforce to provide Life Skills workshops

Coordinate the department's Christmas initiatives

Assist with Thanksgiving baskets and determines who is eligible for those

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

High School diploma or GED; supplemented by working experience in emergency assistance program, data management and grant reporting.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Abilities: Tasks involve the ability to exert light physical effort in sedentary to light work but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Tasks require oral communications ability as well as visual perception and discrimination.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., cold, fumes, noise). However potential exposure to disease/pathogens, violence, dust and wetness may occur.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Community Action Programs and CSBG goals

Working knowledge of MS Word and Excel software

SPECIAL PROGRAMS COORDINATOR

Skill in organization and interpersonal skills with the ability to deliver effective presentations

Ability to learn pertinent Federal, State and local laws, codes and regulations

Ability to establish and maintain effective working relationships with those contacted in the course of work

Ability to communicate clearly and concisely both orally and in writing

Ability to effectively utilize a variety of computer software programs such as word processing and spreadsheet applications

Ability to perform mathematical functions such as add, subtract, multiply and divide; calculate decimals and percentages

9-9-13

ST. CHARLES PARISH

JOB TITLE: SPORTS EQUIPMENT CLERK

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled work involving the maintenance and caring of athletic equipment for the Parks & Recreation Department. Employee is responsible for maintaining equipment inventory; determining equipment needs for various events and/or activities; receiving and assessing returned equipment; identifying losses of equipment; preparing equipment for issuance for scheduled events; and monitoring equipment needs. Work involves the purchasing, repairing and replacing of athletic equipment; assisting in the organizing of the All Star Teams; taking ID pictures when needed; and assisting with registration of events, when needed. Reports to the Parks & Recreation Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Maintains a standing inventory of all athletic equipment; maintains a stock control file on all athletic equipment and the location of all major athletic equipment.

Determines equipment needs for various events and/or activities; prepares equipment for issuance for scheduled events; issues all athletic equipment from the recreation department to various booster clubs and individuals of the parish.

Receives and assesses returned equipment; inspects all equipment for wear and tear upon return to the recreation department; identifies losses of equipment; determines charges for lost, missing or damaged equipment.

Informs the Parks & Recreation Director of shortages, abuses and the need for new equipment to replace worn-out equipment; prepares purchase orders for replacing athletic equipment.

Makes minor repairs to athletic equipment as needed.

Assists, when needed, in the organizing of the All Star Teams; taking ID pictures; preparing forms; making calls to participants; works concession stand as needed; and orders, issues and provides for cleaning of uniforms.

Assists with registration of participants for upcoming sporting events when needed.

Prepares a complete inventory of major sports equipment upon the completion of the season.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

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SPORTS EQUIPMENT CLERK

High school diploma or GED. Have some experience in the warehousing of sports equipment. Any combination of experience that would provide the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment such as copiers, calculators, laminating machine, hand tools, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or constantly to move objects. Physical demand requirements are for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

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SPORTS EQUIPMENT CLERK

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of all fields of sports and the requirements needed to support the athletic program.

Considerable knowledge of hazards and applicable safety requirements of area of assignment and equipment and machines used.

Working knowledge of the maintenance and repair of recreation equipment.

Some knowledge of and is able to use recreation equipment used in a variety of sporting events.

Ability to set up and maintain a stock control system.

Ability to prepare reports and inventories.

Ability to operate a vehicle equipped with an automatic transmission.

Ability to understand and follow oral instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITLE: SUNSET DRAINAGE FOREMAN

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory, administrative and skilled work overseeing activities of employees in the maintenance, operation and repair of the Sunset drainage pump systems, levees and canals. Work involves directing, coordinating and participating in the diagnosing, maintenance and repair of the electrical, diesel, natural gas and various other power systems and pumps used in the Sunset Drainage District. Employee is responsible for supervising a staff of pump mechanics, helpers and laborers to ensure adherence to policies, procedures, and standards set forth by St. Charles Parish Public Works Department. Employee's work shall include the planning, allocating and progress of work being performed by employees under his direction. Employee may also be responsible for overseeing the work of equipment operators on various other drainage projects. Employee shall also be responsible for maintaining records as deemed necessary by the Public Works Department. Employee is subject to usual hazards associated of work in industrial areas. Reports to an Assistant Superintendent or their designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Responsible for the operation of all drainage facilities, pumps within the Sunset Drainage District

Directs, monitors, controls, participates in troubleshooting, maintaining, adjusting, and repairing of all pump, canals and flood control devices/systems within the Sunset Drainage District, under the direction of the drainage department and maintains records of same.

Administers and/or makes recommendations for routine personnel matters affecting subordinates, including training, assigning, scheduling leave, appraising and disciplining, etc. by written report.

Uses computer to facilitate/produce reports as needed for records and evaluations of pumps, pump systems, drainage stations and feeder canal systems.

Produces and/or e-mails progress/status reports of repairs and/or condition of the Sunset Drainage District to St. Charles Parish Public Works Department,

Ensures proper placement and/or operation of rental equipment (generator sets, portable pumps, etc.) Maintains running total of pump/equipment run times during events.

Prepares daily work reports

Locates, requisitions, and orders repair parts, pumps and other necessary supplies as needed in the operation of the Sunset Drainage District.

Operates small grass cutting equipment as well as large tractor type mowers for the grass maintenance of the miles of levees that line the Sunset Drainage District.

Employee shall possess an ability to operate a variety of equipment-both small and large.

Employee may be required to keep parish supplied communication devices for emergency and or normal operations.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required

MINIMUM TRAINING AND EXPERIENCE

High School diploma or GED, including or supplemented by 3 years work in the public works and/or drainage field. Have a minimum of 2 years supervisory experience. Have skill, in the use of computers (for reporting and e-mail to various agencies) mechanical systems; pump power systems; electrical systems or equivalent experience. Any equivalent experience that provides the knowledge, skills and abilities required of this job will be considered.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to physically operate a variety of machinery, pumps, generators and motorized vehicles. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching, and/or stretching arms, legs or other parts of the body to grasp, push, pull or otherwise move objects. Physical demands are for heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (weather similar to or divergent from obvious standards) data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants. Must be able to organize concise verbal and written reports to keep superiors informed of operations as required.

Language Skills: Requires the ability to read/comprehend a variety of correspondence, reports, forms, electrical diagrams, schedules, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of variables in situations where only limited standardization exists: to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and/or written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages, including electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals, interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

Manual Dexterity: Requires the ability to handle and use a variety of hand and power tools. Must have minimum levels of hand/eye/foot coordination.

Color Discrimination: requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. Must be able to communicate effectively with the public.

Physical Communications: Requires the ability to talk and hear; (Talking; expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear.)

Must be able to communicate by telephone and/or 2-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of mechanical and electrical power systems, pump operating characteristics and maintenance repair techniques of same.

Considerable knowledge of the hazards and safety precautions associated with working around large equipment, both stationary and mobile.

General knowledge of the principals of supervision, organization and administration.

Employee must have ability to communicate effectively with other local, state and federal agencies.

General knowledge of methods and principals of inventory control

Skill in the use and care of all tools and specialty equipment

Ability to recognize, identify and repair/direct repair of equipment malfunctions.

Ability to supervise and direct a staff of skilled, semi-skilled and unskilled workers.

Ability to explain procedural information

Ability to use computer for communication purposes thru e-mail and the internet

Ability to prepare and maintain, by use of both writing and computer skills, moderately complex records and reports.

Ability to follow oral and/or written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

General knowledge of parish geography.

9-9-13

ST. CHARLES PARISH

JOB TITLE: TRAFFIC SIGN TECHNICIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled operation of light weight truck to conduct survey of parish wide streets for removal, installation, and/or maintenance of street signs. Work involves processing parish Council requests, reviewing ordinances for locations and instructions, installing or removing signs per work orders, record installation of signs and forward paperwork as completed, maintain inventory of all street signs. Performs related work as required. Reports to an Assistant Superintendent or Area Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Installs or removes street signs per work orders.

Records installation of signs and forwards paperwork to supervisor.

Surveys streets for Parish codes, servitudes and property lines for new installations.

Maintains inventory of all street signs.

Mows grass, trims hedges, operates a weed eater.

Serves as flag man to direct traffic around road repair work, and may erect and dismantle simple barricades.

Cleans work areas and washes vehicles and equipment.

ADDITIONAL JOB FUNCTIONS

Attends training class on a periodic basis to remain current on street sign requirements.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have some experience in sign installation and parish codes. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Class D Chauffeur's license.

March 4, 1998

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including shovels, weed eaters, hammers, mall, hacksaw, pulley, wrench, etc. Must be able to exert 50 pounds of force occasionally and/or up to 20 pounds of force frequently to constantly lift, carry, push, pull or otherwise move objects. Physical demand requirements are for heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Requirement: Requires the ability to read and understand requirements of codes and ordinance, work orders, etc. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedure, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools. Must be able to operate a motor vehicle.

Manual Dexterity: Require the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the standard methods, materials and equipment employed in basic sign installation and maintenance operations.

General knowledge of parish codes, ordinances and maps.

General knowledge of the geographical layout of the Parish.

Skilled in the use of mall, hacksaw, pulley, hammer, wrench, etc.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to learn the safe and proper use of tools required in job.

March 4, 1998

ST. CHARLES PARISH

JOB TITLE: TRAINING ANALYST

GENERAL STATEMENT OF JOB

Under direction of the Personnel Officer, performs responsible professional level administrative work in the management of the daily activities of the division of Training. Employees in this classification participate in development, design, preparation and conduct of training programs for Parish personnel. Employees in this classification are responsible for overseeing the provision of training to unskilled, paraprofessional, supervisory, and management personnel of the Parish. Position plans training programs and creates monthly/annual training calendars. Assists with special projects as directed. Performs related work as directed.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

The list of essential functions as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Develops and maintains training reference library; researches training topics to determine program development, coordination and implementation requirements.

Meets with department heads to access training needs; evaluates, and recommends outsourcing of training programs as appropriate; coordinates outsource presentations and activities.

Supervises and/or conducts training programs for Parish employees; conducts supervisory and management training for supervisors.

Oversees and delivers career development courses for employees; prepares plans and materials for Parish training programs.

Oversees and conducts delivery of workshops on fair employment laws, Americans with Disabilities Act, Family Medical Leave Act, and sexual harassment.

Designs and develops new training programs; determines training needs and provides recommendations to management.

Advertises, coordinates, and schedules training programs; maintains and updates monthly/annual training calendar; approves training schedules; schedules students to attend individual training.

Measures and evaluates training programs and employee progress; certifies completion of training programs; ensures certificates and accreditations are properly allocated.

Ensures training files are monitored, updated, and adapted to changing requirements; maintain integrity of all training records under charge.

Conducts training needs analyses to identify strengths, weakness, and inefficiencies of overall training operations, to include conducting employee surveys; prepares reports.

Interviews, confers, and meets with appointing authorities to assess training and programs needs.

Assists in production of the annual report to include gathering and researching data and information.

Formulates instructional objectives and the designing of specific training courses.

Evaluates and revises course content and establishing systematic job analysis procedures.

Designs feedback instruments; performs task analysis.

Disseminates benefits information and assists in developing job standards.

Conducts orientation, in-service training, and other necessary training.

Conducts supervisory and management training for supervisors.

Conducts various other classes as needed or directed, i.e., employee drug program, orientation, defensive driving.

Compiles reports on training provided; maintains corresponding training records.

Assists in planning and developing training, staff development, and continuing education programs.

Assists in reviewing the effectiveness of staff development programs; recommends modifications as needed.

Coordinates training presentations and provides training or technical assistance to other agencies and provider organizations as needed.

Designs and develops new training programs; determines training needs and provides recommendations to management.

Instructs heavy equipment operators in CDL program.

Assists in selection and/or development of teaching aids, i.e., models, workbooks, audio-visual aids, handouts.

Assists with other department functions as needed.

Performs related work as directed.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of valid and reliable measurement and evaluation tools for analyzing and assessing training programs and student training progress.

Thorough knowledge of effective presentation techniques, i.e., use of audio-visual aids, eye contact, clarify in expression.

Thorough knowledge of curriculum development principles and practices to include use of peripherals and equipment, i.e., videos, projectors, computers.

Thorough knowledge of effective training principles, procedures, and techniques.

Thorough knowledge of personnel rules and rules of conduct.

Thorough knowledge of efficient file management and records retention systems.

Thorough knowledge of business English, and rules of grammar, spelling and punctuation.

Knowledge of adult education principles, practices, and techniques.

Skill in both oral and written communications for effective expression of concepts and information.

Skill in the use of computers and peripheral equipment, i.e., video machines, projectors, computer terminals, audio equipment.

Skill in the planning, design, development, coordination, and implementation of training and development programs.

Skill in instructing others.

Ability to exchange communication in obtaining information or clarifying details.

Ability to receive and respond to inquiries, requests, and complaints with tact, discretion, and diplomacy.

Ability to formulate learning objectives.

Ability to evaluate training objectives, requirements, and effectiveness of delivery.

MINIMUM QUALIFICATION REQUIREMENTS

Possession of a Bachelor's degree in Education or closely related field, supplemented by four (4) years full-time paid professional experience conducting and/or leading adult education or training.

Work experience directing and supervising adult training or education is preferred.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-25 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require the ability to perceive and discriminate depths. Most tasks require oral communications ability.

Environmental Factors: Tasks are periodically performed with exposure to adverse environmental conditions such as machinery, electric currents, and traffic hazards.

