# CITY OF TERRYTOWN
# UTILITY SUPERVISOR
# JOB DESCRIPTION

**Major Duties:**

This is a supervisory position responsible for overseeing the water, sewer, street and parks operations. Supervises subordinates in the Public Works Department. Ensures municipality-owned utilities and streets remain in operational condition.

**Examples of Work:**

- Supervise and train employees in water, sewer, street and parks operations.
- Delegate work and schedule and oversee all water, sewer, street and parks employees.
- Approve time sheets of employees under his/her supervision prior to payroll.
- Ensure test of the water and wastewater systems are properly conducted in accordance with state and federal regulations.
- Monitor and maintain all water and sewer lines.
- Read water meters, dig holes, locate water and sewer lines, and repair leaks on water and sewer lines and meter pits.
- Conduct periodic flushing of the water distribution system.
- Monitor wastewater operations.
- Perform regular pump, motor and seal inspections.
- Conduct periodic manhole cleaning and maintenance.
- Assist with fire hydrant maintenance and replacement, if necessary.
- Turn on and disconnect customer water utilities as directed by the City Clerk.
- Perform and oversee preventative maintenance and repairs of streets (snow removal, sign placement and replacement, patching and general maintenance, etc.).
- Operate and maintain underground sprinkler system in city parks
- Perform street repairs, and maintenance and snow removal
- Periodically grade all dirt streets and roads in the city.
- Clean out all drainage ditches by the roads or dig new drainage ditches, if needed.
- Oversee all street and traffic control signs in the city and keep up posts, poles, reflectors and guard rails.
- Perform other related duties, as assigned, by the City Administrator with the consent of the Mayor and City Council.
- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.

**Additional Duties:**

- Maintain city shop and grounds area, as well as upkeep on all equipment and vehicles.
- Spray to control weeds, and the like, and maintain necessary certifications.
- Put up and take down city Christmas decorations.
- Load and unload heavy materials.
- Operate tractor, pickup truck and other equipment, including, but not limited to: riding and push mowers and string trimmers.
- Ability to perform job duties under adverse conditions within the limits of personal safety.
- Ability to work effectively with others.
- Ability to understand and carry out oral and written instructions.
- Ability to operate various power tools and equipment.
- Prepare reports as required.
- Maintain all necessary records.
- Investigate infractions of personnel and departmental rules.
- Prepare Emergency Plan and Safety Program for the city.
- Attend meetings as directed by the City Administrator, Mayor and City Council for the purpose of communicating areas of activities, problems, and possible future problems.
- Attend meetings, trainings and seminars to remain current on new information relating to all aspects of the job.
- Required to be on-call on weekends and holidays.

**Qualifications:**

- High school diploma or GED is necessary.
- Experience in municipal public works that may include, but not limited to, water, sewer, street and parks operations.
- Knowledge of state and federal regulations which effect water and sewer facilities is necessary.
- Any post-secondary coursework or training in municipal water and sewer operations is desired.
- Ability to follow written and verbal communication.

**Special Requirements:**

- Possess valid Nebraska driver's license.
- Must have or must obtain appropriate grade certification in water.

**Working Conditions:**

Occasional heavy lifting, extended walking, weather conditions, elements, seasonal temperature variations, exposure to chemicals and pesticides. Exposure to noise, heat, dirt, dust and grease. Exposure to both mobile and stationary equipment with moving parts. The noise level in the work environment is moderately noisy.

# CITY OF TERRYTOWN
# CITY MAINTENANCE/UTILITY WORKER
# JOB DESCRIPTION

**Major Duties:**

Routine performance of general labor in water, sewer, street, and parks operations, under the direct supervision of the Utility Supervisor.

