



**CITY OF FAIRHOPE
SPECIAL CALLED CITY COUNCIL
MEETING AGENDA
Monday, September 30, 2024 - 2:30 PM
City Council Chamber**

Council Members

Jack Burrell
Corey Martin
Jimmy Conyers
Jay Robinson
Kevin G. Boone

Invocation and Pledge of Allegiance

1. Resolution - That the City Council reviews, approves and adopts the proposed FY2025 Budget.
2. Resolution - That the City Council desires to use Impact Fees account for equipment and projects that meet the criteria and are in the FY2025 Proposed Budget.
3. Resolution - That the City Council approves and adopts the recommendations to fund new positions and approve Pay Grades; reclassify positions; defund; and delete positions as presented in the FY2025 Budget.

Next City Council Meeting, Monday, October 14, 2024, 6:00 p.m., City Council Chambers



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2024-697

FROM:	Kim Creech, CITY TREASURER
SUBJECT:	FY2025 Budget
AGENDA DATE:	September 30, 2024

RECOMMENDED ACTION:

Adopt resolution for the proposed FY2025 Budget.

BACKGROUND INFORMATION:

The Mayor and staff reviewed the proposed FY2025 Budget with the City of Fairhope Council during several meetings and work sessions. Completed FY2025 Budget books, which were available for review by Council on September 6, 2024.

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>
		\$ ____	\$ ____	(\$ ____)

Total cost of the FY2025 Budget \$188,756,898.00.

GRANT:

N/A

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up:

Individual(s) responsible for follow up:

Action required (list contact persons/addresses if documents are to be mailed or emailed):

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the proposed Budget presented and reviewed the 23rd day of September 2024, hereby approved, and adopted for the FY 2024-2025; and that the following estimates of revenues and expenses, as related thereto, are hereby adopted; and those revenues and expenses are appropriated as follows:

GENERAL FUND:

Total Revenue and Transfers In	<u>\$52,421,361</u>
Total Expenditures and Transfers Out	<u>\$52,421,361</u>

SANITATION FUND:

Total Revenue & Transfer In	<u>\$4,430,596</u>
Total Expenditures & Transfers Out	<u>\$4,430,596</u>

GAS FUND:

Total Revenue & Transfer In	<u>\$15,799,927</u>
Total Expenditures & Transfers Out	<u>\$15,799,927</u>

ELECTRIC FUND:

Total Revenue & Transfer In	<u>\$30,619,070</u>
Total Expenditures & Transfers Out	<u>\$30,619,070</u>

WATER/WASTEWATER FUND:

Total Revenue & Transfer In	<u>\$63,233,776</u>
Expenditures & Transfers Out	
Water Department	\$30,971,269
Waste Water Department	<u>\$34,187,507</u>
Total Expenditures & Transfer Out	<u>\$65,158,776</u>

CAPITAL PROJECT FUND:

Total Revenue & Transfer In	<u>\$19,247,418</u>
Total Expenditures & Transfers Out	<u>\$19,247,418</u>

IMPACT FEES FUND:

Total Revenue & Transfer In	<u>\$2,471,750</u>
Total Expenditures & Transfers Out	<u>\$2,471,750</u>

GAS TAX FUND:

Total Revenue & Transfer In	<u>\$116,500</u>
Total Expenditures & Transfers Out	<u>\$116,500</u>

REBUILD ALABAMA FUND:

Total Revenue & Transfer In	<u>\$186,500</u>
Total Expenditures & Transfers Out	<u>\$186,500</u>

Resolution No. _____

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MUNICIPAL CAPITAL IMPROVEMENT FUND:

Total Revenue & Transfer In \$230,000

Total Expenditures & Transfers Out \$0

TOTAL FYE 2025 BUDGET \$188,756,898

BE IT FURTHER RESOLVED, that the Annual Salaries of City Personnel shall be as shown on a list entitled Annual Salaries of All City Personnel; and said list filed in the Office of the City Treasurer and of Human Resources; and

BE IT FURTHER RESOLVED, that the City Council hereby authorizes the portion of the Sales and Use Tax revenue for FY 2024-2025 that is restricted in the General Fund Debt Pre-Payment Account can be used for General Fund operations up to \$3,200,000.00 reduction; and

BE IT FURTHER RESOLVED, that the City Council hereby authorizes the portion of the Sales and Use Tax revenue FY 2024-2025 that is restricted in the Capital Project Fund (Infrastructure Improvement Special Fund) can be used for General Fund operations up to the \$3,200,000.00; and

BE IT FURTHER RESOLVED, that the City Council hereby authorizes the City Treasurer to perform Administrative Budget Transfers, as needed throughout the Fiscal Year. Directors are expected to operate with the funding appropriate for their department. Should a funding increase be required, a written request is to be submitted to the Treasurer and Mayor with a limit not to exceed \$20,000.00. All Administrative Budget Transfers are documented and tracked in the City's financial management system; and

BE IT FURTHER RESOLVED, that the City Council hereby approves 2% set aside for Cost-of-Living Allowance ("COLA") will become effective the first pay period after the passage of the budget in FYE 2024; and

BE IT FURTHER RESOLVED, that the City Council hereby approves merit raises for the City of Fairhope employees as defined in the proposed budget that may become effective December 2024.