07-14-09

ST.CHARLES PARISH

JOB TITLE: TREATMENT FOREMAN

GENERAL STATEMENT OF JOB

Under occasional supervision, performs technical and supervisory duties in directing the operation of facilities for the production and treatment of drinking water. Work involves overseeing and administering services necessary in water production and treatment systems in order to provide an adequate supply of drinking water. Employee is responsible for ensuring that the drinking water meets or exceeds all required quality standards. Employee is also responsible for supervising plant technicians and operators who maintain the continuous operation of a variety of clarifiers, filters, pumps, chlorinators, ammoniators, tanks and related equipment to meet customer demand; supervising the operation of two water treatment facilities; and generating various reports for the Department of Health and Hospitals (DHH) and the United States Environment Protection Agency. Employee is considered essential personnel and must report to work in times of natural disasters; and is on 24 hour call. Reports to the Waterworks Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Directs the operations of facilities for the production and treatment of drinking water; supervises plant operations to ensure the continuous operation of a variety of clarifiers, filters, pumps, chlorinators, ammoniators, tanks and related equipment; monitors the raw water supply to ensure that treatment facilities are being utilized properly and that an adequate supply is available; ensures that water supply meets or exceeds standards and regulations of the United States Environmental Protection Agency.

Analyzes computer data to identify and solve problems with production and treatment operations, water quality, sanitation, safety and cost efficiency; ensures all water sampling, analyzing and testing is conducted according to standard methods and procedures; conducts bacteriological and chemical sampling of drinking water in the treatment and distribution system; reports treatment operational problems and water quality deviations to supervisor.

Ensures proper records are maintained to ensure compliance; and generates various reports for the Department of Health and Hospitals (DHH) and the United States Environment Protection Agency.

Supervises the operation, maintenance and repair of two water treatment facilities and the equipment.

Performs routine personnel administration duties for staff, including hiring, training, directing and scheduling; reviews and files payroll time reports.

Develops and enforces safety procedures; conducts inspections of facilities to identify potentially unsafe equipment and/or procedures; uses various hazardous chemicals such as chlorine, ammonia, analytical reagents, powered activated carbon, phosphates, fluorisilicic acid and polyelectrolytes; and enforces the use of safety equipment and the safe handling of hazardous chemicals to prevent exposures and releases that could endanger life and health.

Maintains inventory of treatment and analytical chemicals, equipment and materials required for operations; orders new supplies as needed.

ADDITIONAL JOB FUNCTIONS

Performs special projects, as needed, to meet requirements of the EPA..

Prepares and identifies capital improvement projects for upcoming years.

Serves as essential personnel and must report to work in times of natural disaster, and is on 24 hour call.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by course work in science or mechanical fundamentals. Have 3 to 5 years of water treatment experience. Any equivalent combination of experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must have a Louisiana State Treatment, Distribution and Production Certificates at the level required by Louisiana Department of Health and Hospitals based on the parish's population. Must obtain required training hours to maintain the Louisiana State Water Treatment, Distribution and Production Certificates per the requirements of the Louisiana Department of Health and Hospitals. Must posses a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines, tools and technical equipment, including computers, instrumentation charts, flow meters, calibrators, titrators, chlorinators, ammoniators, analytical instrumentation, pumps, various chemicals feeders, etc., and have knowledge in the use of plumbing and mechanical equipment and tools. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 50 pounds frequently, and/or up to 5 pounds constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are consistent with those for heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, invoices, records, charts, diagrams, manuals, etc. Requires the ability to prepare correspondence, reports, forms, studies, charts,

specifications, grafts, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver technical information, to explain procedures, to follow oral and written instructions. Must be able to communicate efficiently in a variety of technical or professional languages including electrical, mechanical and engineering, laboratory, and waterworks terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to interpret graphs; to compute discount, interest, profit and loss, ratio and proportions; and to perform calculations involving variables, formulas, square roots, and polynomials.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using a variety of tools and delicate instruments.

Manual Dexterity: Requires the ability to handle a variety of items such as delicate and specialized instruments and equipment, highly accurate measuring devices, and computers. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken works. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and a two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern methods of water production and treatment processes.

Considerable knowledge of water sampling and analytical processes.

Considerable knowledge of the tools, equipment and machinery used in water treatment.

Considerable knowledge of the volume of drinking water required by the Parish.

Considerable knowledge of applicable rules and regulations of the Environmental Protection Agency.

TREATMENT FOREMAN

Considerable knowledge of current literature, trends and developments in the field of water treatment.

Considerable knowledge of the geography of the water district.

Considerable knowledge of the safety precautions applicable to a water treatment facility.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of the water distribution system in the Parish.

Skilled in detecting minute changes in taste and odor.

Skilled in using and maintaining the Supervisory Data Acquisition System.

Skilled in the use of chemical storage emergency repair kits.

Ability to run complex and technical analyses on treated and untreated water samples.

Ability to trouble shoot and assure proper operation of all equipment used in the production of drinking water.

Ability to analyze bacteriological samples, draw conclusions and take necessary corrective actions.

Ability to apply knowledge to non-routine situations and events.

Ability to use self contained breathing apparatus in hazardous environments.

Ability to recognize water quality deviations and determine the appropriate corrective actions.

Ability to develop efficient and effective methods and procedures.

Ability to detect treatment operational problems in early stages.

Ability to maintain complete and accurate records and to develop meaningful reports from those records.

Ability to follow oral and written instructions.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: TREE REMOVAL TECHNICIAN
PUBLIC WORKS DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled work in the removal of large trees, poles, etc., in the Public Works Department. Employee is responsible for the accurate and safe removal of large trees and poles using a variety of heavy automotive and mechanized equipment. Work involves the removal and disposal of large trees and poles from public property and rights of way. Additionally, work also involves driving or operating gasoline or diesel-powered motorized equipment such as an excavator or dragline in order to clean, replace and install culverts; may operate light and/or medium-sized equipment; and participating in minor preventative maintenance on all equipment. Reports to an Assistant Superintendent or Area Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans, directs, and coordinates work of tree removal work-crews.

Determine methods and procedures for performing the tree removal.

Remains knowledgeable of applicable traffic laws, ordinances, rules, and regulations, as well as remains abreast of occupational hazards and safety rules and regulations regarding the removal service specialty.

Operates gasoline or diesel-powered motorized equipment characterized as large or heavy, usually running on a track or rubber tire, such as an excavator or dragline crane, in order to clean, replace, and install culverts.

Operates medium-sized equipment engaged in difficult and skilled work such as operating a motorized road grader to cut a precise grade on a construction site.

Monitors indicators, such as pressure gauges, ammeters, etc., to ensure proper operation of equipment and/or to identify equipment problems.

Clears and digs drainage ditches; cuts roadways; grades levees, road surfaces, and shoulders.

Rolls asphalt, shells, or other materials from heavy equipment; loads, unloads, and assists in placement of large vessels, containers, pipes, etc.

ADDITIONAL JOB FUNCTIONS

Adjust tree removal and construction equipment and machinery as needed for specialized operations.

Excavates, breaks, and moves concrete, rock and other bulky/heavy material.

Performs duties of laborer such as manual tasks that may include the following; removes tree roots and stumps; cuts weeds by hand; fuels and refuels vehicles; sets pipes in ditches or culverts; sets up or removes safety cones; repairs sidewalks and driveways; loads and unloads trash, cover material, or equipment.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have one year experience in the operation of heavy motorized equipment; and 3 to 5 years experience in safety and climbing functions as they pertain to tree removal; including some experience with the particular equipment to be operated. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana Class A Commercial driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including gasoline and diesel equipment, a long-arm grass tractor, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read simple reports and forms.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using heavy equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as heavy equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the characteristics for the accurate and safe removal of large trees and poles.

Considerable knowledge of particular characteristics, operating procedures, and maintenance of machines and equipment operated.

General knowledge of the hazards and applicable safety rules and precautions in the operation of heavy equipment as it related to the daily operations and tree removal.

General knowledge of a work order system in order to certify work performed.

Working knowledge of traffic laws, ordinances and regulations related to the operation of heavy equipment and of occupational hazards.

Working knowledge of the geography of the Parish.

Skilled in the proper applications for removal of large trees and poles.

Skilled in the use and operation of various motorized heavy equipment.

Ability to organize daily assignment of work.

Ability to perform minor maintenance on heavy motorized equipment.

Ability to operate a track bulldozer or other heavy equipment safely and efficiently.

Ability to clean and assist in minor repairs to heavy equipment.

Ability to identify operating problems of assigned equipment.

Ability to perform physical labor required of the position.

TREE REMOVAL TECHNICIAN

Ability to understand and follow oral and written instructions.

Ability to exercise tact and courtesy in contacts with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: UTILITY BILLING CLERK I

GENERAL STATEMENT OF JOB

Under general supervision, performs routine billing, account processing and customer service duties for the Waterworks offices. Work involves monitoring, reviewing and reporting meter readings; preparing and distributing bills; accept payments from customers; and assisting customers with questions and/or complaints. Employee is also responsible for preparing service requests and installation applications. Employee periodically backs up various computer systems and files. Reports to the Senior Billing Clerk.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Receives payment for water statements from customers over the counter, by mail, from night deposits and from collection stations; assists customers with billing questions and/or complaints; balances cash drawer daily and prepares bank deposits; posts payments to customer accounts.

Assists customers with service requests and installation applications; prepares appropriate forms; directs customers to other departments for permits; notifies meter readers of new accounts.

Performs numerous duties associated with billing preparation.

Assists in processing of closing of accounts; collects balance or transfers accounts to another location; mails information to customer.

Maintains periodic backups of computer files; arranges for service to various office machines.

Prepares reminder notices for delinquent accounts; prepares disconnection work orders; prepares disconnection notices for the customer.

Answers telephone and two-way radio calls; records and processes messages; initiates and disengages call forwarding.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years of experience in bookkeeping, accounting or a related field. Any equivalent combination of experience which would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, adding machines, bursters, microfiche reader, etc. Must be able to exert up to 20 pounds of force occasionally, and/or 5 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, checks, receipts, manuals, etc. Requires the ability to prepare correspondence, reports, forms, receipts, journals, work orders, deposits, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of water, sewer, garbage and recycling billing processes.

General knowledge of the meter reading districts.

General knowledge of the service application process.

General knowledge of typical and reasonable meter readings.

General knowledge of computers.

General knowledge of modern office practices, procedures and equipment.

Skill in the use of common word processors, spreadsheet and file maintenance programs.

Ability to communicate effectively both orally and in writing.

Ability to understand, interpret and follow oral and written instructions.

Ability to prepare and maintain records, reports and statements.

Ability to receive and accurately account for cash.

Ability to type accurately and at a moderate rate of speed.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

REVISED 12-3-96

ST. CHARLES PARISH

JOB TITLE: UTILITY BILLING CLERK I I

GENERAL STATEMENT OF JOB

Under general supervision, performs routine billing, account processing and customer service duties for the Waterworks offices. Work involves monitoring, reviewing and reporting meter readings; preparing and distributing bills; accept payments from customers; and assisting customers with questions and/or complaints. Employee is also responsible for preparing service requests and installation applications. Employee periodically backs up various computer systems and files. Reports to the Senior Billing Clerk.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Receives payment for water statements from customers over the counter, by mail, from night deposits and from collection stations; assists customers with billing questions and/or complaints; balances cash drawer daily and prepares bank deposits; posts payments to customer accounts.

Performs all billing related duties; prints and issues meter-reading route books; processes meter readings and issues orders for re-checks of reading; codes accounts for garbage, sewerage and recycling billings and handles all related correspondence; prints and sorts bills for mailing; verifies billing journal totals; prints, prepares and processes reminders and lock-off notices and listings; prints and files annual customer history file dumps.

Issues, processes and logs service applications, orders for service and meter deposits; relays service orders to meter readers and distribution personnel.

Receives, opens, stamps and distributes mail; receives and distributes policy and benefit information and payroll checks to department supervisors.

Logs, processes, issues, posts and verifies: master route books; distribution damage claims; distribution water main breaks and water shut off times; prepares water sample forms and labels.

Answers telephone and radio calls; routes calls and processes messages; initiates and disengages call-forwarding.

Processes closing of accounts; determines account balance and deposit information prepares appropriate paperwork to send refund, collect balance or transfer account to another location; mails information to customer.

Maintains periodic backups of computer files; deletes and restores files as needed; arranges for service to various office machines and computer equipment.

Prepares reminder notices for delinquent accounts; prepares disconnection work orders; prepares disconnection notices for the customer.

ADDITIONAL JOB FUNCTIONS

Maintains an inventory of office supplies; orders new supplies as needed.
Performs basic clerical and secretarial functions as needed.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 3 to 5 years of experience in bookkeeping, accounting or a related field. Any equivalent combination of experience which would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, adding machines, bursters, microfiche reader, two-way radios, etc. Must be able to exert up to 20 pounds of force occasionally, and/or 5 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, checks, receipts, manuals, maps, etc. Requires the ability to prepare correspondence, reports, forms, receipts, journals, work orders, deposits, refunds, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of water, sewer, garbage and recycling billing processes.

Considerable knowledge of the meter reading districts.

Considerable knowledge of the service application process.

Considerable knowledge of typical and reasonable meter readings.

General knowledge of computers.

General knowledge of the principles of supervision, organization and administration.

General knowledge of modern office practices, procedures and equipment.

Skill in the use of common word processors, spreadsheet and file maintenance programs.

Ability to communicate effectively both orally and in writing.

Ability to understand, interpret and follow oral and written instructions.