**Examples of Work:**

- Assist in maintaining the sewer system.
- Assist in tapping water lines, maintain fire hydrants and repair water leaks.
- Locate water valves, water curb stops, water and sewer mains and citizen's private water and sewer lines.
- Turn on and disconnect customer water utilities as directed by the City Clerk.
- Maintain city shop and grounds area, as well as upkeep on all equipment and vehicles.
- Mow, trim, and fertilize city parks, right-of-ways and other city-owned or city-leased properties; spray for weeds and fertilize grass.
- Operate tractor, pickup truck and other equipment, including, but not limited to: riding and push mowers and string trimmers.
- Operate and maintain underground sprinkler system in city parks
- Perform street repairs, and maintenance and snow removal as directed.
- Load and unloading of heavy materials.
- Spray to control weeds, and the like, and maintain necessary certifications.
- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.

**Additional Duties:**

- Ability to operate riding and push mowers and string trimmers.
- Perform minor maintenance on equipment such as checking oil and fluid levels and sharpen blades
- Perform painting and construction on picnic tables and playground equipment.
- Ability to perform job duties under adverse conditions within the limits of personal safety.
- Ability to work effectively with others.
- Ability to understand and carry out oral and written instructions.
- Ability to operate various power tools and equipment.
- Prepare reports and maintain records as required.
- Monitor maintenance of facilities and equipment.
- Required to be on-call on weekends and holidays.
- Attend meetings as directed by the City Administrator, Mayor and City Council for the purpose of communicating areas of activities, problems, and possible future problems.
- Attend meetings, trainings and seminars to remain current on new information relating to all aspects of the job.
- Performs other related duties as assigned by the Utility Supervisor.

**Qualifications:**

- High school diploma or GED.
- Education or experience sufficient to enable the individual to perform the duties and meet the knowledge, skills and abilities required.
- Ability to follow written and verbal communication.

**Special Requirements:**

- Possess of a valid Nebraska driver's license.
- Must be or obtain appropriate grade certification in water.

**Working Conditions:**

Occasional heavy lifting, extended walking, weather conditions, elements, seasonal temperature variations, exposure to chemicals and pesticides. Exposure to noise, heat, dirt, dust and grease. Exposure to both mobile and stationary equipment with moving parts. The noise level in the work environment is moderately noisy.

**CITY OF TERRYTOWN**
**CODE ENFORCEMENT OFFICER/OFFICE ASSISTANT**
**JOB DESCRIPTION**

**POSITION TITLE:** Code Enforcement Officer/ Clerk Aide

**POSITION REPORTS TO:** City Administrator for Code Enforcement/City Clerk for Clerk Aide

**Major Duties – Code Enforcement:**
Perform a variety of enforcement procedures related to nuisance violations of city ordinances, including matters of overgrown vegetation, junk and refuse, obstructions of public right of ways, abandoned vehicles and trailers, and other property-related nuisance complaints. Work involves on-site inspection and reporting of all violations and investigations of citizen complaints including personal contact with property owners and residents. The goal of code enforcement program is voluntary compliance with City Ordinances by citizens through direct contact and distribution of information regarding regulations. The Enforcement Officer will issue written notices of violations and assist in the prosecution of maintenance and property code violations. It is anticipated that from April-October, these duties will occupy approximately 28-32 hours/week.

**Examples of Work – Code Enforcement:**
- Respond to public inquiries regarding nuisance matters and explain Terrytown Code Enforcement policies and procedures.
- Respond to and investigate complaints regarding violations of City ordinances, including: speaking with property owners, specifying necessary action for ordinance compliance, issuing notices of violations, and taking appropriate action to insure compliance
- Proactively patrol the city to identify code violations.
- Coordinate with other agencies contracted by the City (i.e. the Scottsbluff Police Department and Panhandle Humane Society) as needed to assist with violations.
- Prepare and deliver written notices of nuisance violations.
- Maintain complete and accurate records and reports of all inspections, investigations, citizen contracts and violations
- Prepare case information and evidence for prosecution and testify at hearings, if needed
- Perform other related duties as assigned by the City Administrator or Mayor with the consent of the City Council.