DULY ADOPTED THIS 30TH DAY OF SEPTEMBER, 2024

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

**CITY OF FAIRHOPE
BUDGET FY2025**

YEAR TO YEAR BUDGET COMPARISON BY FUND	FY 2024	FY 2025	% CHANGE
General Fund	49,579,239	52,421,361	5.7%
Sanitation Fund	3,923,975	4,430,596	12.9%
Gas Fund	12,718,816	15,799,927	24.2%
Electric Fund	29,441,368	30,619,070	4.0%
Water/Sewer Fund	46,915,082	63,233,776	34.8%
Capital Project Fund	15,451,822	19,247,418	24.6%
Impact Fees	1,719,111	2,471,750	43.8%
Gas Tax Fund	104,000	116,500	12.0%
Rebuild Alabama Fund	160,000	186,500	16.6%
Municipal Capital Improvement Fund	212,000	230,000	8.5%
Totals	160,225,413	188,756,898	17.8%

General Fund

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
REVENUES							
40030	Real Estate Taxes	6,460,395	7,494,699	8,945,217	8,799,000	9,949,244	13.1%
40040	Automobile Taxes	981,033	1,149,511	934,887	1,058,000	1,229,977	16.3%
	Total Property Taxes	7,441,428	8,644,210	9,880,104	9,857,000	11,179,221	13.4%
40160	City Sales Tax	9,688,429	10,116,381	8,615,425	10,367,924	10,743,364	3.6%
40162	SSUT INCOME	1,385,538	1,628,226	1,537,631	1,524,300	1,791,049	17.5%
40163	City Sales Tax-PJ	1,012,957	1,079,973	1,042,843	1,083,864	1,144,772	5.6%
40164	Seller Use Tax	1,250,477	1,508,574	1,329,009	1,338,010	1,599,089	19.5%
40165	Seller Use Tax-PJ	209,447	267,609	205,569	224,108	283,665	26.6%
40166	Consumer Use Tax	126,341	195,947	118,682	135,185	207,704	53.6%
40167	Consumer Use Tax-PJ	17,964	18,913	16,903	19,221	20,048	4.3%
40170	Beer Tax	307,348	305,666	253,182	325,789	304,369	-6.6%
40175	Beer Tax-Police Jurisdiction	36,683	34,170	28,281	38,884	34,762	-10.6%
40180	Wine Tax	60,165	57,081	46,729	63,775	57,939	-9.2%
40185	Wine Tax-Police Jurisdiction	527	455	359	559	474	-15.2%
40190	Liquor Tax	187,323	187,566	193,599	198,562	192,944	-2.8%
40195	Liquor Tax-Police Jurisdiction	37,464	47,822	36,841	39,712	42,813	7.8%
40210	Dog Tax	21	40	53	23	45	95.7%
40220	Cigarette Tax	59,663	48,067	34,436	60,000	48,067	-19.9%
40225	Cigarette Tax-Police Jurisdict	46,094	50,483	44,597	47,000	50,483	7.4%
40230	Lodging Tax	636,333	676,574	563,398	674,512	690,105	2.3%
40235	Lodging Tax-Police Jurisdictio	1,032,508	1,108,022	936,582	1,094,459	1,130,183	3.3%
	Total Local Taxes	16,095,280	17,331,571	15,004,120	17,235,887	18,341,875	6.4%
40310	Business Lic-Inside City	2,523,059	2,825,156	3,042,545	2,800,000	3,081,167	10.0%
40315	Business Lic-Police Jurisdicti	143,044	153,879	171,671	154,000	172,646	12.1%
40325	Registration Fees-Solicit	-	700	400	600	700	16.7%
40330	Parade/Misc Permit Fees	30,260	12,962	9,407	20,000	19,053	-4.7%
40350	Building Permits	1,613,893	1,343,487	784,475	1,000,000	900,000	-10.0%
40360	Inspection Fees	555,515	517,566	249,514	500,000	465,000	-7.0%
40370	Misc Bldg Dept Fees/Fines	135,190	340,144	127,113	225,000	210,000	-6.7%
40375	Planning-Misc Revenue	148	400	350	500	500	0.0%
40376	Subdivision - Outside City	74,800	1,150	-	1,150	-	-100.0%
40377	Subdivision - Inside City	157,350	72,550	175,199	135,000	150,000	11.1%
40378	Site Plan Approval	-	500	1,000	-	1,000	100.0%
40379	Board of Adjustment	3,200	3,560	4,125	2,200	3,300	50.0%
40380	Rezoning Applications	18,042	7,140	5,282	10,000	7,140	-28.6%
40385	State of AL Commercial Fee	70,049	118,057	34,242	80,000	72,000	-10.0%
40390	Insurance Co. Franchises	358,317	407,116	476,455	306,000	440,000	43.8%
40400	Cable TV Franchise	254,634	270,616	214,824	266,000	250,000	-6.0%
40410	Franchise Fees-City Prop	5,246	2,416	4,286	1,000	4,300	330.0%
40415	Utility Franchise Fees	199,716	217,554	252,677	210,000	253,000	20.5%
	Total Licenses and Permits	6,142,463	6,294,952	5,553,565	5,711,450	6,029,806	5.6%
40540	Fines Forfeitures & Fees	219,394	251,346	207,146	204,000	240,000	17.6%
40541	Court-Corrections Fund Revenue	35,284	40,665	31,440	33,000	38,000	15.2%
	Total Court Revenue	254,678	292,011	238,586	237,000	278,000	17.3%
40590	Annual AL Liq Tax Allocation	23,286	18,323	20,427	-	18,300	100.0%
40600	Liquor Tax-Monthly Revenue	81,101	88,479	71,028	78,000	80,000	2.6%
40610	Fin Inst Excise Tax	502,045	486,822	230,676	300,000	235,000	-21.7%
40620	Motor Veh Lic & Reg Fees	6,310	6,523	6,250	5,700	6,718	17.9%
40630	Oil Prod Privilege Tax	5,973	6,087	6,208	4,500	6,270	39.3%