Ability to prepare and maintain records, reports and statements.

Ability to receive and accurately account for cash.

Ability to type accurately and at a moderate rate of speed.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

REVISED 12-3-96

ST. CHARLES PARISH

JOB TITLE: UTILITY BILLING CLERK I I I

GENERAL STATEMENT OF JOB

Under minimum supervision, supervises the Billing Clerks, Office Clerk, and Accounting Technician and performs all duties of the Senior Billing Clerk, in the absence of the Senior Billing Clerk. Responsible for the administration, implementation, and maintenance of a high security system for the building and for the billing and bank drafting systems. Prepares special billing related reports, and assists the Senior Billing Clerk with the administration and implementation of billing, security, and bank drafting procedures, schedules, deadlines, and various other miscellaneous functions. Work involves monitoring, reviewing, reporting, and tracking meter readings, billings, and collections for accuracy and consistency. Reports to the Senior Billing Clerk.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises the Billing Clerks, Office Clerk, and the Accounting Technician and performs all duties of the Senior Billing Clerk, in the absence of the Senior Billing Clerk.

Responsible for and assists the Senior Billing Clerk in the administration, implementation, and maintenance of a high security system for the office building and for the billing and any drafting system.

Provides training, guidance and technical direction to billing clerks and meter readers in handling of customer complaints, inquiries, billing problems, billing and reading procedures, file setups, and explanations of billing collection histories.

Verifies and logs daily cash collections and assists and trains clerks in balancing and reconciliation of collections.

Verifies and monitors accuracy of billings, collections, and account set ups and reports inconsistencies to the Senior Billing Clerk.

Prepares special billing and meter reading statistical reports as requested by the Utility Billing Coordinator, the Meter Reading Supervisor, the Senior Billing Clerk as well as other Parish governmental departments.

Assists in identifying computer and other office machine problems and performs necessary procedures to correct, or contacts maintenance support personnel.

Performs all job functions of Utility Billing Clerk I, Utility Billing Clerk II, and Office Clerks as needed or as assigned by the Senior Billing Clerk.

ADDITIONAL JOB FUNCTIONS

Performs general typing and proofreading of correspondence, reports, budgets, checks and other materials from rough drafts or detailed instructions.

Performs various support tasks such as copying, filing and faxing, ordering supplies as needed.

Any other job duties as assigned by the Senior Billing Clerk.

Maintains an inventory of office supplies; orders new supplies as needed.

Performs basic clerical and secretarial functions as needed.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 3 to 5 years of experience in bookkeeping, accounting or a related field. Any equivalent combination of experience which would provide the required knowledge, skills, and abilities. Supervisory work experience preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, adding machines, bursters, microfiche reader, two-way radios, etc. Must be able to exert up to 20 pounds of force occasionally, and/or 5 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, checks, receipts, manuals, maps, etc. Requires the ability to prepare correspondence, reports, forms, receipts, journals, work orders, deposits, refunds, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of water, sewer, garbage and recycling billing processes.

Considerable knowledge of the meter reading districts.

Considerable knowledge of the service application process.

Considerable knowledge of typical and reasonable meter readings.

General knowledge of computers.

General knowledge of the principles of supervision, organization and administration.

General knowledge of modern office practices, procedures and equipment.

Skill in the use of common word processors, spreadsheet and file maintenance programs.

Ability to communicate effectively both orally and in writing.

Ability to understand, interpret and follow oral and written instructions.

Ability to prepare and maintain records, reports and statements.

Ability to receive and accurately account for cash.

Ability to type accurately and at a moderate rate of speed.
Ability to establish and maintain effective working relationships as necessitated by work assignments.

REVISED 12-3-96

ST. CHARLES PAISH

JOB TITLE: UTILITY BILLING COORDINATOR

GENERAL STATEMENT OF JOB

Under limited supervision, performs responsible supervisory and technical accounting involving coordinating utility billing for the Waterworks Department. Work involves supervising the daily billing functions of the department as well as preparing, monitoring and reporting financial information. Employee is responsible for establishing operational policies and control procedures, and for administering billing, collections, accounting, financial management and reporting functions required for waterworks operations. Employee supervises a staff of office clerks and meter readers, assuring that all work is performed efficiently and according to established procedures and standards. Employee is in frequent contact with the public. Reports to the Director of Waterworks.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises and coordinates daily work related to billing and accounting of utilities; establishes and administers operational and internal control procedures for billing and collections; provides training, guidance and technical direction to office clerks and meter readers; coordinates the flow of work through the billing, meter reading and finance departments; performs accounting, financial and operational budgetary reporting for the department.

Establishes and coordinates water, sewer, and garbage billing schedules and procedures to assure timely collections and to minimize financial losses; audits the accuracy and validity of all billings, penalties, credits and collections.

Researches and compiles billing and statistical data for the water department director, engineers, auditors, finance, and other Parish departments.

Develops and prepares complex financial, statistical, and accounting statements and reports for the department, including the working papers, fixed assets and supplemental schedules, cash flow reports and parity income statements; researches and extracts billing, financial, accounting, and statistical data for analysis.

Develops and prepares annual operational budgets and amendments for all water departments; assists director in preparing annual and 5 year capital outlay budgets.

Assists customers with complaints and billing problems; authorizes billing adjustments and bill payment extensions.

Arranges and coordinates the annual field audit; explains data contained in the annual financial statements to auditors; refers auditors to source documents.

ADDITIONAL JOB FUNCTIONS

Reviews computer operations for operational adequacy; implements necessary upgrades and installations.

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Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting. Have 3 to 5 years of experience in accounting and/or auditing, preferably with some supervisory experience. Any equivalent combination of experience which will provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, scanners, copiers, adding machines, microfiche machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, ordinances, manuals, financial statements, invoices, etc. Requires the ability to prepare a variety of correspondence, reports, forms, financial statements, budgets, schedules, procedures, evaluations, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; multiply and divide; to determine percentages and decimals; to interpret graphs; and to compute discounts, interest, profit, loss, ratio and proportions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of accepted principles and practices of accounting, bookkeeping, and computerized billing procedures.

Considerable knowledge of modern office practices.

Considerable knowledge of the operations of all water departments.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of current literature, trends, developments, rules, etc. in the field of public service billing and accounting.

General knowledge of common word processing, spreadsheet and file maintenance programs.

Ability to prepare and maintain complete and accurate financial records, reports and statements.

Ability to detect and reconcile discrepancies in accounting transactions and final reports.

Ability to coordinate work schedules and develop effective operational policies and procedures.

Ability to establish and implement effective control procedures.

Ability to prepare and administer budgets.

Ability to develop, support and counsel staff.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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ST. CHARLES PARISH

JOB TITILE: WAREHOUSE CLERK

GENERAL STATEMENT OF JOB

Under general supervision, performs clerical work of limited complexity and scope in the maintenance and repair of a Parish's department inventory. Employee is responsible for general clerical work associated with ordering, receiving, storing, tracking, and issuing materials, parts, and equipment; maintaining and repairing various tools, supplies and equipment; and maintains the warehouse inventory. Reports to the Assistant Director or designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Receives requests for supplies; prepares purchase requisitions for materials, parts and equipment; and contacts vendors concerning prices, availability, and shipment dates when ordering materials, parts, and equipment.

Receives shipments of tools, supplies, and equipment; verifies shipment of items against shipping orders or dray receipts.

Issues materials, tools, supplies, and equipment; ensures items are distributed to the correct area; and logs who receives items, department issued to, amount and the item issued.

Tracks daily inventory of materials, tools, supplies, and equipment.

Cleans storeroom daily.

Makes minor repairs to tools and equipment; and cleans and maintains tools and equipment as needed.

Receives and stores equipment and supplies until moved to permanent locations.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have some job-related experience. Any combination of experience which would provide the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must posses a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including typewriters, copiers, calculators, hand tools, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Physical demand requirements are those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read work orders, invoices, purchase orders, logs, etc. Requires the ability to prepare purchase orders, logs, reports, etc. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of tools and materials.

General knowledge of Parish and departmental rules, regulations, policies and procedures, and the ability to interpret them.

Some knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

Some knowledge of modern office practices, procedures, and equipment.

Ability to operate mechanical devices such as tools or equipment involving limits of accuracy.

WAREHOUSE CLERK

Ability to learn assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to understand and follow oral and written instructions.

Ability to learn assigned clerical tasks.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised: January 19, 2016

ST. CHARLES PARISH

JOB TITLE: WASTEWATER AUTOMATION CONTROL ELECTRICIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and specialized technical work in the maintenance and repair of Wastewater electrical systems. Work involves construction of automation panels and controls, maintaining electrical systems for the Parish Treatment Plants and Lift Stations. Employee is also responsible for assisting and/or working with Wastewater Electricians when performing general maintenance of assigned buildings and facilities. Reports to Operations Manager or his designee.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Starts, stops, operates, reads, adjusts, and repairs electrical equipment related to wastewater pumps.

Plans, implements, orders necessary items to construct and maintain various automation panels.

Plans layout and installs or repairs wiring to new or old wastewater equipment.

Measures, cuts, bends, threads, assembles and install electrical conduit using hacksaw, pipe threader and conduit bender, runs wiring through conduit, connects wiring to meter pan, switches, circuit breakers, control panels, motors, lights, etc.

Performs various installation duties, such as mounting sensors, controls, control panels, communication devices and/or other related tasks.

Troubleshoots equipment using test instruments, such as ammeter, multimeter, megger, computer and other specialized test equipment.

Maintains inventory of supplies, equipment and replacement parts, preparing requisitions and/or purchase orders as necessary.

Plans maintenance schedules of automation and computerized panels and controls.

Repairs malfunctions by such methods as replacing burned out fuses, switches, motors, bypassing or replacing defective wiring, adjusting controllers, etc.; installs upgraded electrical devices to protect motors and equipment.

Repairs, maintains, and installs electrical systems and equipment such as light fixtures, receptacles, switches, electric motors, etc., in buildings and facilities of St. Charles Parish as assigned.

WASTEWATER AUTOMATION CONTROL ELECTRICIAN

ADDITIONAL JOB FUNCTIONS

Uses radios, remote terminal units, computerized and analog devices, pressure transducers, flow transmitters, and variety of switches in panels and equipment.

Troubleshoots telemetry and other systems for causes and correction of problems and malfunctions. Keeps track of inventory to maintain sufficient stock to facilitate operation and maintenance of systems within her/her control.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years of experience in electrical maintenance work. Any equivalent combination of experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.
Must have or be able to attain necessary Wastewater Licenses within the prescribed times:

Collection and Treatment

1 – 18 months	2 – 30 months	3 – 4 years	4 – 6 years

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including pipe benders, pipe threaders, wire crimpers, voltmeters, ohmmeters, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or 10 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are those for medium work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

WASTEWATER AUTOMATION CONTROL ELECTRICIAN

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, electrical diagrams, forms, manuals, etc. Requires the ability to prepare correspondence, reports forms, electrical diagrams, etc., using prescribed formats. Requires the ability to speak to people with pose, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and electrical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; perform calculations involving variables, formulas, square roots and polynomials.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand and power tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear; (talking; expressing or exchanging ideas by means of spoken words; hearing; perceiving nature of sounds by ear). Must be able to communicate via telephone.

WASTEWATER AUTOMATION CONTROL ELECTRICIAN

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of electricity, equivalent to that of a licensed electrician.

Working knowledge of instrumentation and control, including calibration, control and maintenance.

Proficient in computer skills predominantly “ladder logic”.

Ability to read, understand and comprehend technical manuals of system components.

Considerable knowledge of principles of mechanics and electricity.

Considerable knowledge of operating characteristics and maintenance requirements of assigned equipment.

General knowledge of heating and cooling systems.

General knowledge of general safety procedures and precautions necessary in electrical work.

General knowledge of Parish geography.

Skill in operating hand and power tools.

Ability to record pressures, temperature, and operating conditions accurately.

Ability to read and interpret blueprints and schematic drawings.

Ability to perform repair or service on equipment with reasonable speed.

Ability to understand and follow oral and written instructions.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

2-17-14

ST. CHARLES PARISH

JOB TITLE: WASTEWATER COLLECTION FOREMAN

GENERAL STATEMENT OF JOB

Under occasional supervision, performs supervisory and technical work in directing the operation and maintenance of the Parish Wastewater Collection System. Work involves overseeing and administering services necessary in wastewater collection and ensuring adherence to established standards. Employee is responsible for supervising collection personnel who maintain the continuous operation of a variety of pumps, pump stations, force mains to treatment facilities, tanks and related equipment, supervising the maintenance of the wastewater collection system. Employee is considered essential personnel and must report to work in times of natural disasters and or emergencies, and is on 24-hour call. Reports to the Wastewater Operations Manager, or Assistant Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises and directs the operations of the Parish wastewater collection system, supervises operations of the department to ensure the continuous operation of a variety of pumps, pump stations, force mains, and gravity lines to treatment facilities, lift stations, tanks and related equipment.

Must be able to read and understand engineering drawings of the Wastewater Collection Systems.

Must be able to troubleshoot system blockages, assess problems and make necessary repairs.

Must be able to use CCTV Equipment, vacuum equipment and high pressure cleaning equipment.

Must be able to identify different types and classifications of pipe.

Analyzes computer data to identify and solve problems with collection and treatment system, wastewater quality, sanitation, safety and cost efficiency, reports any and all collection problems to the Operations Manager or Assistant Director.

Ensures proper preventive maintenance records are maintained and generates various reports to the Superintendent, or Assistant Director, and/or Director.