**Major Duties – Office Assistant:**
Perform a variety of office administrative tasks to assist the City Clerk with general business operations of the City of Terrytown, including utility billing, municipal accounting activities, and preparation for City meetings. This position encompasses clerical work involving typing, bookkeeping, and other related duties. It is anticipated that from April-October, these duties will occupy approximately 10-16 hours/week.

**Examples of Work – Office Assistant:**
- Prepare and distribute City Council packets.
- Preparing and making bank deposits, and running errands on behalf of the City
- Wait on customers, answering all questions regarding general information about the City and its services and bill collection
- Operate computer, printer and calculators to collect and process monthly utility bills and mailings
- Answer the telephone, in a courteous manner, so as to create a good public image for the City of Terrytown
- Field complaints and directs same to the appropriate personnel or office which can address the issue.
- Receive, sort and distribute correspondence.
- Filing and assisting with effective filing systems.

**Major Duties – Maintenance Assistant:**

- Performs a variety of tasks to assist in the overall maintenance of public grounds, and buildings, under direct supervision of Utility Supervisor, as needed. It is anticipated that these duties will occupy no more than 0-4 hours of the employee's time per week. Varying upon time of year and will be evaluated on an as needed basis.

**Examples of Work – Maintenance Assistant:**

- Mow, trim, fertilize, clear, and maintain city parks, right-of-ways and city-owned or city-leased properties.
- Spray to control weeds, and the like, and maintain necessary certifications. We will need to get her set up for classes.
- Operate tractor, pickup truck and other equipment, including, but not limited to: riding and push mowers, string trimmers, or snow plows.

**Additional Duties:**

- Attend meetings as directed by the City Administrator, Mayor and City Council to inform of activities, concerns, and other matters related to nuisances within the City.
- Ability to perform job duties under adverse conditions within the limits of personal safety.
- Ability to read City maps and safely travel to sites within the City to conduct inspections.
- Ability to operate City Vehicles.
- Ability to interpret City codes and determine the corresponding corrective action.
- Ability to understand and carry out oral and written instructions.
- Ability to deal with stressful situations involving the need to make discretionary decisions based on information at hand.
- Ability to walk significant distances, bend, stoop, sit, ride, and kneel, and lift or move 50 lbs.
- Ability to work with minimal supervision.
- Ability to operate an office computer and a variety of word processing and software applications.
- Ability to establish and maintain effective working relationships with associates, supervisors, and the public.
- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.

**Qualifications:**

- High school diploma or GED
- Experience in municipal government is preferred.
- Word processing experience and the ability to prepare one's own correspondence
- Valid Nebraska driver's license.

**Working Conditions:**

Ability to work in a standard office environment with the ability to sit, stand, walk, kneel, crouch, twist, climb, crawl, stoop, squat and lift 50 lbs; exposure to noise, outdoors, dust, vibration, confining work space, chemicals, mechanical hazards, and electric hazards; ability to travel to different sites and locations. Work environment is expected to be office conditions approximately 50% of time and outdoors in varying conditions 50% of time.

**CITY OF TERRYTOWN**
**CITY CLERK/OFFICE MANAGER**
**JOB DESCRIPTION**

**Major Duties:**

The municipal clerk is responsible for the procedural aspects of the city council meetings, including transcribing and preparing official minutes, and arranging for publication. The clerk is responsible for preparing the agenda for council meetings and, in some cases, preparing information for the agenda under the direction of the City Administrator or Mayor. The clerk is generally responsible for all office work directly related to the general business operations of the City of Terrytown, including utility billing, municipal accounting activities and preparing and maintaining official correspondence, records and reports. This position encompasses clerical work involving typing, bookkeeping, and other related duties.