General Fund

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
41695	Severance Tax - Gas & Oil	7,611	15,672	12,153	11,000	11,000	0.0%
	Total State of Alabama	626,325	621,906	346,742	399,200	357,288	-10.5%
40650	State Grants	-	5,200	-	-	-	0.0%
40780	Grant - Police Dept	300,000	300,000	234,773	300,000	300,000	0.0%
40815	Mosquito Control Revenue	24,960	24,960	29,812	24,960	24,960	0.0%
40835	Federal Grants	49,146	58,489	2,077	-	360,000	100.0%
40840	Fema-Grant Revenues	1,349,634	-	-	-	-	0.0%
41336	Community/Spec'l Project Grants	62,500	30,000	124,912	270,000	-	-100.0%
45520	Airport Grant Revenue	226,359	304,387	1,663,933	100,000	100,000	0.0%
	Total Grants	2,012,600	723,036	2,055,508	694,960	784,960	13.0%
40950	Interest-Bank Deposits	205,916	1,138,049	1,391,902	700,000	700,000	0.0%
40960	Interest-Other	-	-	924	-	-	0.0%
40970	Lease-Municipal Pier	2,083	2,500	5,000	2,000	5,000	150.0%
40980	Rent - Farm	9,975	9,975	9,975	9,975	9,975	0.0%
41020	Rent - Faulkner	1	1	1	1	1	0.0%
41040	Rent - USA	25,000	25,000	25,000	25,000	25,000	0.0%
41060	Rent - Civic Center	40,290	49,008	61,024	45,000	54,000	20.0%
41080	Rent - Park/Sidewalk Areas	19,825	17,469	17,525	12,000	-	-100.0%
41070	Rent - Nix Center	32,752	37,461	32,679	30,000	35,000	16.7%
	Total Interest and Rents	335,842	1,279,462	1,544,030	823,976	828,976	0.6%
41250	Utility Collections Fees	1,202,153	1,331,495	1,117,757	1,355,851	1,431,584	5.6%
41260	Admin Services - Utilities	2,511,000	2,733,078	2,430,874	2,917,049	3,400,010	16.6%
	Total Charge for Services	3,713,153	4,064,573	3,548,632	4,272,900	4,831,594	13.1%
41310	Memberships	22,300	26,745	26,775	20,000	26,000	30.0%
41315	Donations	2,195	2,274	1,566	-	2,000	100.0%
41320	Dance Revenue	4,781	4,290	3,378	3,000	3,000	0.0%
41325	Instruction	734	281	-	500	500	0.0%
41335	Misc Rev - Special Services	1,121	1,523	1,309	1,000	1,000	0.0%
	Total Adult Recreation	31,131	35,113	33,028	24,500	32,500	32.7%
41745	Rec Dept Memb/Pass	377,526	440,752	437,285	400,000	432,000	8.0%
41910	Rec Dept Pool Memberships	29,630	22,165	18,575	30,000	30,000	0.0%
41920	Rec Dept Summer Program	-	-	4,260	-	-	0.0%
41940	Rec Dept Miscellaneous	22,028	843	1,235	-	8,000	100.0%
41945	Recreation Field Rental	63,498	59,942	88,534	56,000	65,000	16.1%
41955	Tennis Memberships	22,554	27,534	23,124	24,000	24,000	0.0%
41960	Miscellaneous Tennis Revenue	17,832	22,999	16,035	17,000	17,000	0.0%
41965	Tennis Shop Sales	9,544	17,940	11,570	8,500	14,000	64.7%
	Total Rec Dept Revenue	542,612	592,175	600,617	535,500	590,000	10.2%
41022	Pumpout Service	270	370	140	390	300	-23.1%
41025	Fairhope Docks Slip Rentals	154,960	168,046	211,383	188,000	220,000	17.0%
41045	Marina Fuel Income	610,953	565,975	471,778	533,000	621,590	16.6%
41055	Docks - Ship Store Sales	2,852	3,167	3,611	2,200	15,000	581.8%
	Total Marina Revenue	769,034	737,558	686,913	723,590	856,890	18.4%
44510	Memberships	189,999	203,270	178,751	210,000	203,270	-3.2%
44520	Green Fees	216,133	286,469	279,359	250,000	268,300	7.3%
44530	Cart Rentals	443,268	475,362	434,224	452,000	475,000	5.1%
44540	Pro Shop Sales	121,775	113,794	101,771	155,000	100,000	-35.5%

