

BUDGET & PERSONNEL COMMITTEE MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

August 19, 2008 - 5:30 P.M. – Council Chambers – Municipal Center

CALL TO ORDER

OPEN FORUM / PUBLIC PARTICIPATION

AGENDA ADOPTION

1. Consider Changes to the following Position Descriptions:
 - Water Works Technician
 - Laborer

2. Consider Changes to the Employee Hand Book
 - Section 204, Employment Reference Checks
 - Section 701, Employee Conduct and Work Rules
 - Section 702, Drug and Alcohol use

3. Committee Member Comments

ADJOURN

WATERWORKS TECHNICIAN

(Salary Grade 17 – 19)

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate semiskilled and skilled work in the operation of the Town's water system and a variety of construction, maintenance and repair projects; operates specialized equipment in connection with tasks; does related work as required. Work is performed under regular supervision.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a respirator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performing a variety of skilled and semiskilled tasks in the operation of the Town's waterworks and the maintenance, construction and repair of public facilities such as water lines, pumps, wells, buildings and streets; performing routine tasks in the operation of the water system; operating heavy equipment.

Installs, repairs and maintains water lines; makes water taps and service connections; installs water meters; reads water meters;

Chlorinates water system; takes water samples and conducts routine tests;

Tests water meters; terminates water service; investigates customer complaints;

Locates water lines under Miss Utility program;

Backwashes filters; inspects and repairs equipment;

Takes readings of water pumped into distribution system;

Sets water pumps to maintain proper flow;

Flushes, paints and maintains hydrants;

Performs tasks associated with street, drain way, sidewalk and right of way maintenance and repair work;

patches asphalt and concrete; lays pipe; grades ditches; mows and clears rights of way;

Operates dump truck, tractor, mower, backhoe, and other mechanical equipment; utilizes various hand tools in performance of tasks;

Maintains records and files; prepares reports;

Maintains inventory of necessary materials and supplies;

Answers after hours service calls; participates in periodic night and weekend pump duty;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the safe use, operation and preventive maintenance of the equipment and facilities to which assigned; skill in the use of the equipment and facilities to which assigned; ability to understand and follow oral instructions; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to lift heavy objects; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in the performance of construction, maintenance and operation of a waterworks facility.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. At a minimum the position shall have possession of a Class IV Waterworks Operator license issued by the Commonwealth of Virginia. Residence requirement will be within a ten mile radius of the Town of Chincoteague.

WATERWORKS TRAINEE

(Salary Grade 7 – 9)

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate semiskilled and skilled work on a variety of construction, maintenance and repair projects and in the operation of the town water system; operates specialized equipment in connection with tasks; does related work as required. Work is performed under regular supervision.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communication and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a respirator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with road work and utility line maintenance and repair projects; mowing; operating non-specialized equipment.

Mows grass in parks, along right-of-way and around public buildings;
Performs various park, playground and athletic facility maintenance duties;
Picks up paper and debris on public property and streets;
Collects refuse, trash and litter and transports to disposal;
Paints street markings and signs;
Installs, repairs and maintains drain lines; installs catch basins;
Operates trucks, tractor, mower, backhoe, roller and various hand tools in performance of tasks;
Trims shrubbery; cleans flower beds;
Rakes leaves and pine needles; build picnic tables;
Performs various street maintenance duties such as cleaning gutters, raking and spreading asphalt and patching holes;
Assists in the **meter reading**, repairs, installation and maintenance of water lines and related facilities;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the safe use, operation and preventative maintenance of the equipment to which assigned; General knowledge of traffic laws; skill in the use of hand tools and equipment to which assigned; ability to understand and follow oral instructions; ability to perform manual labor for extended periods, often under unfavorable weather conditions; **ability to lift heavy articles**; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in performance of construction and maintenance work. Education and experience requirements may be waived if applicant is enrolled in an established apprenticeship program.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

204 **PRE-EMPLOYMENT REFERENCE CHECKS**

- A) To ensure that individuals who join the Town of Chincoteague are well qualified and have a strong potential to be productive and successful, it is the policy of the Town of Chincoteague to check the employment references of all applicants

The Town Manager or Department Head will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by the Town of Chincoteague's records.

