OFFICIAL ELECTRONIC PACKET

CITY OF STARKVILLE, MISSISSIPPI

JULY 10, 2012

OFFICIAL AGENDA

THE MAYOR AND BOARD OF ALDERMEN

OF THE

CITY OF STARKVILLE, MISSISSIPPI

RECESS MEETING OF TUESDAY, JULY 10, 2012
5:00 P.M., SPORTSPLEX CONFERENCE ROOM
405 LYNN LANE

I. CALL THE MEETING TO ORDER

II. PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE

III. APPROVAL OF THE OFFICIAL AGENDA

IV. APPROVAL OF BOARD OF ALDERMEN MINUTES

THERE ARE NO MINUTES FOR APPROVAL

V. ANNOUNCEMENTS AND COMMENTS

A. MAYOR'S COMMENTS:

B. BOARD OF ALDERMEN COMMENTS:

VI. CITIZEN COMMENTS

VII. PUBLIC APPEARANCES

THERE ARE NO PUBLIC APPEARANCES SCHEDULED

VIII. PUBLIC HEARING

THERE ARE NO PUBLIC HEARINGS SCHEDULED

IX. DEPARTMENT BUSINESS

A. PERSONNEL

1. REQUEST AUTHORIZATION TO ADVERTISE TO FILL A VACANT POSITION OF ELECTRICAL INSPECTOR IN THE ELECTRIC DEPARTMENT WITH MODIFICATIONS TO THE JOB REQUIREMENTS DESCRIPTION.

2. REQUEST AUTHORIZATION TO ADVERTISE TO FILL A VACANT POSITION OF EQUIPMENT OPERATOR IN THE NEW CONSTRUCTION/REHAB DIVISION OF PUBLIC SERVICES.

3. REQUEST AUTHORIZATION TO ADVERTISE TO FILL A VACANT POSITION OF SERVICE WRITER IN THE AUTO MAINTENANCE DIVISION OF PUBLIC SERVICES.

X. BOARD BUSINESS

A. INTERVIEWS OF CANDIDATES FOR THE FINANCE DIRECTOR/CITY CLERK POSITION IN THE FINANCE AND ADMINISTRATION DEPARTMENT.

	Interview Time	Candidate	Arrival Time
1	5:00	Brenda Walters	4:45
2	5:30	Robert Pilgrim	5:15
3	6:00	Lisa Hardin	5:30
4	6:30	Emma Gandy	6:00
5	7:00	Taylor Adams	6:30
6	7:30	Jonita Thompson	7:00
7	8:00	Pamela Harlan-McSwain	7:15
8	8:30	Jannie Thompson	7:30
9	9:00	John Jackovic	7:45

10	9:30	Pansy McCaskill-Holman	8:00

XI. MAYOR'S BUSINESS

XII. CLOSED DETERMINATION SESSION

XIII. OPEN SESSION

XIV. EXECUTIVE SESSION

THERE ARE NO ITEMS FOR THIS AGENDA

XV. OPEN SESSION

XVI. RECESS UNTIL JULY 17, 2012 @ 5:30 AT 101 LAMPKIN STREET IN THE CITY HALL COURTROOM.

The City of Starkville is accessible to persons with disabilities. Please call the ADA Coordinator at (662) 323-2525, ext. 121 at least forty-eight (48) hours in advance for any services requested.

AGENDA ITEM NO:
CITY OF STARKVILLE
AGENDA DATE: July 10, 2012
RECOMMENDATION FOR BOARD ACTION
PAGE: l of 1

SUBJECT: Request approval to advertise to fill a vacant position of Building Inspector—Electrical in the Electric Department.

AMOUNT & SOURCE OF FUNDING Budgeted position

FISCAL NOTE: This position is funded through the Electric Department but functions under the oversight of the Building Department for work assignments.

REQUESTING DIRECTOR'S DEPARTMENT: Terry Kemp, General Manager of Electric Department

AUTHORIZATION:

FOR MORE INFORMATION CONTACT: Randy Boyd, Personnel Officer

PRIOR BOARD ACTION:

BOARD AND COMMISSION ACTION:

PURCHASING:

AUTHORIZATION HISTORY: This position will replace Cecil Pittman who has informed us of his resignation effective 7/13/12 to accept other employment. The job description is attached with slight modifications.

AMOUNT This position is in our Salary Grade 12. The minimum (Step 1) rate for this grade is $35,948 to a maximum (step 10b) rate of $47,842. The actual salary will be determined by the Board based on qualifications and experience of the individual selected for the position.

STAFF RECOMMENDATION: Recommend the Board's approval of modifications to the job description of Electrical Inspector and approval to advertise to fill the vacant the position of Building Inspector—Electrical in the Electric Department,

DATE SUBMITTED: July 3, 2012

CITY OF STARKVILLE
JOB DESCRIPTION

Title: Building Inspector—Electrical	**Department: Electric**
Reports to: General Manager—Electric Dept	**Classification: Exempt—Grade 12**
Date Prepared: September 29, 2010	**Approved by Board: _October 5, 2010_**

GENERAL POSITION SUMMARY:

To perform a variety of tasks associated with advanced technical building inspection and preliminary plans examining work; to enforce electrical/energy codes, regulations and ordinances for both residential and commercial construction.