General Fund

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
44545	Pro Shop Sales - Custom Order	19,979	12,261	26,293	22,500	16,500	-26.7%
44550	Driving Range	71,442	86,311	86,455	71,500	84,000	17.5%
44560	Beverage Sales	90,231	103,813	86,114	95,000	97,000	2.1%
44570	Food Sales	82,387	94,746	88,039	84,000	91,000	8.3%
49020	Handicap Fees	6,065	5,235	5,025	6,000	6,000	0.0%
	Total Golf Revenue	<u>1,241,278</u>	<u>1,381,262</u>	<u>1,286,031</u>	<u>1,346,000</u>	<u>1,341,070</u>	-0.4%
41230	Dog Pound Fees	1,050	1,280	1,102	1,000	1,000	0.0%
41610	Beach Revenue	9,720	15,220	18,005	10,000	14,600	46.0%
41705	Sale of Fixed Assets	56,559	157,523	80,518	100,000	80,000	-20.0%
41755	Brick memorials	1,365	16,966	8,605	1,300	1,300	0.0%
41800	Donations	2,300	300	-	-	700	100.0%
45565	Museum Donations	-	100	300	-	100	100.0%
49015	Insurance Dividend	21,833	-	-	20,000	20,000	0.0%
49030	Insurance Claim	109,086	224,048	72,209	-	-	0.0%
49035	Rebate Income	12,122	23,927	9,262	15,000	10,000	-33.3%
49040	Miscellaneous Income	14,172	33,658	237,821	33,000	31,000	-6.1%
49042	Parking Garage Revenue	-	3,667	2,000	-	1,900	100.0%
49080	Community Dev Revenue	36,020	5,890	25,430	-	22,500	100.0%
49090	Inmate Phone Revenue	1,877	5,013	2,548	2,500	3,000	20.0%
49092	McKesson Settlement Fund	-	929	21,866	140,000	14,000	-90.0%
49095	DEA Revenue	12,643	6,600	-	-	-	0.0%
49998	Budget Rollover	-	-	-	5,144,223	3,891,196	-24.4%
49999	Inventory Revenue	(0)	(0)	(72)	-	-	0.0%
	Total Other Revenue	<u>278,747</u>	<u>495,120</u>	<u>479,595</u>	<u>5,467,023</u>	<u>4,091,296</u>	-25.2%
49820	Natural gas fund	102,016	185,030	192,990	192,990	303,330	57.2%
49830	Electric fund	537,655	499,803	380,308	507,077	508,150	0.2%
49840	Water & Wastewater fund	551,190	290,324	217,743	290,324	292,155	0.6%
49890	Gas tax fund	72,721	-	-	-	-	0.0%
49895	Transfers from Impact Fee Fund	215,823	155,744	-	1,259,861	1,774,250	40.8%
	Total Transfers	<u>1,479,406</u>	<u>1,130,901</u>	<u>791,041</u>	<u>2,250,252</u>	<u>2,877,885</u>	27.9%
	TOTAL REVENUES	<u>40,963,977</u>	<u>43,623,849</u>	<u>42,048,512</u>	<u>49,579,238</u>	<u>52,421,361</u>	<u>5.7%</u>
EXPENSES							
	General Government	2,507,774	2,891,488	3,289,768	2,949,256	3,542,670	20.1%
	Elected Officials	285,978	286,528	282,773	292,428	295,869	1.2%
	Planning	761,733	910,713	1,016,661	1,296,938	1,482,163	14.3%
	Building Dept	1,050,455	1,204,150	1,129,353	1,449,377	1,302,648	-10.1%
	Judicial	305,275	286,990	285,020	283,033	310,945	9.9%
	Police Dept	7,444,082	7,707,846	7,842,108	8,892,216	8,625,102	8.4%
	Correction Dept	-	-	-	-	1,016,939	0.0%
	Information Technology	841,457	1,040,824	1,114,840	1,595,331	1,542,445	-3.3%
	Human Resources	371,640	507,111	435,939	515,415	560,933	8.8%
	Revenue	570,229	604,007	685,764	704,988	879,972	24.8%
	Meter	647,196	720,867	611,962	757,848	760,049	0.3%
	Fire Department	941,970	975,362	857,763	2,954,102	3,318,851	12.3%
	Economic & Community Dev	556,601	675,152	532,556	731,418	957,189	30.9%
	Recreation Dept	2,718,440	2,784,638	3,496,723	6,598,064	6,233,447	-5.5%
	Civic Center	228,136	690,348	559,106	520,954	548,316	5.3%
	Museum/Welcome Center	225,687	196,298	182,044	208,745	537,554	157.5%
	Adult Recreation/Special Service	512,184	659,780	444,013	640,390	645,378	0.8%
	Marina/Harbor	1,181,290	884,761	612,581	840,426	1,192,433	41.9%