Supervises the maintenance and repair of the wastewater collection and treatment system and related equipment.

Performs routine personnel administration duties for staff, including hiring, training, directing and scheduling; reviews and files payroll time reports.

Develops and enforces safety procedures; conducts inspections of facilities to identify potentially unsafe equipment and/or procedures, uses various hazardous chemicals such as chlorine, and enforces the use of safety equipment and the safe handling of hazardous chemicals to prevent exposures and releases that could endanger life and health.

Maintains inventory of equipment and materials required for operation and maintenance of the collection system.

ADDITIONAL JOB FUNCTIONS

Performs special projects, as needed, to meet requirements of the Louisiana Department of Environmental Quality and the U.S. Environmental Protection Agency.

Prepares and identifies capital improvement projects for upcoming years.
Serves as essential personnel and must report to work in times of natural disaster; and is on 24-hour call.
Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by course work in electrical and mechanical fundamentals. Must have a minimum of 3 to 5 years of wastewater maintenance experience, or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must have or be able to obtain both Collection and Treatment Certification requirements of Wastewater Department within the following time restraints:
Class 1 =18 months Class 2 = 30 months Class 3 = 4 yrs Class 4 = 6 yrs

Must have a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARD REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers instrumentation charts, pumps, various chemicals feeders, flow meters, chlorinators, analytical instrumentation, etc., and have knowledge in the use of plumbing and mechanical equipment and tools. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 5 pounds constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are consistent with those for heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of reports, correspondence, diagrams, forms, invoices, records, charts, diagrams, manuals, etc. Requires the ability to prepare reports, correspondence, forms, studies, charts, specifications, graphs, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw conclusions, to interpret an extensive variety of technical instructions in mathematical or diagrammatic form, deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information to explain procedures, to follow oral and written instruction. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including chemistry, engineering, electrical, mechanical and wastewater terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas, to add and subtract, multiply and divide, utilize decimals and percentages, interpret graphs, perform calculations involving variables, formulas, square roots and polynomials, perform statistical calculations that include frequency distributions, reliability and validity tests, correlation techniques, factor analysis and econometrics.

From/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using tools and delicate instruments.

Manual Dexterity: Requires the ability to handle a variety of items such as delicate and specialized instruments and equipment, highly accurate measuring devices and computers. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear (talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of tools, equipment, materials and machinery used in the collection and treatment system.

Considerable knowledge of the toxins and chemicals present in wastewater.

Considerable knowledge of local, state and federal regulations and guidelines pertaining to wastewater systems.

Considerable knowledge of the current literature, trends and developments in the field of wastewater collection and treatment.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the safety precautions applicable to a wastewater collection and treatment system.

Considerable knowledge of the geography of the wastewater system.

Considerable knowledge of the wastewater collection and treatment system.

Ability to maintain and organize accurate records, interprets technical data and prepare reports from those records.

Ability to exercise initiative and independent judgment in interpreting and apply standards to a variety of work situations.

Ability to instruct and supervise less experienced technical workers.

Ability to follow oral and written instructions.

Ability to communicate effectively both orally and in writing.

Skilled in using and maintaining the supervisory data acquisition system.

Skilled in the used of chemical storage emergency repair kits.

Ability to use self contained breathing apparatus in hazardous environments.

Ability to trouble shoot and assure proper operation of equipment used in the collection and treatment of wastewater.

Ability to apply knowledge to non-routine situations and events.

Ability to exercise tact and courtesy in contact with the general public.

Ability to detect wastewater operational problems in early stages.

Ability to develop efficient and effective methods and procedures.

Ability to recognize wastewater quality deviations and determine the appropriate corrective action.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

1-8-2013

WASTEWATER ELECTRICIAN

ST. CHARLES PARISH

JOB TITLE: WASTEWATER ELECTRICIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and specialized technical work in the maintenance and repair of Wastewater electrical systems. Work involves maintaining electrical systems of sewerage plants and lift stations. Employee is responsible for general maintenance of assigned buildings and facilities. Reports to the Maintenance Foreman, or Wastewater Manager. Employee is considered essential personnel and must report to work in time of natural disasters and emergencies.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Starts, stops, operates, reads, adjusts, and repairs mechanical and electrical equipment related to sewerage plants and lift stations.

Plans layout and installs or repairs wiring to pumps, lift stations, sewerage plants, building, etc.

Measures, cuts, bends, threads, assembles, and installs electrical conduit using hacksaw, pipe threader and conduit bender; runs wiring through conduit, connect wiring to meter pan, switches, circuit breakers, control panels, motors, lights, etc.

Troubleshoots equipment using test instruments, such as ammeter, multimeter and megger.

Maintains inventory of supplies, equipment and replacement parts, preparing requisitions and/or purchase orders as necessary.

Plans maintenance schedules, and performs preventive maintenance, including ensuring proper oil levels and grease in motor bearings; maintains records of equipment maintenance and repair performed.

Repairs malfunctions by such methods as replacing burned out fuses, switches, motors, bypassing or replacing defective wiring adjusting controllers, etc.; installs upgraded electrical devices to protect motors and equipment.

Repairs, maintains, and installs electrical systems and equipment such as light fixtures, receptacles, switches, electric motors, water heaters, air conditioners, etc., in buildings and facilities, as assigned.

ADDITIONAL JOB FUNCTIONS

Operates culvert machine to clean lines as needed.

Probes sewer lines for obstructions.

Performs related work as required.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

Shall possess a Louisiana Department of Health and Hospitals Operator Certification Class I in Collection within 18 months of employment, Class 2 in 30 months, Class 3 in four years, and Class 4 in six years.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years of experience in electrical maintenance work. Any equivalent combination of experience that provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATINS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including pipe benders, pipe threaders, wire crimpers, voltmeters, ohmeters, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or 10 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of the body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for medium work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions to superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, electrical diagrams, manuals, etc. Requires the ability to prepare correspondence,

reports, electrical diagrams, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including standard English and electrical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to interpret graphs; perform calculations involving variables, formulas, square roots and polynomials.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as power tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear. (Talking: expressing or exchanging ideas by means of spoken words; Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of principles of mechanics and electricity.

Considerable knowledge of operating characteristics and standard repair methods of pumps and motors, primary and lift station.

Considerable knowledge of the operating characteristics and maintenance requirements of assigned equipment.

WASTEWATER ELECTRICIAN

General knowledge of general safety procedures and precautions necessary in electrical work.

General knowledge of Parish geography.

Skill in operating hand and power tools.

Ability to record pressures, temperature, and operating conditions accurately.

Ability to read and interpret blueprints and schematic drawings.

Ability to perform repair or service on equipment with reasonable speed.

Ability to understand and follow oral and written instructions.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised 9-1-15

ST. CHARLES PARISH

JOB TITLE: **WASTEWATER LABORER**

GENERAL STATEMENT OF JOB

Under general supervision, performs routine and unskilled manual labor for the Wastewater Department. Work involves cleaning of sewer lines, cutting and trimming grass; digs and fills holes in the ground; uses hand tools or small power tools; clean work areas, wash vehicles and equipment. Reports to Collection and/or Maintenance Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs maintenance and cleaning of sewer lines, and repairs sewer pipes.

Uses hand tools and equipment such as pick, shovel, hoe, rake, and broom, and basic mechanic hand tools.

Digs and fills holes in ground using spade, pick, shovel, or post hole digger as needed to repair sewer lines.

Patches and repairs existing street, scoops and shovels dirt, asphalt, concrete, and other material to repair pot holes on public streets.

Spreads dirt, shell and gravel evenly over road bed or road shoulder.

Polices areas to collect bulky trash; collects trash and places into open-bed truck; and hauls the materials to a dumping site.

Removes roots, debris and other refuse from clogged sewer lines; cleans grit, sludge, trash and other debris, to include drying beds.

Serves as flagman to direct traffic around road repair work; and may erect and dismantle simple barricades. Cleans work areas and wash vehicles and equipment.
Prunes and trims hedges; cuts weeds, grass, and brush using cane knife or other hand tools; and trims and cuts down trees and limbs; and hauls away debris.

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ADDITIONAL JOB FUNCTIONS

Performs related work required: Cleaning Clarifiers and Aeration Basins

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have some experience as a laborer in maintenance and construction. Any equivalent combination of experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIRMENTS

Must possess a valid Louisiana Driver's license and the ability to maintain this license.

MINIMUM QUALIFICATIONS QR STANDARDS REQUIRED TQ PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including shovels, weed eaters, power saws, hammers, skill saws, pick axes, shovels, etc. Must be able to exert 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional structural or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/to signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read simple.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools. Must be able to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and radio.

KNOWLEDGE. SKILLS AND ABILITIES

General knowledge of the standard methods, materials and equipment employed in basic construction and maintenance operations.

General knowledge of the geographical layout of the Parish.

Some knowledge of the equipment, materials and tools used in the Wastewater trade.

Ability to perform moderately heavy manual labor for extended periods.

Ability to perform strenuous work under varying weather conditions.

Ability to understand and follow oral instructions.

Ability to establish and maintain effective working relationships as necessitated by work assiguments.

Ability to learn the safe and proper use of simple hand maintenance and power maintenance tools.

Revised 9-1-15

ST. CHARLES PARISH

JOB TITLE: WASTEWATER MAINTENANCE CLERK

GENERAL STATEMENT OF JOB

Under general supervision, performs clerical work of limited complexity and scope in the Wastewater Department. Employee is responsible for performing routine clerical tasks such as light typing and filing, faxing information, etc; monitoring radio transmissions and relaying information; answering the department telephone; and responding to complaints and requests from the general public. Work involves preparing and issuing permits; greeting visitors and callers; preparing and maintaining various reports and documents; generating and handling work orders. Reports directly to the department Assistant Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Monitors radio transmissions; receives complaints, needs for repairs, assistance, and/or location from staff in the field.

Greets visitors; answers the department telephone; routes calls; records messages; relays messages to the appropriate personnel; and responds to inquires from the general public concerning Parish laws and ordinances.

Receives and records complaints or service orders; fills out work requests; relays orders to work crews.

Maintains work schedule from a central office; maintains contact with work crews.

Prepares permits; records information from customer, schedules inspections; receives monies and checks for permits; and issues permits to customer.

In conjunction with the Waterworks Department, tracks monthly billing of fees and payments for installation of sewer connections and sewer credits. Includes this information in monthly report.

Generates monthly report which includes complaints, inspections, permits sold, monthly billing of permit installments, and credits given to residents.

ADDITIONAL JOB FUNCTIONS

Maintains work related filing system; sorts and files documents alphabetically, numerically, or by other established classifications; prepares and places labels on folders; makes dividers for files; retrieves material from files upon request.

Generates, records, and tracks work orders. Includes information in monthly report.

Performs related work as required.

Determines if and when customer connected to system. Forwards paperwork to Waterworks to start sewer fees. Determines if sewerage is available when applies for permit.

Processes One Call Tickets.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High school diploma or GED. Have 1 or 2 years of experience in clerical work including extensive use of computers. Any combination of experience that would provide the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, works orders, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with polite voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

General knowledge of modern office practices, procedures, and equipment.

General knowledge of Parish and departmental rules, regulations, policies and procedures, and the ability to interpret them.

Skilled in the operation of common office machines, including computer word-processing, spreadsheet and file maintenance programs.

Ability to learn assigned tasks readily and to adhere to prescribed departmental procedures.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to understand and follow oral and written instructions.

Ability to make basic arithmetic computations.

Ability to complete work requests and dispatch work crews.

Ability to perform assigned tasks.

Ability to adhere to prescribed departmental procedures.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised 1-12-10

ST. CHARLES PARISH

JOB TITLE: WASTEWATER MAINTENANCE FOREMAN

GENERAL STATEMENT OF JOB

Under occasional supervision, performs supervisory and technical work in directing the operation and maintenance of the Parish Wastewater Treatment and Collection System. Work involves overseeing and administering services necessary in wastewater collection and treatment and ensuring adherence to established standards. Employee is responsible for supervising maintenance personnel who maintain the continuous operation of a variety of clarifiers, filters, pumps, pump stations, chlorinators, tanks and related equipment, supervising the maintenance of the wastewater collection and treatment system. Employee is considered essential personnel and must report to work in times of natural disasters and or emergencies, and is on 24-hour call. Reports to the Wastewater Operations Manager, or Assistant Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises and directs the operations of the Parish wastewater collection system, supervises operations of the maintenance department to ensure the continuous operation of a variety of clarifiers, filters, chlorinators, pumps, pump stations, calibration of flow meters, tanks and related equipment.

Must be able to read and understand Electrical and Instrumentation Diagrams/Drawings.

Must be able to troubleshoot Electrical and Instrumentation issues.

Must be able to use MEGGER, VOM, and AMP Meters.

Must have experience in Soft Starts and VFDs.

Analyzes computer data to identify and solve problems with collection and treatment system, wastewater quality, sanitation, safety and cost efficiency, reports any and all maintenance problems to the Operations Manager or Assistant Director.

Ensures proper preventive maintenance records are maintained and generates various reports to the Operations Manager, Assistant Director, and/or Director.

Supervises the maintenance and repair of the wastewater collection and treatment system and related equipment.

Performs routine personnel administration duties for staff, including hiring, training, directing and scheduling; reviews and files payroll time reports.

Develops and enforces safety procedures; conducts inspections of facilities to identify potentially unsafe equipment and/or procedures, uses various hazardous chemicals such as chlorine, and enforces the use of safety equipment and the safe handling of hazardous chemicals to prevent exposures and releases that could endanger life and health.