**Examples of Work:**

- Maintain and safe keep all city ordinances and official records of the city, including: minutes, ordinances, resolutions, contractors, agreement, liquor licenses, deeds, and easements.
- Prepare, distribute, and publish of City Council agendas and minutes.
- Prepare all official correspondence, documents and reports for the city.
- Manage all city fund accounting, including making bank deposits, processing and issuing of checks for bills approved by the Mayor and the City Council. Perform monthly bank reconciliations.
- Issue permits and collect corresponding fees.
- Perform payroll functions, including: assisting employees with fringe benefits; answering questions for employees about payroll and the Personnel Handbook; administering workers compensation coverage and unemployment insurance claims.
- Operate computer, printer and calculators to prepare monthly utility bills and for mailings.
- Wait on customers, answering all questions regarding general information about the City and its services and bill collection.
- Answer the telephone, in a courteous manner, so as to create a good public image for the City of Terrytown.
- Field complaints and directs same to the appropriate personnel or office which can address the issue.
- Maintain listing of delinquent accounts and mail appropriate notices. If unpaid by specified date, direct Utility Supervisor of disconnection.
- Receive, sort and distribute correspondence.
- Comply promptly with inquiries and public records request after verification with the City Attorney and the City Administrator.
- Perform other related duties, as assigned by the City Administrator or Mayor with the consent of the City Council.

**Additional Duties:**

- Report infractions of personnel rules and regulations.
- Attend meetings, as directed by the City Administrator, Mayor and City Council to record and inform of activities, problems, and possible future problems.
- Attend meetings, trainings and seminars to remain current on new information relating to all aspects of the job.
- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.

**Qualifications:**

- High school diploma or GED and one (1) year of bookkeeping experience is necessary.
- Any combination of training and experience in bookkeeping that enables employee to possess the necessary knowledge, skills and abilities.
- Experience in municipal government is preferred.
- Demonstrated ability to type rapidly with a high degree of accuracy.
- Proficiency in data processing, word processing and spreadsheets.
- Excellent command of the English language and good composition skills.
- Ability to work under stress and meet deadlines.
- Ability to work well with the public.
- Possess valid Nebraska driver's license.

**Working Conditions:**

Normal office hazards are encountered (i.e. prolonged sitting, stooping, some light lifting) along with the stress deriving from dealing with the public and changes in office routine. The noise level in the work environment is moderately noisy.

# Deputy Clerk

## Description of Work

The Deputy Clerk works under the close supervision of the Office Manager/City Clerk. The Deputy Clerk will assist with utility billing and perform routine clerical and secretarial work such as answering phones, working with the public by providing customer assistance, cashiering, and data processing. The position involves an efficient and orderly performance covering the various aspects of the job.

## Duties and Examples of Work

The Deputy Clerk will perform the following duties:

Daily or on an "as-needed" basis duties include, but are not limited to, the following:

- Answers telephone and relays any messages.
- Works with the public and answers questions or directs questions to the appropriate person or entity dealing with utilities and/or other city services.
- Serves as cashier, including receiving utility payments and various other payments owing to the city, including, but not limited to, utility deposits, license fees, and all other payments as applicable
- Balances cash drawer.
- Balances receipts on a daily basis.
- Sets up, closes, and amends utility accounts.
- Filing
- Sends out and tracks water surveys and other studies or surveys prepared for city operations.
- Track documents received
- Assists the City Mayor/Clerk in such other duties as may either be requested or required from time to time.

Monthly duties include, but are not limited to, the following:

- Prepares, prints, and mails out monthly utility bills and shut-off notices.
- Prepares a monthly delinquent list regarding utility bills and makes arrangement with customers for delinquent payment schedules.
- In the absence of the City Clerk, attend meetings on their behalf, taking notes to prepare minutes for record.
- Maintains adequate supplies of paper, ink cartridges and toner for copy machines, and printers.

Annual duties include, but are not limited to, the following:

- Receives training as provided to maintain or improve skills in areas needed for the efficient performance of duties and responsibilities of this position

## Qualifications

Must have a working knowledge of modern office management, practices and equipment, including, but not limited to, proficiency in Microsoft Word and Excel. Knowledge of Publisher and Power Point is desirable. Working knowledge of gWorks software is preferred or a willingness to train to become proficient in GWorks software applications for use in daily operation.