General Fund

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
	Streets Department	5,159,943	5,774,918	4,298,483	5,146,825	5,609,617	9.0%
	Landscape Department	-	-	1,636,613	1,335,798	2,178,970	63.1%
	Parks Department	-	-	-	-	361,224	100.0%
	Fleet Maintenance	714,652	863,585	838,540	1,367,549	1,275,967	-6.7%
	Golf Clubhouse/Grounds	1,689,171	1,914,153	2,887,326	2,820,782	2,530,919	-10.3%
	Non-Departmental Facilities	387,903	396,049	982,039	837,695	749,771	-10.5%
	Staff Agencies & Appropriation	1,430,540	1,451,740	1,385,367	1,504,490	1,499,490	-0.3%
	Debt Service	(196,404)	470,142	300,000	300,000	-	-100.0%
	Other Expenditures/Transfers	2,885,935	3,754,970	6,340,491	5,035,170	4,462,500	-11.4%
	Gen Emergency Disasters	6,553	-	-	-	-	0.0%
	Total Expenses	<u>33,228,420</u>	<u>37,652,421</u>	<u>42,047,834</u>	<u>49,579,238</u>	<u>52,421,361</u>	<u>5.7%</u>
	Excess Rev Over Expenses	<u>7,735,557</u>	<u>5,971,428</u>	<u>677</u>	<u>-</u>	<u>-</u>	