Maintains inventory of equipment and materials required for operation and maintenance of the collection and treatment system.

ADDITIONAL JOB FUNCTIONS

Performs special projects, as needed, to meet requirements of the Louisiana Department of Environmental Quality and the U.S. Environmental Protection Agency.

Prepares and identifies capital improvement projects for upcoming years.
Serves as essential personnel and must report to work in times of natural disaster; and is on 24-hour call.
Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by course work in electrical and mechanical fundamentals. Must have a minimum of 3 to 5 years of wastewater maintenance experience, or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must have or be able to obtain both Collection and Treatment Certification requirements of the Wastewater Department within the following time restraints:
Class 1 = 18 months Class 2 = 30 months Class 3 = 4 yrs Class 4 = 6 yrs

Must have a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARD REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers instrumentation charts, calibrators, titrators, pumps, various chemicals feeders, flow meters, chlorinators, analytical instrumentation, etc., and have knowledge in the use of plumbing and mechanical equipment and tools. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 5 pounds constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are consistent with those for heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of reports, correspondence, diagrams, forms, invoices, records, charts, diagrams, manuals, etc. Requires the ability to prepare reports, correspondence, forms, studies, charts, specifications, graphs, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw conclusions, to interpret an extensive variety of technical instructions in mathematical or diagrammatic form, deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information to explain procedures, to follow oral and written instruction. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including chemistry, engineering, electrical, mechanical and wastewater terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas, to add and subtract, multiply and divide, utilize decimals and percentages, interpret graphs, perform calculations involving variables, formulas, square roots and polynomials, perform statistical calculations that include frequency distributions, reliability and validity tests, correlation techniques, factor analysis and econometrics.

From/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using tools and delicate instruments.

Manual Dexterity: Requires the ability to handle a variety of items such as delicate and specialized instruments and equipment, highly accurate measuring devices and computers. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear (talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of tools, equipment, materials and machinery used in the collection and treatment system.

Considerable knowledge of the toxins and chemicals present in wastewater.

Considerable knowledge of local, state and federal regulations and guidelines pertaining to wastewater systems.

Considerable knowledge of the current literature, trends and developments in the field of wastewater collection and treatment.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the safety precautions applicable to a wastewater collection and treatment system.

Considerable knowledge of the geography of the wastewater system.

Considerable knowledge of the wastewater collection and treatment system.

Ability to maintain and organize accurate records, interprets technical data and prepare reports from those records.

Ability to exercise initiative and independent judgment in interpreting and apply standards to a variety of work situations.

Ability to instruct and supervise less experienced technical workers.

Ability to follow oral and written instructions.

Ability to communicate effectively both orally and in writing.

Skilled in using and maintaining the supervisory data acquisition system.

Skilled in the used of chemical storage emergency repair kits.

Ability to use self contained breathing apparatus in hazardous environments.

Ability to trouble shoot and assure proper operation of equipment used in the collection and treatment of wastewater.

Ability to apply knowledge to non-routine situations and events.

Ability to exercise tact and courtesy in contact with the general public.

Ability to detect wastewater operational problems in early stages.

Ability to develop efficient and effective methods and procedures.

Ability to recognize wastewater quality deviations and determine the appropriate corrective action.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

1-8-2013

ST. CHARLES PARISH

JOB TITLE: WASTEWATER OPERATIONS MANAGER

GENERAL STATEMENT OF JOB

Manage all aspects of the Wastewater Department to include, but not limited, to daily operations of the department, directing the operation and maintenance of the Parish Wastewater Collection, Treatment and Maintenance System, (CTM). Coordinate work between all foreman including Plant Techs. Major project coordination and monitoring between the Parish, Engineer and the Contractor. Administering services necessary in wastewater CTM and ensuring adherence to established standards. Help establish and generate reports for all aspects of the department including reports to LDEQ, EPA and DHH. Employee is considered essential personnel and must report to work in times of natural disasters and/or emergencies and is on 24-hour call. Reports to the Wastewater Assistant Director and Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Manage and coordinate the efforts of the wastewater C & M Foreman and plant techs.

Coordinate and monitors all major construction projects.

Liaison with the Engineers, Contractors and Department Heads. Review all drawings and make recommendations as necessary.

Assure SCPWW meets regulatory LDEQ, USEPA and DHH guidelines.

Prepare and manage the complete budget of the CTM of the Wastewater Department.

Assist in the preparation of budgets for major remediation of Wastewater infrastructures and any new projects.

Ability to read and understand blueprints and/or construction drawings.

Prepare and approve Purchase Orders for procuring equipment, materials and supplies needed for daily operations up to amount specified by the Wastewater Director and/or Assistant Director.

Ensures proper preventive maintenance records are maintained and generates various reports to the Assistant Director, and/or Director.

Responsible for and oversees the tracking and maintains inventory of all Wastewater assets.

Responsible for personnel administrative duties for staff, including hiring, training, directing and scheduling; reviews and files payroll time reports.

Develops and enforces safety procedures; conducts inspections of facilities to identify potentially unsafe equipment and/or procedures, and enforces the use of safety equipment and the safe handling of hazardous chemicals to prevent exposures and releases that could endanger life and health.

Address routine personnel problems and/or concerns. Assure adherence to Department Policy and Procedures, Rules and Civil Service Regulations.

Participate in and direct all interviews with new and/or upgrade of employees.

Responsible for inventory of equipment and materials required for operation and maintenance of the collection and treatment system.

Oversees the analysis of any and all computer data to identify and solve problems relating to the CTM systems, wastewater quality, sanitation, safety and cost efficiency. Will report any and all CTM problems to the Assistant Director or Director.

ADDITIONAL JOB FUNCTIONS

Manage special projects, as needed, to meet requirements of the Louisiana Department of Environmental Quality, the U.S. Environmental Protection Agency and Louisiana Department of Health and Hospitals.

Prepares and identifies capital improvement projects for upcoming years.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Minimum of 5-years management experience in wastewater or related field or any equivalent combination of training and experience that provides the necessary knowledge, skills and abilities. Must possess a valid Louisiana Drivers License. Must have basic computer skills. Must be able to read and decipher blueprints and/or construction drawings.

SPECIAL REQUIREMENTS

Must have or be able to obtain both Collection and Treatment Certification requirements of the Wastewater Department within the following time restraints:
Class 1 = 18 months Class 2 = 30 months Class 3 = 4 yrs Class 4 = 6 yrs

MINIMUM QUALIFICATIONS OR STANDARD REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Have knowledge in the use of plumbing and mechanical equipment and tools as they relate to wastewater operations. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 5 pounds constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are consistent with those for heavy work

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to conveyor exchange information. Includes giving instructions, assignments and/or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of reports, correspondence, diagrams, forms, invoices, records, charts, diagrams, manuals, etc. Requires the ability to prepare reports, correspondence, forms, studies, charts, specifications, graphs, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw conclusions, to interpret an extensive variety of technical instructions in mathematical or diagrammatic form, deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information to explain procedures, to follow oral and written instruction. Must be able to communicate effectively and efficiently in a variety of

technical or professional languages, including chemistry, engineering, electrical, mechanical and wastewater terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas, to add and subtract, multiply and divide, utilize decimals and percentages, interpret graphs, perform calculations involving variables, formulas, square roots and polynomials, perform statistical calculations that include frequency distributions, reliability and validity tests, correlation techniques, factor analysis and econometrics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using tools and delicate instruments.

Manual Dexterity: Requires the ability to handle a variety of items such as delicate and specialized instruments and equipment, highly accurate measuring devices and computers. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear (talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of tools, equipment, materials and machinery used in the collection and treatment system.

Considerable knowledge of the toxins and chemicals present in wastewater.

Considerable knowledge of local, state and federal regulations and guidelines pertaining to wastewater systems.

Considerable knowledge of the current literature, trends and developments In the field of wastewater collection and treatment.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the safety precautions applicable to a wastewater collection and treatment system.

Considerable knowledge of the geography of the wastewater system.

Considerable knowledge of the wastewater collection and treatment system.

Ability to maintain and organize accurate records, interprets technical data and prepare reports from those records.

Ability to exercise initiative and independent judgment in interpreting and apply standards to a variety of work situations.

Ability to instruct and supervise less experienced technical workers.

Ability to follow oral and written instructions.

Ability to communicate effectively both orally and in writing.

Skilled in using and maintaining the supervisory data acquisition system.

Skilled in the use of chemical storage emergency repair kits.

Ability to use self contained breathing apparatus in hazardous environments.

Ability to troubleshoot and assure proper operation of equipment used in the collection and treatment of wastewater.

Ability to apply knowledge to non-routine situations and events.

Ability to exercise tact and courtesy in contact with the general public.

Ability to detect wastewater operational problems in early stages.

Ability to develop efficient and effective methods and procedures.

Ability to recognize wastewater quality deviations and determine the appropriate corrective action.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

10-09-2012

ST. CHARLES PARISH

JOB TITLE: WASTEWATER PLANT OPERATOR

GENERAL STATEMENT OF JOB

Under limited supervision, performs specialized and skilled work in the continuous monitoring of the Parish and Sewerage Treatment Plants. Employee is responsible for continuously monitoring, testing and analyzing the chemical and physical characteristics of plant effluent, and troubleshooting, repairing and maintaining equipment used in the treatment of wastewater. Employee will be required to work shifts as determined by the Plant Tech which assists in obtaining detailed knowledge of the treatment process and related equipment. Reports to the Plant Technician or Wastewater Operations Manager. Employee is considered essential Personnel and must report to work in time of natural disasters and / or emergencies.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs wastewater sampling and analysis in accordance with standard procedures; operates large, complex mechanical treatment systems; controls numerous pumps, valves and chemical feed systems; adjusts treatment chemicals based on the influent flow of the plant headwater; observes and records all required information.

Collects and runs various analyses and tests in monitoring, including chlorine process operation and control residual analysis, turbidity analysis, bacteriological sampling, pH analysis, Dissolved oxygen, Bio Chemical Oxygen Demand, Fecal Coliform, and enters all data collected into a tracking system.

Calculating chlorine and sulfur dioxide input and retention at various operation levels.

Collects various samples for testing periodically, including suspended solids samples, radiological samples, organic compound samples, and end of line water samples; maintains flow and pressure charts daily.

Uses various hazardous chemicals in the treatment process; controls those substances to prevent exposure and releases that could endanger life on and off the work site.

Analyzes and solves routine problems with production, treatment and storage operations, water quality, sanitation, safety and cost efficiency.

Samples, analyzes, tests, and records required tests and data in accordance with the Plant Operations Manual and the Plant Log Book instructions.

Computerizes operational data; reports operational problems to the Plant Tech.

Performing maintenance procedures.

Maintaining technical records as well as standard office forms.

Assisting in the performance of and interpreting of process control tests and NPDES monitoring tests under the direct supervision of the Plant Tech.

Works with various wastewater treatment chemicals.

Performs maintenance and cleaning as required on equipment and facility; uses a variety of specialized tools, instruments, and equipment.

Maintains plant grounds.

Follows rules of conduct, safety rules and emergency procedures.

ADDITIONAL JOB FUNCTIONS

Answers phone and radio calls after office hours; calls out work crews when required.

Receives shipments as required.

Substitutes as a relief operator when required.

Monitor SCADA Stations

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by chemical analysis course work. Have 1 to 2 years of experience performing wastewater treatment functions. Any equivalent combination of experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

Must have or be able to immediately obtain a Temporary Louisiana State Wastewater Treatment Certification.

After becoming plant operator, shall obtain a Louisiana State Class I Wastewater Treatment Certification within 18 months, Class II in 30 months, Class III in 4 years, Class IV in 6 years.

Must train to maintain the Louisiana State Wastewater Treatment Certification.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of mechanical equipment including ratio turbidimeters, thermometers, analyzers, titrators, colorimeters, pumps, hammers, saws, welding machines, cutting torches, etc. Must be able to exert in excess of 100 pounds of force occasionally, and/or 50 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are consistent with those for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, shipping invoices, etc. Requires the ability to prepare correspondence, forms, work orders, time sheets, charts, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of

concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using electrical, mechanical and waterworks terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and a two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern methods of wastewater sampling, testing and analysis.

Considerable knowledge of the types of testing required at a wastewater treatment plant.

Considerable knowledge of safety precautions and emergency procedures relevant to a wastewater treatment plant.

Considerable knowledge of the various instruments used in testing and sampling wastewater.

Considerable knowledge of the procedures, rules and guidelines contained in the Plant Operators Manual and the Plant Log Book.

Considerable knowledge of how to operate complex mechanical treatment systems.

Considerable knowledge of the maintenance requirements of water treatment facilities and equipment.

Considerable knowledge of appropriate methods of handling hazardous materials.

Considerable knowledge of applicable rules and regulations of the Environmental Protection Agency.

General knowledge of the water distribution system in the Parish.

Skill in detecting slight changes in taste and odor.

Skill in using the Supervisory Control Data Acquisition System.

Ability to determine required water storage levels and regulate water flow to maintain that level.

Ability to run complex and technical analysis on treated and untreated water samples with accuracy.

Ability to troubleshoots, repair and maintain equipment used in the production of drinking water.

Ability to collect and analyze bacteriological samples outside the limits of the plant.

Ability to detect slight differences in color shade during titration analyses.

Ability to apply knowledge to non-routine situations and events.

Ability to react quickly and effectively to sudden changes in the working environment.

Ability to use a self contained breathing apparatus.

Ability to maintain complete and accurate records and charts.