Good interpersonal, verbal, and written communication skills are necessary. Patience, calmness, courtesy and tact are required in dealing with the public and other employees. They must be prompt and accurate. They must be able to work independently and must be able to exercise good judgment as to content, accuracy, and completeness of verbal and written correspondence. They must be able to develop a good working relationship with the general public, supervisors, elected officials, and other City employees. They must be able to appropriately handle stressful situations, and to work with angry or difficult patrons.

They must be able to perform cashier and all financial and record keeping duties accurately.

Education and Experience

A high school diploma or GED equivalent is required, preferably with specialized course work in general office practices such as computers, accounting and bookkeeping. Post-secondary education is desirable. Two or more years of increasingly responsible and related experience are preferred.

Tools and Equipment Used

Office equipment presently includes telephone, mainframe computer terminal, personal and laptop computers, copy machine, and 10-key calculator. This equipment may be periodically updated, at which time training will be provided by the City as may be required.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit for extended periods of time, have good auditory skills, and be verbally proficient. The employee is required to be mobile and have the manual dexterity to operate technological equipment. They must be able to lift and/or move up to 25 pounds. They must have the visual dexterity for working at various distances and with computer screens of various sizes.

The physical demands are represented by those duties that need to be met by the Deputy Clerk to successfully perform the above stated functions of this job. Reasonable accommodations will be made to enable individuals with disabilities who qualify to be able to do their job adequately.

Work Environment

The work environment is a clean, quiet, well-lit, indoor environment.

Selection Guidelines

A written application that includes education, experience, and reference list, along with an oral interview, will be required. Job-related tests may be required.

The duties listed above may vary and/or change as the City's requirements vary and/or change. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related to, or a logical addition to the position.

Must be available to travel for Clerks trainings a minimum of one week annually.

The job description does not constitute an employment agreement between the employer and the applicant.

The job description is subject to change without notice by the employer as the requirements of the job are updated.

APPROVED on the 14th day of October, 2021

CITY OF TERRYTOWN,

_____

Chris Perales, Mayor

ATTEST:

_____

City Clerk

City of Terrytown
Maintenance Worker
Seasonal

Major Duties:

Performs a variety of tasks to assist in the overall maintenance of public grounds and buildings. Routine performance of general labor in water, sewer, street, and parks operations under direct supervision of Utility Supervisor.

Examples of Work:

- Pick up trash in the city before moving and empty trash can in park.
- Mow, trim, fertilize, and pick up trash, maintain city parks, rights-of-way and city-owned or city-leased properties and other areas requested by Department Head.
- Operate tractor, pickup truck and other equipment, including, but not limited to: riding and push mowers and string trimmers.
- Operate and maintain underground sprinkler system in city parks.
- Some heavy physical labor such as digging, sod and concrete work.
- Assist with miscellaneous construction, painting, clean shop and city vehicles.
- Load and unload of heavy materials.
- Maintain city shop, grounds, as well as upkeep on all equipment and vehicles.
- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.
- Perform street repairs, and maintenance.

Additional Duties:

- Perform minor maintenance on equipment such as checking oil and fluid levels and sharpen blades
- Perform painting and construction on picnic tables, playground equipment and other areas as directed by Department Head.
- Assist Maintenance/Utility Supervisor and Code Enforcement /Utility Worker when necessary, as directed by Department Head.
- Performs other related duties as assigned by the Utility Supervisor/Department Head.

Qualifications:

- High school diploma or GED.
- Ability to perform the duties, skills and abilities required.
- Ability to follow written and verbal communication.
- Ability to perform job duties under adverse conditions within the limits of personal safety.
- Ability to work effectively with others.
- Ability to understand and carry out oral and written instructions.

- Ability to operate various power tools and equipment.

Special Requirements:
Possess valid Nebraska driver's license.

Working Conditions:
Exposure to noise, heat, dirt, dust and grease. Occasional heavy lifting, extended walking, weather conditions, elements, seasonal temperature variations, exposure to chemical and pesticides. Exposure to both mobile and stationary equipment with moving parts. The noise level in the work environment is moderately noisy.