Sanitation Fund

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
REVENUES							
41220	Sanitation Collection	2,765,633	2,855,129	2,673,063	2,900,000	3,402,396	17.3%
41660	Sale - Trash Cans	195	195	260	100	100	0.0%
41665	Sale - Rcycl Plastic & Misc	965	387	-	100	100	0.0%
41705	Sale of Fixed Assets	15,755	121,205	49,000	20,000	20,000	0.0%
49010	Interest Earned	555	12,726	9,881	8,000	8,000	0.0%
49810	Transfers from Gen Fund	683,113	738,120	746,831	995,775	1,000,000	0.4%
TOTAL REVENUES		3,466,216	3,727,762	3,479,035	3,923,975	4,430,596	12.9%
EXPENSES							
50025	Collection Costs/Revenue Dept	93,637	114,644	104,969	104,969	143,243	36.5%
50040	Salaries	983,945	1,051,541	1,115,896	1,172,227	1,337,103	14.1%
50045	Overtime	101,674	106,333	86,705	99,996	99,996	0.0%
50190	Employee Payroll Taxes	79,357	85,881	93,340	95,000	96,486	1.6%
50200	Employee Retirement Exp	39,870	218,036	101,302	106,770	110,261	3.3%
50201	Other Employee Insurance	-	-	-	-	11,304	100.0%
50210	Employee Medical Insurance	254,489	238,203	209,856	228,260	216,948	-5.0%
50215	Required Contrib-OPEB	210,170	(197,503)	16,183	19,240	19,240	0.0%
50221	Workers Comp Insurance	58,722	61,942	69,723	63,191	71,549	13.2%
50222	Casualty/Property Insurance	78,067	71,970	88,661	75,000	88,000	17.3%
50230	Training/School/Travel	1,814	5,033	2,075	17,600	17,450	-0.9%
50290	Professional Services	-	187	-	20,000	10,000	-50.0%
50300	Computer Expense	958	2,851	3,620	11,294	4,420	-60.9%
50320	Office Supplies	-	-	751	1,500	1,500	0.0%
50325	Printers/Copiers/OE and supp	379	310	445	360	896	148.9%
50330	Postage	-	-	20	8,000	4,000	-50.0%
50340	Operating Supplies	18,736	18,399	15,607	19,013	25,013	31.6%
50360	General Maintenance	14,826	11,465	8,776	50,297	38,000	-24.4%
50380	Communications	5,475	5,383	4,481	5,490	6,140	11.8%
50390	Dues-Memberships-Subscrip	-	640	737	1,000	1,000	0.0%
50395	Employment Screening	1,313	1,222	2,702	1,500	2,200	46.7%
50420	Bad Debts	6,699	9,136	7,383	-	10,000	100.0%
50430	Gasoline & Oil	220,535	225,733	184,617	220,000	220,000	0.0%
50435	Small Equipment	-	-	-	2,500	50,000	1900.0%
50440	Equip & Vehicle Repair	302,193	338,698	216,953	236,050	300,000	27.1%
50460	Uniforms	7,625	9,378	4,598	6,020	6,820	13.3%
50462	Safety Wear and PPE	-	-	-	-	3,080	100.0%
50470	Purchases Vehicles & Equipment	-	-	213,879	269,933	111,000	-58.9%
50475	Capital Improvements	-	-	29,850	30,000	130,000	333.3%
50500	Depreciation	321,150	345,589	316,790	-	300,000	100.0%
50510	Interest Expense	-	26,321	-	-	6,929	100.0%
50523	Equipment Rental Lease	-	-	-	15,000	10,000	-33.3%
50580	Bank Fees	-	519	1,209	500	1,200	140.0%
50955	Transfers-Debt Svc Fund	333,170	138,527	-	497,080	490,152	-1.4%
51460	Landfill Charges	365,072	351,479	310,624	383,200	383,200	0.0%
51465	Landfill Maintenance	24,615	12,050	6,171	13,475	10,000	-25.8%
51470	Purchases-Rcyl Bins/Gbge Cans	78,025	41,246	93,707	144,510	88,466	-38.8%
52510	Utilities for City Use	3,300	3,820	3,599	5,000	5,000	0.0%
TOTAL EXPENSES		3,512,176	3,184,388	3,210,261	3,819,006	4,430,596	16.0%
Excess Rev Over Expense		(45,960)	543,374	268,774	104,969	-	