Ability to follow oral and written instructions.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

High School diploma or GED.

Revised 9-1-15

ST. CHARLES PARISH

JOB TITLE: WASTEWATER PLANT TECHNICIAN

GENERAL STATEMENT OF JOB

Under limited supervision, performs specialized and skilled technical work to standardize analytical and control instrumentation, to maintain quality assurance for analytical procedures and to optimize wastewater treatment operations. The employee is responsible for assuring that analytical instrumentation and testing procedures are producing accurate data and for performing non-routine analyses and tests to optimize wastewater treatment for maximum efficiency and economical productions. Employee must be prepared to deal with emergency situations involving harmful chemicals. Supervises Plant personnel. Employee is considered essential personnel and must report to work in times of natural disasters; and is on 24-hour call. Reports to the Wastewater Operations Manager or Wastewater Assistant Director.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Calibrates and maintains all flow instrumentation throughout the wastewater treatment plants; performs standardization testing to assure all procedures and analytical instruments are measuring wastewater parameters accurately; performs non-routine analyses and tests on wastewater, treatment, chemicals, and equipment; maintains permanent records of all tests.

Samples, analyzes, tests, and records required tests and data in accordance with the Standard Operating Procedures and the Operation and Maintenance Manual for the wastewater treatment plants; supervises all bacteriological and chemical sampling of wastewater in the treatment plant; completes reports on information found; notifies Wastewater Maintenance/Collection Foreman of problems.

Tests and troubleshoots analytical equipment, plant instrumentation and equipment; analyzes and solves routine problems with treatment, wastewater quality, sanitation, safety, and cost efficiency.

Supervises maintenance and cleaning as required on equipment and facility; uses a variety of specialized tools, instruments and equipment.

Is highly trained in emergency procedures and the handling of hazardous materials; is trained in the use of self-contained breathing apparatus and emergency repair kits.

Maintains inventory of all wastewater chemicals, analytical reagents and equipment.

Supervises the work of Plant Operators, ensuring adherence to proper procedures.

ADDITIONAL JOB FUNCTIONS

Serves as essential personnel and must report to work in times of natural disaster; and is on 24 hour call.

Performs related work as required.

WASTEWATER PLANT TECHNICIAN

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by related course work. Must have 3 to 5 years of experience performing various chemical testing, sampling and analysis. Any equivalent combination of experience that would provide the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must have or be able to attain a Wastewater Treatment Class IV License. Class I in Treatment within 18 months of employment, Class 2 in 30 months, Class 3 in four years, and Class 4 in six years.

Must have a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including calculators, meters, incubators, computers, calibrators, analyzers, timers, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pound of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, invoices, records, charts, diagrams, manuals, etc. Requires the ability to prepare correspondence, reports, forms, studies, charts, specifications, graphs, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including electrical, mechanical and engineering terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to interpret graphs, to compute discount, interest, profit and loss, ratio and proportions; and to perform calculations involving variables, formulas, square roots, and polynomials.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

WASTEWATER PLANT TECHNICIAN

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using a variety of tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear. (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sound by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern methods of wastewater treatment process.

Considerable knowledge of the principles and procedures of calibrating flow instruments and other wastewater equipment.

Considerable knowledge of the types of testing required at wastewater treatment plant.

Considerable knowledge of the procedures, rules and guidelines contained in the Standard Operations Procedures and the Operation and Maintenance Manuals.

Considerable knowledge of the maintenance requirements of the wastewater treatment facilities and equipment.

Considerable knowledge of safety precautions and emergency procedures relevant to a wastewater treatment plant.

Considerable knowledge of appropriate methods of handling hazardous materials.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of applicable rules and regulations to the Environmental Protection Agency and the Louisiana Department of Environmental Quality.

General knowledge of current literature, trends and developments in the field of wastewater treatment quality assurance.

General knowledge of the wastewater collection system in the Parish.

WASTEWATER PLANT TECHNICIAN

General knowledge of the sanitation, safety and efficiency requirements of a wastewater treatment plant.

Ability to troubleshoot problems with analytical equipment and plant instruments and to determine the appropriate action to be taken.

Ability to detect treatment operational problems in early stages.

Ability to use a self contained breathing apparatus.

Ability to maintain complete and accurate records to develop meaningful reports from those records.

Ability to follow oral and written instructions.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised 9-1-15

WASTEWATER PUMP MECHANIC

ST. CHARLES PARISH

JOB TITLE: WASTEWATER PUMP MECHANIC

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled technical work installing, maintaining, inspecting, and repairing pumps and associated equipment at the Parish wastewater treatment plant and at the parish lift stations. Work involves maintaining pump motors, engines and gear boxes, CL systems and motor control panels, including preventive maintenance and repair. Employee is also responsible for monitoring lift stations, wet wells, service lines, etc.; servicing light motorized equipment; and maintaining inventory records. Reports to the Maintenance Foreman, or Operations Manager. Employee is considered essential personnel and must report to work in time of natural disasters and or emergencies.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Installs and maintains pumps, motors and blowers, and CL systems; checks fluid levels, greasing bearings on pumps and motors; changes oil and fuel filters; examines and changes or repairs faulty gauges; locates and changes electrical fuses, as necessary; changes batteries, broken hoses, etc., as necessary.

Tests pumps to ensure proper operating condition.

Installs and repairs suction, discharge and transfer piping.

Troubleshoots and repairs electrical motor control panels.

Monitors operation of lift stations, correcting problems or notifying appropriate personnel, as appropriate.

Repairs and maintains light equipment such as lawn mowers, string trimmers, chain saws, etc.

Maintains supply inventory records.

ADDITIONAL JOB FUNCTIONS

Clears grease and debris from wet-wells and service lines.

Probes ground to locate sewer lines, and installs sewer lines.

Performs other related work as required.

SPECIAL REQUIREMENTS

Must possess a valid Louisiana driver's license.

Shall possess a Louisiana Department of Health and Hospitals Operator Certification Class I in Collection and/or Treatment within 18 months of employment, Class 2 in 30 months, Class 3 in four years, and Class 4 in six years.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years of experience in mechanical or electrical maintenance work. Any equivalent combination of experience that provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATINS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including hand tools, power tools, acetylene torches, jack hammers, shovels, rakes, grease guns, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Physical demand requirements are for heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, electrical diagrams, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear. (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operation and maintenance of pumps and electrical controls involved in the operation of wastewater collection and treatment facilities.

General knowledge of the principles of mechanics and electricity.

General knowledge of pipe fitting and elementary mechanics.

General knowledge of the occupational hazards and safety precautions necessary for safe mechanical and electrical work.

Skill in operating hand and power tools necessary for pump maintenance and repair.

WASTEWATER PUMP MECHANIC

Ability to use a variety of hand tools and mechanical equipment related building and grounds maintenance.

Ability to diagnose and repair mechanical equipment related building and grounds maintenance.

Ability to direct, supervise, assist, and advise non-skilled to semi-skilled subordinates.

Ability to explain procedural information clearly.

Ability to maintain records in organized manner.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised 9-01-2015

ST. CHARLES PARISH

JOB TITLE: WASTEWATER TECHNICIAN II

GENERAL STATEMENT OF JOB

Under general supervision, performs lead worker and skilled technical work in the operation of the wastewater system, lift station and associated equipment for the Parish, ensuring that operations meet applicable regulations. Work involves monitoring various equipment, gauges and meters and adjusting equipment for efficient operation. Employee is also responsible for performing preventive maintenance and repair of wastewater equipment, and performing custodial work to maintain equipment, facilities and grounds. Work also involves assisting and advising a Wastewater Technician I and/or Laborers in the performance of their duties. Reports to the Collection Foreman, Operations Manager. Employee is considered essential personnel and must report to work in time of natural disasters and or emergencies.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Monitors the daily operations of the wastewater system, ensuring compliance with applicable federal, state and local laws, ordinances and regulations.

Checks and maintains collection stations as necessary, and performs tie-ins to wastewater collection when necessary.

Maintains records of wastewater system and prepares related reports.

Advises supervisor of status of system and any non-compliance situations.

Performs preventative maintenance and minor repair of equipment, including the lubrication of motors and pumps.

Assists and advises Wastewater Technician I and/or Laborers, ensuring adherence to established policies, procedures and standards.

Maintains and performs minor repair work on pumps and other equipment as necessary, repacks valves and pumps, changes oil and filter on blowers and pumps, replaces belts and greases fittings; maintains inspection and activity records.

Maintains general cleanliness of the wastewater system and performs various grounds keeping tasks such as mowing grass, weeding, edging, and upkeep of all equipment and vehicles.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, and reviews professional journals, to enhance and maintain knowledge of trends and developments in the field of wastewater.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have 1 to 2 years of experience in wastewater operations and mechanical repair work, including road crew work. Any equivalent combination of experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Shall possess a Louisiana Department of Health and Hospitals Operator Certification Class I in Collection within 18 months of employment, Class 2 in 30 months, Class 3 in four years, and Class 4 in six years.

Must possess a valid Louisiana Class "A" Commercial Driver's License with required endorsements—combination air brakes and tanker man.

Must be able to read, interpret, and understand Wastewater drawings.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including meters and gauges, testing equipment, scales, water sampling devices, pumps, pressure washers, lawn mowers, string trimmers, hand tools, shovels, rakes, etc. Must be able to operate light to heavy weight motor vehicles, including back hoes, tractors, dozers, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Requires frequent reaching, kneeling, lifting and climbing. Physical demand requirements are for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and /or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, charts, logs, forms, drawings, etc. Requires the ability to prepare logs, charts, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of

technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables i.e.; drawings.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and utilize decimals and percentages; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using heavy equipment, and power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools and testing equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the processes involved in the collection of wastewater.

Considerable knowledge of the functions and operation of wastewater collection equipment.

General knowledge of federal, state and local laws, ordinances and regulations related to wastewater.

Ability to recognize breakdowns in wastewater system.

Ability to perform general road crew work.

Ability to maintain routine records.

Ability to make proper judgment to control processes for optimum effectiveness and efficiency.

Ability to make decisions within departmental policies and occasionally in the absence of stated procedures.

Ability to assist and advise less experienced wastewater employees.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised 9-1-15

ST. CHARLES PARISH

JOB TITLE: WASTEWATER TECHNICIAN I

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled technical work in the operation of the wastewater system. Work involves maintaining and assisting in repair of pumps and other equipment and performing custodial work to maintain equipment, facilities and grounds. Employee is also responsible for regulating equipment operation. Reports to the Collection Foreman or Wastewater Operations Manager. Employee is considered essential personnel and must report to work in time of natural disasters and or emergencies.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Maintains and performs minor repair work on pumps and other equipment as necessary; replaces belts and greases fittings; maintains inspection and activity records.

Checks lift stations and manholes as necessary.

Performs various grounds keeping and related facilities maintenance tasks, such as mowing grass, maintaining sludge drying beds, and washing and/or painting equipment and facilities.

Starts and stops machinery and pumps, regulates valves, and makes necessary adjustments.

Operates back hoes, dozers, tractors, lawn mowers, string trimmers, etc., to perform grounds maintenance tasks.

ADDITIONAL JOB FUNCTIONS

Attends seminars, conferences, etc.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Have some experience in mechanical work and/or the heavy equipment. Any equivalent combination of experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Shall possess a Louisiana Department of Health and Hospitals Operator Certification Class I in Collection within 18 months of employment, Class 2 in 30 months, Class 3 in four years, and Class 4 in six years.

Must have a valid Louisiana driver's license, must possess a valid Louisiana Class "A" Commercial driver's license with required endorsements—combination air brakes and tankerman—within the first (6) months (introductory period) of employment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including meters and gauges, testing equipment, scales, water sampling devices, pumps, pressure washers, lawn mowers, string trimmers, hand tools, shovels, rakes, etc. Must be able to operate light to heavy weight motor vehicles, including back hoes, tractors, dozers, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Requires frequent reaching, kneeling, lifting and climbing. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, charts, logs, forms, drawings, etc. Requires the ability to prepare logs, charts, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form, i.e.; drawings.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and utilize decimals and percentages; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using heavy equipment, and power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools and testing equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the processes of wastewater.

Working knowledge of the functions and operation of wastewater system.

Working knowledge of the occupational hazards and safety precautions associated with wastewater operations and related maintenance activities.

Ability to safely operate a variety of light to heavy machinery, including grounds maintenance equipment, tractors, back hoes and dozers.

Ability to maintain routine records.

Ability to secure the requisite operator's certificate as required by work assignments.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised 9-1-15

ST. CHARLES PARISH

JOB TITLE: WATER DISTRIBUTION SYSTEM CONSTRUCTION TECHNICIAN

GENERAL STATEMENT OF JOB

Under general supervision, performs technical work of a supervisory nature ensuring the water quality and safety of work performed by Water Works crews. Work involves observing and evaluating the activities of crews involved in installation of water services, repairing broken water mains, Water Treatment Plant Maintenance and Meter Reading repair work for the Water Works Department to determine adherence to local, state and federal water quality and safety standards. Work also involves evaluating and assisting in the purchase of new equipment and sales of used equipment. Supervises one employee locating lines full time. Reports to the Director of Waterworks.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Evaluates the activities of Distribution Leadman, Water Treatment Plant Maintenance and Meter Reader Repair Crews assigned to installation of water services, repairing broken water mains, Water Treatment Plant Maintenance and Meter Reading repair work ensuring adherence to established policies and procedures for safety and the efficient and effective use of manpower and equipment; prepares reports and records of observations, evaluations and recommendations for submission to Director of Water Works.