ESSENTIAL JOB FUNCTIONS:

1. Inspect residential and commercial electrical/energy installations during various stages of construction and remodeling; enforce compliance with applicable codes, ordinances and regulations; recommend modifications and adjustments as necessary.
2. Inspect previously occupied buildings, spaces or suites for code compliance; approve inspected areas for certificates of occupancy.
3. Inspect existing residential and commercial structures for change of use, occupancy, or compliance with applicable electrical/energy codes and ordinances.
4. Inspect all residential and commercial electrical/energy installations and a large variety of other complex and routine electrical system elements.
5. Confer with architects, contractors, builders and the general public; explain and interpret requirements and restrictions of adopted codes and ordinances.
6. Receive calls and answer questions about permits and code requirements; direct inquiries as necessary relating to residential and commercial construction.
7. Retrieve permit information from the computer; verify legal data including owners, tax records, and other data needed to issue permits.
8. Maintain files and reports regarding inspection activities and findings on all active projects.
9. Testify in court as necessary.
10. Conduct pre-construction meeting with architects, engineers and contractors to explain code and local regulations as related to new project construction.
11. Investigate and resolve public complaints; determine compliance with City electrical/energy codes and ordinances; recommend appropriate actions.
12. Assist in training other electrical/energy inspectors and related staff as appropriate.
13. Be available for rotating emergency after hour inspections.
14. Performs field inspections of contractors and subcontractors for proper licenses or permits as needed; reviews building permit applications to determine conformity with established regulations; performs field inspections to investigate technical problems or disputes.
15. Reinspects to assure correction of noted violations; locates and resolves illegal construction; suspends work at construction sites if violations have not been corrected within allotted time lines; approves final construction prior to occupancy.

16. Conducts technical and code research and prepares reports and maintains records related to special projects as assigned;
17. Maintains knowledge of changes in construction codes resulting from technological, architectural and building materials changes and improvements; reviews professional code books, journals and ordinances to verify and interpret applicable codes.
18. Will cross-train to provide coverage in other building inspection areas.

OTHER FUNCTIONS:

1. Perform other duties as assigned or directed.
2. Attend meetings, training, and workshops as may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Must have working knowledge of electrical/energy codes and ordinances adopted and enforced by the City, including currently adopted Electrical codes and Zoning Ordinance.
2. Must be able to interpret and apply pertinent federal, state and local laws, codes and regulations.
3. Must be able to read and interpret complex building plans, specifications and building codes.
4. Must be able to determine if construction systems conform to City code requirements.
5. Must be able to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials.
6. Must be able to detect deviations from plans, regulations and standard construction practices.
7. Must be able to advise on standard construction methods and requirements for residential, commercial and industrial buildings.
8. Must be able to make mathematical computations rapidly and accurately.
9. Must be able to enforce regulations fairly, firmly, factually and with proper public relations skills.
10. Must be able to understand and carry out oral and written directions.
11. Must be able to communicate clearly and concisely, both orally and in writing.
12. Must be able to establish and maintain cooperative working relationships with those contacted in the course of work.
13. Must be able to communicate effectively orally and in writing.
14. Must be able to work with and communicate effectively with the public, contractors, developers and co-workers with courtesy, fairness, poise, and tact, including in situations which could be emotionally charged or controversial in nature.
15. Must be able to greet the public and co-workers in a friendly manner and clearly convey a willingness to be of service and/or be open to resolving the situation at hand. Clearly explains self or answers when necessary. Takes the time to ensure message is easily understood. Closes all contacts courteously and appropriately.
16. Must be willing to be helpful; and negotiate schedule to accommodate other's needs.
17. Must be willing to use both good verbal and non-verbal behavior to show an open, accepting attitude.
18. Must be able to analyze situations accurately and adopt an effective course of action.
19. Must be able to work independently and as a part of a team.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- Three years of increasingly responsible construction and/or electrical/energy inspection experience including one year of experience working with residential and commercial buildings.
- Graduation from high school or equivalent and two years of college or technical school including courses in engineering, construction technology, electrical construction, building inspection technology, architecture, or related areas. *College/technical school may be offset by equivalent experience and technical workshops, seminars, etc. in the building inspection field.*

- Certification as a building inspector required and ~~four years experience as a journeyman electrician including license as commercial journeyman electrician.~~ *two (2) years experience performing electrical inspections* If not already certified, must be able and attain certification within ~~one (1)~~ *two (2)* years of employment.
- ~~Two years as a municipal building inspector preferred; OR an equivalent combination of education and experience.~~
- Must possess a valid MS driver's license and acceptable MVR,

PHYSICAL DEMANDS AND WORKING CONDITIONS:

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.

Work is performed in both office and field environments and requires travel to a variety of locations to perform work. Employee may be exposed to noise from basic office equipment operation, all weather conditions, and to conditions and hazards from obstacles, heights and open trenches associated with construction sites. May also be exposed to potentially hazardous materials and equipment, fumes or vapors. Walking over rough terrain and some climbing may be required.

Effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others.

Must maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

1. climbing, stooping, twisting, reaching above the shoulder and kneeling to perform building inspection duties
2. walking, standing and sitting for extended periods of time
3. pushing, pulling or lifting equipment and supplies occasionally weighing up to 25 lbs.
4. exposure to dirt, toxic materials, air contaminants, temperature
5. extremes and working at heights.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute and employment contract and is subject to change as the needs of the City and requirements of the job change.

Regular and consistent attendance is a condition of continuing employment.

AGENDA ITEM NO:
CITY OF STARKVILLE
AGENDA DATE: July 10, 2012
RECOMMENDATION FOR BOARD ACTION
PAGE: l of 1

SUBJECT: Request authorization to advertise to fill the position of Equipment Operator for New Construction/Rehab Division of Public Services.

AMOUNT & SOURCE OF FUNDING Regular Budgeted position.

FISCAL NOTE:

REQUESTING DIRECTOR'S DEPARTMENT: Doug Devlin, Public Works Director

AUTHORIZATION:

FOR MORE INFORMATION CONTACT: Randy Boyd, Personnel Officer

PRIOR BOARD ACTION:

BOARD AND COMMISSION ACTION:

PURCHASING:

AUTHORIZATION HISTORY: This position is vacant due to the promotion of James Daniel Smith to Foreman. The job description is attached.

AMOUNT **Grade 8, $24,553.19 ($11.80 hour), Step 1 to $32,677.07 ($15.71 hour). Step 10B 2080 hours**

STAFF RECOMMENDATION: We recommend the Board's approval of advertising to fill the position of Equipment Operator for New Construction/ Rehab Division of Public Services.

DATE SUBMITTED: July 6, 2012

PUBLIC WORKS/NEW CONSTRUCTION REHAB
Equipment Operator

Duties—This is a skilled labor position requiring the person to perform diagnostic evaluations of sewer collection systems using advanced CCTV technology and smoke testing. Manage the long term maintenance activities of piping systems through a computerized asset management system. Responsible for the safe and efficient operation and maintenance of heavy equipment, up to and including bulldozers, excavators, loaders, tandem axle trucks and tanker trucks. Ability to read construction plans, develop bill of materials, and determine grades with laser equipment. May provide direction and oversight of other employees. Other duties as assigned.

Minimum Requirement--Demonstrated skill and experience as a heavy equipment operator and preferably additional professional training in a job related field, a high school diploma, valid commercial driver's license with tanker and air brake endorsements. Acceptable MVR. Ability to operate computer interfaces with diagnostic equipment and computer data management skills. High school diploma or equivalent and the physical ability to perform the essential job functions.

AGENDA ITEM NO:
CITY OF STARKVILLE
AGENDA DATE: July 10, 2012
RECOMMENDATION FOR BOARD ACTION
PAGE: l of 1

SUBJECT: Request approval to advertise to fill a position of Service Writer in the Auto Maintenance Division of Public Works

AMOUNT & SOURCE OF FUNDING

FISCAL NOTE:

REQUESTING DIRECTOR'S DEPARTMENT: Doug Devlin, Public Works Director

AUTHORIZATION:

FOR MORE INFORMATION CONTACT: Randy Boyd, Personnel Officer

PRIOR BOARD ACTION:

BOARD AND COMMISSION ACTION:

PURCHASING:

AUTHORIZATION HISTORY: Allen Calhoun has submitted his notice of resignation to accept other employment. The attached job description has been modified to reflect additional duties in the Street Department, but no change in classification or pay rate.

AMOUNT **Grade 6, 2080 hours, salary range step 1 $20,291.89 ($9.76 hour) to step 10B $27,005.85 ($12.98 hour)**

STAFF RECOMMENDATION: Recommend approval to advertise to fill the position of Service Writer in Auto Maintenance Division of Public Services in Grade 6,

DATE SUBMITTED: July 6, 2012

PUBLIC WORKS DEPARTMENT (AUTO MAINTENANCE)
Service Writer

Duties: Purchase and keep inventory on all parts and shop supplies; order and maintain physical inventory; prepare repair orders listing parts and corresponding purchase order numbers on repair orders; answer telephone and take messages; assist mechanic in all areas of maintenance and repair of City fleet; repair and perform general maintenance tasks on trucks and other vehicles; handle tire repair and maintenance; and perform other related tasks as assigned.

This position will also provide administrative support for the Street Department through administering the departmental work order system, fielding routine phone calls, accepting customer service requests, scheduling crews, tracking work orders, maintaining records, preparing reports, issuing Purchase orders, manage inventory items, and other duties as assigned.

Minimum Qualifications: Hold a valid commercial driver's license or obtain same within six (6) months of hiring date; must have good oral and written communication skills, legible handwriting, basic computer and data-entry skills, high school diploma or equivalent; Must have a working knowledge and at least two years experience in Auto Maintenance and inventory control.

Preferred Qualifications: A Certificate or associate's degree or the equivalent in automotive mechanics, knowledge and familiarity with Microsoft Office Suite, Work history which included Customer Service components or training.