GAS DEPARTMENT FUND

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
REVENUES							
40835	Federal Grants	718	-	-	-	-	0.0%
40840	Fema-Grant Revenues	1,145	-	-	-	-	0.0%
40900	Transfers In Captl Purchases	-	-	-	-	250,000	100.0%
41705	Sale of Fixed Assets	22,984	9,748	25,630	-	10,000	100.0%
42010	Sale of Natural Gas	8,080,489	6,979,483	6,419,607	7,404,500	7,535,000	1.8%
42030	Sale of Natural Gas-Joint Line	2,007,333	1,760,121	1,637,918	1,889,000	1,930,000	2.2%
45635	Grant income-ALDOT	-	-	45,006	-	-	0.0%
49010	Interest Earned	106,587	440,126	515,268	300,000	300,000	0.0%
49030	Insurance Claim	68,683	-	-	-	-	0.0%
49035	Rebate Income	6,914	7,748	4,787	6,000	6,000	0.0%
49040	Miscellaneous Revenue	-	-	26,450	-	5,000	100.0%
49060	Connection Fees	26,804	79,259	89,265	25,000	50,000	100.0%
49065	Aid to Construction	-	-	-	25,000	25,000	0.0%
49080	Community Dev Revenue	832	-	-	-	-	0.0%
49998	Budget Rollover	-	-	-	3,069,316	5,688,927	85.3%
49999	Inventory revenue	-	0	(2)	-	-	0.0%
TOTAL REVENUES		<u>10,322,488</u>	<u>9,276,486</u>	<u>8,763,928</u>	<u>12,718,816</u>	<u>15,799,927</u>	<u>24.2%</u>
EXPENSES							
50020	Purchased Power-Natural Gas	3,761,281	2,586,584	1,591,064	3,017,200	3,089,350	2.4%
50025	Collection Costs/Revenue Dept	266,281	291,935	298,507	298,507	341,626	14.4%
50026	Administrative Costs	837,000	911,026	972,350	972,350	1,133,337	16.6%
50040	Salaries-Oper&Maint	991,824	1,071,766	1,163,741	1,229,770	1,592,707	29.5%
50045	Overtime	97,773	113,611	66,499	114,000	114,000	0.0%
50185	Contra Wages	(147,342)	(114,452)	-	-	-	0.0%
50190	Employee Payroll Taxes	81,931	87,811	90,763	109,995	116,215	5.7%
50200	Employee Retirement Exp	53,833	184,614	103,529	113,868	133,836	17.5%
50201	Other Employee Insurance	-	-	-	-	12,830	100.0%
50210	Employee Medical Insurance	236,389	213,641	209,915	210,000	264,570	26.0%
50215	Required Contrib-OPEB	(65,423)	(69,628)	46,728	56,074	56,073	0.0%
50221	Workers Comp Insurance	19,600	18,339	19,555	17,975	20,066	11.6%
50222	Casualty/Property Insurance	66,938	77,654	87,278	80,100	88,000	9.9%
50230	Training/School/Travel	36,314	32,957	40,479	50,100	49,000	-2.2%
50250	Trustee Fees	99	99	99	350	-	-100.0%
50270	Audit & Accounting	16,383	13,756	11,648	13,000	13,000	0.0%
50280	Legal Fees	5,158	4,629	7,115	6,000	6,500	8.3%
50290	Professional Services	72,006	89,919	62,727	156,000	50,000	-67.9%
50300	Computer Expense	13,797	14,948	25,086	27,870	38,250	37.2%
50320	Office Supplies	1,912	1,177	4,016	4,500	4,500	0.0%
50325	Printers/Copiers/OE and supp	5,399	3,979	2,604	3,030	3,248	7.2%
50330	Postage	54,035	53,270	52,304	50,000	50,000	0.0%
50340	Operating Supplies	152,529	100,044	156,249	188,000	188,000	0.0%
50360	Maintenance-Buildings	23,319	16,932	28,525	1,560	2,069	32.6%
50365	Maintenance-Plant	136,768	164,749	362,645	208,000	208,000	0.0%
50380	Communications	30,828	41,754	33,402	20,400	61,068	199.4%
50390	Dues-Memberships-Subscrip	30,692	40,389	41,041	50,500	58,500	15.8%
50395	Employment Screening	1,472	940	1,467	1,200	4,000	233.3%
50420	Bad Debts	3,205	9,308	3,140	10,000	10,000	0.0%
50430	Gasoline & Oil	59,705	50,617	46,430	60,000	55,000	-8.3%
50435	Small Equipment	49,646	35,279	21,722	39,000	85,500	119.2%
50440	Maintenance-Vehicles&Equip	47,441	38,899	25,097	52,000	52,000	0.0%
50460	Uniforms	1,470	1,894	955	2,000	5,000	150.0%
50462	Safety Wear and PPE	5,132	6,710	22,901	13,880	80,000	476.4%

GAS DEPARTMENT FUND

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
50470	Purchases Vehicles & Equipment	-	-	86,995	122,000	255,000	109.0%
50473	Warehouse Improvement Purchase	0	-	3,600	-	-	0.0%
50474	Warehouse Building Purchases	0	-	601	-	-	0.0%
50475	Capital Improvements	-	-	24,698	22,152	520,000	2247.4%
50490	Community Dev Projects	(306)	-	-	-	-	0.0%
50500	Depreciation	531,751	563,358	516,411	550,000	550,000	0.0%
50510	Interest Expense	3,024	2,498	1,811	2,145	1,608	-25.0%
50520	Rental-other	2,634	-	-	10,000	10,000	0.0%
50523	Equipmetn Rental Lease	-	-	-	-	500	100.0%
50540	Electricity	3,910	3,285	1,743	4,000	4,000	0.0%
50560	Credit Card Processing Fees	105,840	136,470	128,146	100,000	140,000	40.0%
50580	Bank Fees	11,402	7,238	7,454	7,500	7,500	0.0%
50902	Transfers Out Captl Purchases Gas	208,497	38,826	-	-	-	0.0%
50906	TSF In/Out Capital Contrib	(31,758)	461	-	-	-	0.0%
50920	Transfers to General Fund	102,016	185,030	192,990	192,990	303,330	57.2%
50955	Transfers-Debt Svc Fund	-	-	-	-	42,184	100.0%
50965	Transfers-Cap Proj Fund	91,131	-	-	-	-	0.0%
51030	Publications Newspapers	-	-	1,949	100	1,000	900.0%
52010	Dist of Joint Revenue	75,634	73,559	69,667	70,000	75,000	7.1%
52020	Daphne 3% Rev Tax Exp	5,857	5,078	4,459	5,200	5,200	0.0%
52025	Spanish Fort Franchise Tax	22,354	20,847	18,518	20,000	22,000	10.0%
52030	APSC Inspection Fee	7,973	8,078	-	7,300	8,000	9.6%
52510	Utilities for City Use	34,419	40,303	38,775	40,000	40,360	0.9%
59000	Inventory Budget	31	-	-	-	-	0.0%
59500	Capital Sys Improve Budget	-	0	2,745,011	4,388,200	5,828,000	32.8%
TOTAL EXPENSES		<u>8,121,800</u>	<u>7,180,179</u>	<u>9,442,408</u>	<u>12,718,816</u>	<u>15,799,927</u>	<u>24.2%</u>
EXCESS REVENUE OVER EXPENSE		<u>2,200,688</u>	<u>2,096,307</u>	<u>(678,480)</u>	<u>-</u>	<u>-</u>	