Investigates accidents, bodily injury and Parish property damage involving employees, vehicles and equipment of the Department; prepares records and reports of findings and recommendations for appropriate corrective action for submission to Director of Water Works, as required.

Plans and coordinates proper and efficient execution of daily and weekly work schedules for employee locating lines and performing minor maintenance duties.

Review and suggest changes if need be to plans of new proposed subdivisions or any new water lines or work involving water lines in St. Charles Parish.

Work closely with the public or contractors ensuring that work being done involving new or existing water lines be performed in accordance with St. Charles Parish Water Works specification and complying with AWWA Standards and Procedures.

Responsible for flushing newly installed water lines in accordance with AWWA Standards and Procedure.

Witnesses the pressure testing of newly installed water lines and to compute water loss amounts for leakage tests and assuring compliance with or according to St. Charles Parish Water Works Specifications.

Computes precise amounts of chlorine needed to disinfect newly installed water lines in accordance to AWWA standards and procedures.

Collects bacteriological samples on newly installed water lines and perform coilert testing in lab and keep

accurate records of data. Responsible for sending bacteriological samples to Department of Health & Hospitals.

Reviews and approves proposed installations of backflow preventers and fire protection systems for commercial and industrial use and ensures there are no potential risks for cross connections.

Ensures work being done and proper materials being used by Water Works personnel and contractors abide by St. Charles Parish Water Works Specifications and in accordance with AWWA standards and procedures as not to compromise the integrity of the public water system.

Attends seminars and reads literature concerning the latest technologies pertaining to preventive maintenance and practices being used in the water works field.

To update, compile and enter new data in the St. Charles Parish Water Works mapping system.

Prioritize and ensure that general work is performed in a timely fashion.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by college-level course work pertaining to Water Works construction or design. Have 3 to 5 years of experience in Water Treatment and/or Distribution Maintenance. Any equivalent combination of experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must have Louisiana State Treatment Certificate or Louisiana State Distribution Certificate at the level required by Louisiana Department of Health and Hospitals based on the parish's population. Must be able to obtain (whichever of the above licenses is not possessed) a Louisiana State Class I Treatment Certificate or a Louisiana Class I Distribution Certificate within six (6) months, a Louisiana State Class II Treatment Certificate or a Louisiana Class II Distribution Certificate within twelve (12) months, a Louisiana State Class III Treatment Certificate or a Louisiana Class III Distribution Certificate within eighteen (18) months and a Louisiana State Class IV Treatment Certificate or a Louisiana Class IV Distribution Certificate within twenty-four (24) months up to the level required by Louisiana Department of Health and Hospitals based on the parish's population. Must obtain required training hours to maintain the Louisiana State Water Treatment Certificate and the Louisiana State Distribution Certificate per the requirements of the Louisiana Department of Health and Hospitals. Must possess a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including

computers, typewriters, copiers, calculators, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to figure out volumes of water, flow rates, and amounts of chlorine to be added to the specific amount of water.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

REVISED: 3-18-03

WATER DISTRIBUTION SYSTEM CONSTRUCTION TECHNICIAN

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of principles and practices of related Water Works construction; maintenance and repairs in accordance with AWWA Standards and Procedures.

Considerable knowledge of the proper and safe operation of vehicles and equipment used in Water Works everyday operations.

Considerable knowledge of routine investigative methodology and techniques, and the ability to compile and analyze data from a variety of sources.

Skilled in AutoCad Water Works computer system.

General knowledge of Parish geography.

Skill in operating light- and heavy-weight equipment. i.e. – backhoe, excavator, dozer, etc.

Ability to observe Water Works construction and maintenance activities and determine adherence to water quality and established safety policies and procedures.

Ability to explain procedures, methods, and policies.

Ability to prepare and maintain a variety of moderately complex reports and records.

Ability to deal with public in a tactful and courteous manner.

Ability to establish and maintain effective working relationships as required by work assignments.

Ability to shoot grade with transit and transfer elevations from benchmarks.

Considerable knowledge of Distribution Specifications and approved installation practices of new Subdivision development relating to water lines, hydrants, valves, etc.

Ability to read, comprehend, and evaluate plans for subdivisions or proposed new water line installations.

REVISED: 3-18-03

ST. CHARLES PARISH

JOB TITLE: WATER TREATMENT PLANT MAINTENANCE
WATERWORKS DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled technical work installing, maintaining, inspecting, and repairing of pumps and associated equipment at the Parish Water Treatment Facilities. Work involves maintaining pumps, motors, engines, gear boxes, manual/automated chlorinators, ammoniators, motors, variable frequency drives, control panels, programmable loop controller's and radio telemetry systems. Performs preventive maintenance, repair, programming and calibration of plant process controls systems. Work shall include maintenance of Water Treatment Plants buildings and grounds. Employee is considered essential personnel and must report to work in times of natural disasters; and is on 24 hour call. Reports to the Plant Technician.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Collects and runs various analysis and tests in monitoring water supply in accordance with Standard Method For The Examination of Water And Wastewater.

Administers services necessary in water production and treatment systems to provide an adequate supply of quality drinking water as efficiently and economically as possible.

Installs, maintains, calibrates replaces and repairs plant instrumentation pumps, motors, air compressors, gearboxes, chlorinators, ammoniators, automated pump control systems, variable frequency drives and process control loops. Checks fluid levels, greases bearings on pumps and motors; changes oil and filters; examines and changes or repairs faulty gauges; as necessary; changes batteries, broken hoses, etc., as necessary.

Test pumps controls and instrumentation to ensure proper operating conditions.

Performs and records traceable calibration of plant instrumentation in strict inherence to manufacture specifications.

Performs documented calibration, cleaning and maintenance on plant instrumentation as required by our regulatory agencies.

Uses a variety of specialized tools, instruments, and calibration equipment.

Maintains plant grounds.

Follows rules of conduct, safety rules, and emergency procedures.

Work with chemicals such as chlorine, ammonia, analytical reagents, powered activated carbon, phosphates, fluorisilicic acid, polyelectrolytes sulfuric acid and peroxides, which could have acute or accumulative effects on human health and well being.

MINIMUM TRAINING EXPERIENCE

High school diploma or GED, supplemented by chemical analysis course work. Have 1 to 2 years of experience performing water treatment functions. Any equivalent combination of experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must have or be able to obtain a Louisiana State Class I Treatment Certificate within eight (8) months, a Louisiana State Class II Treatment Certificate within sixteen (16) months, a Louisiana State Class III Treatment Certificate within twenty-four (24) months and a Louisiana State Class IV Treatment Certificate within thirty-two (32) months up to the level required by Louisiana Department of Health and Hospitals based on the parish's population. Must obtain required training hours to maintain the Louisiana State Water Treatment Certificate per the requirements of the Louisiana Department of Health and Hospitals. Must have a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTION

Physical Requirements: Must be physically able to operate a variety of mechanical equipment including pumps, motors, air compressors, gearboxes, chlorinators, ammoniators, automated pump control systems programmable loop controllers and Variable Frequency drives. Knowledgeable in the use of calibration instrumentation, meters, mechanical equipment and tools. Must be able to exert in excess of 100 pounds of force occasionally and/or 50 pounds of force frequently, and/or up to 5 pounds constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are consistent with those for heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, instrument manuals, interpret graphs and plant operational data.
Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to follow procedures, to follow oral and written instructions. Must be able to communicate efficiently in a variety of professional languages including electrical, mechanical, technical and waterworks terminology.

Numerical Aptitude: Requires the ability to use mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using a variety of specialized tools and delicate instrumentation.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operations and maintenance of instrumentation pumps and electrical controls involved in the operation of the Water Treatment Facility.

General knowledge of the principals of mechanics and electricity.

General knowledge of pipe fitting and elementary mechanics.

General knowledge of the occupational hazards and safety precautions necessary for safe mechanical and electrical work.

Skilled in operating hand and power tools for pump maintenance and repair.

Ability to use a variety of hand tools and mechanical and equipment related to building and grounds maintenance.

Ability to diagnose and repair mechanical or electrical problems with speed and accuracy.

Ability to maintain records in an organized manner.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Considerable knowledge of various instruments used in testing, calibration of plant instrumentation and process controls.

Considerable knowledge of water analysis and lab procedures.

Ability to apply knowledge to non-routine situations and events.

Ability to communicate both orally and in writing.

03-21-07

ST. CHARLES PARISH

JOB TITLE: WATERWORKS ACCOUNTING TECHNICIAN II

GENERAL STATEMENT OF THE JOB

Under the general supervision, performs complex accounting duties associated with maintaining accounting records and systems for the Waterworks Department. Employee is responsible for analyzing and posting all utility billing transactions and preparing financial, expenditure, and budgetary working papers and reports to control and account for billed and collected Parish funds. Work involves verifying and maintaining the accuracy of all billing related transactions, reports, journals, and documents for the accounting guidance to Billing Personnel. Reports to the Senior Utility Billing Clerk.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Verifies the accuracy of all billing related reports, journals, source documents, and reports billing inconsistencies to the Utility Billing Coordinator and the Senior Billing Clerk.

Assists the Utility Billing Coordinator with implementing accounting procedures; provides accounting guidance to billing clerks; authorizes refunds; assists the public, vendors, & other Parish employees with billing and accounting related questions and/or complaints.

Reconciles customer accounts receivables and meter deposits payables.

Prepares monthly invoices to the Parish for wastewater, solid waste, and recycling billings.

Prepares and maintains a system for collecting delinquent and bad debt accounts for all billed Parish services.

Maintains a system to assure accurate billing and collection of sewer installation charges.

Researches and extracts utility billing financial, accounting and statistical data for analysis. Prepares and maintains statistical and management reports from billing data for all billed Parish services.

Analyzes and reconciles financial and data processing records with general ledger asset, liability, and revenue accounts. Verifies and codes invoices and reconciles with general ledger expenditure accounts.

Verifies, reconciles, and complies financial and statistical data for preparation of budgets, budget amendments, and annual financial reports.

Codes and batches billing, receivable, and revenue reports, journals, and receipts for computer input. Posts all billings, payments, and fee transactions to the computerized general ledger system.

Prepares complex financial and statistical, management, and accounting statements and reports including unclaimed property, utility billings, sales tax, monthly and year-end working papers and schedules, etc.

Identifies and corrects errors. Prepares and posts adjusting entries and transactions.

Reconciles deposits to the bank statements.

Maintains source documents and assists with the audit.

ADDITIONAL JOB FUNCTIONS

Performs routine clerical functions, such as typing and filing, and answering telephones and answering inquiries concerning the Waterworks Department.

Performs related work as required including any accounting and verification work as assigned by the Senior Billing Clerk and Utility Billing Coordinator.

MINIMUM TRAINING AND EXPERIENCE

High School diploma, or GED, supplemented by college level course work in bookkeeping or accounting fundamental. Have 3 to 5 years bookkeeping, accounting and/or utility billing experience. Any equivalent combination of experience, which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, adding machines, microfiche, facsimile machines, etc. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, financial statements, service orders, ordinances, requisitions, journal entries, manuals, etc. Requires the ability to prepare correspondence, reports, forms, schedules, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas, to add and subtract totals, to multiply and divide, to determine percentages and decimals, to interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to perform under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern accounting office practices, procedures and equipment.

Considerable knowledge of double-entry bookkeeping and elementary account principles and practices.

Considerable knowledge of the operational and internal control procedures of the department.

Considerable knowledge of popular word processing, spreadsheet and file maintenance programs.

Considerable knowledge of arithmetic.

General knowledge of the principles of supervision, organization and administration.

General knowledge of state local fiscal regulations, policies and procedures.

Ability to organize and effectively process and maintain financial records and files, and prepare reports from them.

Ability to detect and reconcile discrepancies in accounting transactions and financial reports.

Ability to verify documents and forms for accuracy and completeness.

Ability to discern problems in internal control.

Ability to understand and follow oral and written instructions.

Ability to reconcile bank statements and various financial reports.

Ability to exercise independent judgment, discretion and initiative in completing assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: WATERWORKS FOREMAN

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory and administrative work overseeing activities of Distribution Leadman, Distribution Maintenance workers and Meter Readers in their performance of specialized and skilled work in the installation, maintenance and repair of potable water production, treatment and distribution systems and all meter reading activities. Work involves insuring that safe and pleasant drinking water is always available for commercial, residential, industrial or fire protection work at all times. Work involves supervising, coordinating, and participating in activities of subordinate work crews, including planning work schedules and determining proper allocations of manpower, supplies and equipment, inspecting and maintaining records of work performed, and training crew members in proper work methods. Reports to the Assistant Director of Waterworks.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assigns, directs, coordinates, trains and supervises members of Waterworks Distribution, including Leadman and Distribution Maintenance and Meter Readers / Distribution Maintenance, ensuring adherence to established policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise; reviews work in progress and upon completion to ensure adherence to established specifications.

Administers or makes recommendations for routine personnel matters affecting subordinates, including training, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by Department management.

Prepares daily reports and completion schedules, using knowledge of capacities of equipment and machines.

Inspects equipment for proper operating conditions and maintenance.

Receives and relays citizen complaints, requests, or suggestions to proper authorities.

Orders reimbursable items valued less than a specified dollar limit.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, supplemented by course work in technical and mechanical fundamentals. Have 3-5 years of job related experience. Any equivalent combination of experience which will provide the required knowledge, skill, and abilities.