- B) Each person to whom employment with the Town of Chincoteague is offered shall be required to successfully pass a pre-employment criminal background check and drug test at a Town of Chincoteague designated medical facility at the Town of Chincoteague's expense before an appointment to such employment becomes effective. Each person to whom employment with the Town of Chincoteague is offered may be required to successfully pass a pre-employment physical.**

701 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the Town of Chincoteague expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the work place. The following are examples of infractions of rules of conduct that **will** ~~may~~ result in disciplinary action **in an oral admonishment, written reprimand, suspension demotion, up to** and including termination of employment:

- Theft or inappropriate removal or possession of property
- Working under the influence of Alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place, while on duty, or while operating employer-owned vehicles or equipment.
- **Disorderly conduct including** fighting, threatening violence in the work place, **practical jokes and horseplay**
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination **which shall mean the failure or deliberate refusal by an employee to obey a proper order given by a supervisor or the use of disrespectful language towards his/her supervisor** or other disrespectful conduct
- Violation of safety or health rules
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the work place
- **Unsatisfactory attendance**, excessive absenteeism **or excessive tardiness**, and any absence without notice
- Unauthorized absence from work station during the workday
- Violation of personnel policies
- Unsatisfactory performance or conduct
- **Fraud in securing appointment**

- **Conviction of a felony or a misdemeanor which reflect adversely upon the Town and which would adversely affect performance of duties, or the entry of a plea of "no contest" to either**
- **Misappropriation of Town funds or property**
- **Abuse of employee benefits or willfully falsifying the Town of Chincoteague records (including time records, leave records, job application, and pay or reimbursement vouchers)**
- **Discrimination or harassment of any person on the grounds of race, color, religion, sex, handicap, physical handicap, or age**
- **No employee shall disclose confidential information concerning the property, government or affairs of the Town. Nor shall the employee use such information to advance the financial or other private interest of himself/herself or others.**
- **Performing official duties in a rude and discourteous manner, and**
- **Any other actions which reflect adversely upon the Town**

Employment with the Town of Chincoteague is at the mutual consent of the Town of Chincoteague and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice. (see **section 707 Resignation for additional information**)

702 **DRUG AND ALCOHOL USE**

Employees shall be required to sign and comply with the Town of Chincoteague, Virginia Drugs, Narcotics and Alcohol policy before employment begins with the Town. (Note: The Town of Chincoteague, Virginia Drugs, Narcotics and Alcohol policy is inserted in the front pages of the personnel policy handbook)

It is the Town of Chincoteague's desire to provide a drug-free, healthful, and safe work place. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the Town of Chincoteague premises and while conducting business-related activities off the Town of Chincoteague premises, no employee may use, possess, distribute, sell, or be under the influence of Alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the work place. **When such medically prescribed drug use adversely affects job performance, the employee will be required to use sick leave or take leave of absence. Failing to notify an employee's supervisor before beginning work, when taking medications or drugs which may interfere with the safe and effective performance of duties by a Town employee, may result in disciplinary action up to and including termination.**

Discipline for being under the influence of alcohol or non-prescribed controlled substances during non-job related activities would be based on the employee's work history, previous disciplinary actions and previous identification of substance use problems.

When an employee's driver's license is suspended due to alcohol or drug use and driving is required by the employee's job description, the said employee is subject to disciplinary action up to and including termination.

Violation of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violation may also have legal consequences.

Under the Drug-Free Work Place Act, an employee who performs work for a government grant must notify the Town of Chincoteague of a criminal conviction for drug-related activity occurring in the work place. The report must be made within five days of the conviction.