SPECIAL REQUIREMENTS

Must have Louisiana State Distribution Certificate at the level required by Louisiana Department of Health and Hospitals based on the parish's population. Must be able to obtain a Louisiana State Class I Treatment Certificate within eight (8) months, a Louisiana State Class II Treatment Certificate within sixteen (16) months, a Louisiana State Class III Treatment Certificate within twenty-four (24) months and a Louisiana State Class IV Treatment Certificate within thirty-two months up to the level required by Louisiana Department of Health and Hospitals based on the parish's population. Must obtain required training hours to maintain the Louisiana State Water Distribution Certificate per the requirements of the Louisiana Department of Health and Hospitals.

Must possess a valid Louisiana Driver's License.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including pick-up trucks, backhoes, stake trucks, tractor mowers, chain saws, bush hogs, air hammers, lawn mowers, axes, shovels, picks, two-way radios, etc. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or

upon varying terrain, surfaces or physical structures. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, blueprints, manuals, etc. Requires the ability to prepare correspondence, reports, forms, schedules, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including plumbing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals and to interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand and power tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand and power tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of principles, practices, methods and techniques for construction and maintenance in assigned public works area(s).

Considerable knowledge of operating characteristics, hazards and safety precautions for use of standard light and medium weight equipment.

Considerable knowledge of Parish geography.

Considerable knowledge of the principles of supervision, organization and administration.

Skill in operating light and medium weight equipment.

Ability to follow oral and written instructions.

Ability to give directions clearly to subordinates.

Ability to learn Parish personnel policies and rules.

Ability to operate equipment used in building and repairing roads and drainage systems.

Ability to learn Parish grass cutting and sign ordinances.

Ability to interpret blueprints and specifications.

Ability to plan and allocate manpower, supplies and equipment for Waterworks projects of varying complexity.

Ability to assign, direct, train and supervise large or multiple work crews.

Ability to exercise tact and courtesy in frequent contact with the general public.

WATERWORKS FOREMAN

Ability to communicate effectively orally and in writing.

Ability to explain procedural information clearly.

Ability to prepare and maintain moderately complex records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

3-10-2010

WATERWORKS FOREMAN

ST. CHARLES PARISH

JOB TITLE: WATERWORKS OPERATIONS MANAGER

GENERAL STATEMENT OF JOB

Manage all aspects of the Waterworks Department to include, but not limited to, daily operations of the department. Oversees the operation and maintenance of the Parish Waterworks' Distribution, Treatment and Billing System. Responsible for and coordinates work involving all aspects of the Waterworks including Treatment, Distribution, and Utility Billing. Major project coordination and monitoring between the Parish Engineer, Contractors, and other Department Heads. Administering services necessary in Waterworks operations and ensuring adherence to established standards. Help establish and generate reports for all aspects of the department including reports to LDEQ, EPA and DHH. Employee is considered essential personnel and must report to work in times of natural disasters and/or emergencies and is on 24-hour call. Reports directly to the Waterworks Director and assumes Director's responsibilities in the event of his absence.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Manage and coordinate the efforts of the Waterworks Treatment Foreman, Waterworks Foreman, Water Distribution System Construction Technician, and Utility Billing System.

Coordinate and monitors all major construction projects.

Liaison with the Engineers, Contractors and Department Heads. Review all drawings and make recommendations as necessary.

Assure SCPWW meets regulatory LDEQ, USEPA and DHH guidelines.

Assist in preparation and management of the complete budget of the Treatment, Distribution, and Utility Billing of the Waterworks Department.

Assist in the preparation of budgets for major remediation of Waterworks infrastructures and any new projects.

Ability to read and understand blueprints and/or construction drawings.

Prepare and approve Purchase Orders for procuring equipment, materials and supplies needed for daily operations up to amount specified by the Waterworks Director.

Ensures proper preventive maintenance records are maintained and generates various reports to the Director.

WATERWORKS OPERATIONS MANAGER

Responsible for inventory of all Waterworks assets.

Responsible for personnel administrative duties for staff, including hiring, training, directing and scheduling; reviews.

Develops and enforces safety procedures; conducts inspections of facilities to identify potentially unsafe equipment and/or procedures, and enforces the use of safety equipment and the safe handling of hazardous chemicals to prevent exposures and releases that could endanger life and health.

Address routine personnel problems and/or concerns. Assure adherence to Department Policy and Procedures, Rules and Civil Service Regulations.

Participate in all interviews with new and/or upgrade of employees.

Responsible for equipment and materials required for operation and maintenance of the Distribution System, Treatment System, and Utility Billing System .

Oversees the analysis of any and all computer data to identify and solve problems relating to the distribution and treatment of drinking water including quality, safety and cost efficiency. Will report any and all problems to the Director.

ADDITIONAL JOB FUNCTIONS

Manage special projects, as needed, to meet requirements of the Louisiana Department of Environmental Quality, the U.S. Environmental Protection Agency and Louisiana Department of Health and Hospitals.

Prepares and identifies capital improvement projects for upcoming years.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED. Minimum of 5-years management experience in water industry or related field or any equivalent combination of training and experience that provides the necessary knowledge, skills and abilities. Must possess a valid Louisiana Drivers License. Must have basic computer skills. Must be able to read and decipher blueprints and/or construction drawings.

WATERWORKS OPERATIONS MANAGER

SPECIAL REQUIREMENTS

Must have Louisiana State Water Treatment, Distribution and Production Certificates at the level required by the Louisiana Department of Health and Hospitals based on the parish's population. Must obtain required training hours to maintain the Louisiana State Water Treatment, Distribution and Production Certificates per the requirements of the Louisiana Department of Health and Hospitals. Must posses a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Have knowledge in the use of plumbing and mechanical equipment and tools as they relate to waterworks operations. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 5 pounds constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are consistent with those for heavy work

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to conveyor exchange information. Includes giving instructions, assignments and/or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of reports, correspondence, diagrams, forms, invoices, records, charts, diagrams, manuals, etc. Requires the ability to prepare reports, correspondence, forms, studies, charts, specifications, graphs, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw conclusions, to interpret an extensive variety of technical instructions in mathematical or diagrammatic form, deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information to explain procedures, to follow oral and written instruction. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including chemistry, engineering, electrical, mechanical and water industry.

Numerical Aptitude: Requires the ability to utilize mathematical formulas, to add and subtract, multiply and divide, utilize decimals and percentages, interpret graphs, perform calculations involving variables, formulas, square roots and polynomials, perform statistical calculations that include frequency distributions, reliability and validity tests, correlation techniques, factor analysis and econometrics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using tools and delicate instruments.

Manual Dexterity: Requires the ability to handle a variety of items such as delicate and specialized instruments and equipment, highly accurate measuring devices and computers. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear (talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone and two-way radio.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of tools, equipment, materials and machinery used in the distribution and treatment systems.

Considerable knowledge of the contaminants and chemicals present in drinking water.

Considerable knowledge of local, state and federal regulations and guidelines pertaining to drinking waters systems.

Considerable knowledge of the current literature, trends and developments in the field of the water industry.

Considerable knowledge of the principles of supervision, organization and administration.

WATERWORKS OPERATIONS MANAGER

Considerable knowledge of the safety precautions applicable to a waterworks distribution and treatment system.

Considerable knowledge of the geography of the waterworks system.

Considerable knowledge of the Distribution System, Treatment System, and Utility Billing System.

Ability to maintain and organize accurate records and interprets technical data and prepare reports from those records.

Ability to exercise initiative and independent judgment in interpreting and apply standards to a variety of work situations.

Ability to instruct and supervise less experienced technical workers.

Ability to follow oral and written instructions.

Ability to communicate effectively both orally and in writing.

Skilled in using and maintaining the supervisory data acquisition system.

Ability to troubleshoot and assure proper operation of equipment used in the distribution and treatment of Drinking Water.

Ability and knowledge to make decisions in a critical environment or in a time of natural disasters.

Ability to exercise tact and courtesy in contact with the general public.

Ability to detect waterworks operational problems in early stages.

Ability to develop efficient and effective methods and procedures.

Ability to recognize drinking water quality deviations and determine the appropriate corrective action.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ST. CHARLES PARISH

JOB TITLE: WELDER

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and specialized mechanical work, in welding for new construction and the maintenance and repair of light to heavy equipment, cars, and trucks. Work involves welding material to repair or fabricate materials. Employee is subject to the usual hazards of work in a large machine shop. Reports to a Shop Foreman.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Performs new construction as well as repair work, welding and or burning, measuring or laying out and fitting, as required on any piece of equipment as the work assignment requires.

Provides technical advice and cost estimates to supervisors on repair matters.

Assists mechanics with repair work in shop.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED, preferably supplemented by college - level course work in welding and automotive mechanics. Have 1 to 2 years of welding experience. Any combination of experience that would provide the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must posses a valid Louisiana driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including propane torches, electric and oxy-acetylene welding and cutting equipment, etc. Must be physically able to operate various motor vehicles. Requires the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body to grasp, push, pull or otherwise move objects. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence and forms, using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using welding equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as welding equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; Hearing: Perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the proper practices and techniques for welding, cutting, measuring and fitting steel components together.

General knowledge of the hazards and safety precautions of automotive repair shop operation.

Skill in the use and care of necessary welding tools and equipment.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Revised: June 23, 1998

ST. CHARLES PARISH

JOB TITLE: ZONING AND REGULATORY ADMINISTRATOR

GENERAL STATEMENT OF JOB

Under general supervision, performs highly responsible supervisory, administrative, and technical work in the Permitting and Enforcement functions of the Parish Planning & Zoning Department.

Work involves overseeing the issuance of building permits, coordinating and enforcement of the Zoning Ordinance with both the Planning and Permitting sections, acting as Secretary to the Zoning Board of Adjustment, and coordinating with the agency assigned to building plan review for the Parish.

Employee is also responsible for maintaining records of Department policies, maintaining an organized record keeping system, keeping the parish advised of building code requirements, and public engagement for understanding the planning and permitting processes.

Reports to the Director of Planning and Zoning.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Provides overall management of the permitting section and the code enforcement section of the Department, ensures effective compliance with regulations, and supervises complaints concerning zoning, permitting, and enforcement.

Administers and enforces the zoning ordinance, reviews and makes recommendations concerning zoning and construction regulations and assists with drafting department policy and regulatory interpretations.

Supervises activities of the permitting and code enforcement staff; assigns investigations and inspections through the Code Enforcement Supervisor, and reports on enforcement and permitting activities to the Director.

Coordinates with and advises the Planning Administrator on zoning changes, map updates, and amendments to the Zoning and Subdivision Ordinances.

JOB TITLE: ZONING AND REGULATORY ADMINISTRATOR

Conducts periodic inspections of work activities to ensure compliance with department policies and Parish rules; evaluates performance of subordinate personnel and makes recommendations concerning personnel performance to the Director.

Supervises the preparation of departmental records and reports.

Establishes application processes and procedures for permitting and coordinates with the Planning Administrator to ensure land use applications compliment permitting goals and objectives.

Acts as Secretary to the Zoning Board of Adjustment by reviewing applications, preparing reports and supporting materials, and any relevant materials required by the Board Chairman and Department Director.

Assigns work to professional staff and ensures appropriate training is provided.

Advises the Director on all permitting and code enforcement matters.

ADDITIONAL JOB FUNCTIONS

Attends meetings and public hearings as required by the Director.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in planning, engineering, architecture, or a related field with 5 to 7 years' experience in planning, building code review, or public administration; or an ICC certification as a Certified Building Official with 5 to 7 years of experience in municipal/governmental/public administration or any equivalent combination of experience which provides the required knowledge, skills and abilities.

ICC certifications to be required as needed at the discretion of the Director.

SPECIAL REQUIREMENT

Possession of a valid Louisiana driver's license, and the ability to maintain license.

JOB TITLE: ZONING AND REGULATORY ADMINISTRATOR

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, copiers, calculators, facsimile machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Physical demand requirements are consistent with those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants and/or subordinates.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, permits, statistical data, maps, billings, permits, etc. Requires the ability to prepare correspondence, statistical and narrative reports, press releases, grant applications, agendas, etc., using proper formats and conforming to all rules of punctuation, grammar, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in various technical or professional languages, including engineering and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to calculate decimals and percentages; and to interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

JOB TITLE: ZONING AND REGULATORY ADMINISTRATOR

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and in maneuvering boats.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of legal procedures as related to the enforcement of zoning laws and ordinances.

Considerable knowledge of Parish zoning ordinances and codes, and related land use and zoning regulations.

Considerable knowledge of modern construction practices, materials, and equipment and of various stages of construction when violations and defects should be observed and corrected.

Considerable knowledge of modern office practices, procedures, equipment and clerical techniques.

Considerable knowledge of construction terminology and techniques.

General knowledge of the organization and functions of Parish government.

General knowledge of Parish geography.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of research techniques and reporting methods.

JOB TITLE: ZONING AND REGULATORY ADMINISTRATOR

General knowledge of the current literature, trends, and developments in the field of zoning administration.

Skilled in the collection, analysis and presentation of technical data and zoning recommendations.

Ability to interpret Parish regulations and procedures, and to collect and analyze information.

Ability to plan, coordinate and supervise the work of departmental inspectors and clerical staff.

Ability to read and interpret plans and specifications accurately and make comparisons with construction in progress.

Ability to express ideas effectively and orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to exercise considerable tact and courtesy in contact with public officials, community leaders, professional groups, and the general public.

Ability to maintain complete and accurate records and to develop meaningful reports from those records.

Ability to read and interpret surveys and engineering drawings and plans.

Ability to evaluate, interpret and enforce rules, laws, policies and procedures.

Ability to use common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.

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