ELECTRIC DEPARTMENT FUND

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
REVENUES							
40835	Federal Grants	1,256	-	-	-	-	0.0%
40840	Fema-Grant Revenues	146,753	-	-	-	-	0.0%
40902	Transfers In Captl Purchases Gas	147,381	38,826	-	-	-	0.0%
40904	Transfers In Captl Purchases W/S	147,381	38,826	-	-	-	0.0%
41705	Sale of Fixed Assets	302	62,275	11,100	-	10,000	100.0%
42510	Sale of Electric Energy	19,845,437	21,000,866	18,263,533	22,500,000	22,500,000	0.0%
42511	Charge Point Income	926	2,531	5,847	2,200	5,000	127.3%
42520	Revenue Late Charges	108,581	119,413	124,574	110,000	120,000	9.1%
42530	Pole Rental-Telephone Co	33,792	37,552	29,969	29,656	35,000	18.0%
42540	Pole Rental-Cable T.V.	45,078	49,176	49,214	45,078	50,000	10.9%
42550	Pole Rent-Riviera	426	1,438	1,012	1,438	1,500	4.3%
42560	Temp Service Charges	4,650	8,925	29,730	4,500	15,000	233.3%
45620	Rate Stabilization Funds	92,610	1,260,377	-	2,250,000	2,250,000	0.0%
49010	Interest Earned	116,276	274,315	290,726	200,000	200,000	0.0%
49030	Insurance Claim	-	-	2,104	-	-	0.0%
49035	Rebate Income	6,914	7,748	4,787	6,000	6,000	0.0%
49040	Miscellaneous Revenue	76,056	255,880	22,343	80,000	50,000	-37.5%
49055	AMEA Income-Training	26,992	26,859	-	25,000	25,000	0.0%
49060	Connection Fees	42,965	224,758	191,770	50,000	90,000	80.0%
49065	Connection Fees	-	-	-	50,000	50,000	0.0%
49080	Community Dev Revenue	857	-	-	-	-	0.0%
49080	Community Dev Revenue	857	-	-	-	-	0.0%
49998	Budget rollover	-	-	-	4,087,496	5,211,570	27.5%
49999	Inventory revenue	-	-	(0)	-	-	0.0%
TOTAL REVENUES		<u>20,845,489</u>	<u>23,409,764</u>	<u>19,026,709</u>	<u>29,441,368</u>	<u>30,619,070</u>	<u>4.0%</u>
EXPENSES							
50345	X-Item Supplies	-	1,406	-	-	-	0.0%
50020	Purchased Power-Elect	13,394,653	14,595,455	10,354,710	13,820,000	13,950,000	0.9%
50025	Collection Costs/Revenue Dept	149,640	160,696	120,803	161,071	184,340	14.4%
50026	Administrative Costs	837,000	911,026	729,263	972,350	1,133,337	16.6%
50040	Salaries-Oper&Maint	1,364,474	1,561,611	1,515,598	1,780,126	2,024,515	13.7%
50045	Overtime	150,329	219,778	88,705	160,000	200,000	25.0%
50185	Contra Wages	(51,639)	(144,186)	-	-	-	0.0%
50190	Employee Payroll Taxes	111,356	133,348	120,867	142,500	139,256	-2.3%
50200	Employee Retirement Exp	84,465	270,691	143,389	156,500	173,685	11.0%
50201	Other Employee Insurance	-	-	-	-	15,275	100.0%
50210	Insurance, Employees Group	281,284	277,239	261,684	300,000	288,137	-4.0%
50215	Required Contrib-OPEB	(387,436)	145,302	28,215	33,858	33,858	0.0%
50221	Workers Comp Insurance	65,458	60,617	68,958	57,845	70,778	22.4%
50222	Casualty/Property Insurance	154,372	174,293	197,964	170,000	200,000	17.6%
50230	Training/School/Travel	68,342	100,871	87,509	101,100	90,500	-10.5%
50250	Trustee Fees	99	99	99	500	100	-80.0%
50270	Audit & Accounting	16,383	13,756	11,648	13,000	11,000	-15.4%
50280	Legal Fees	-	-	1,340	-	1,500	100.0%
50290	Professional Services	129,111	70,853	31,507	140,000	350,000	150.0%
50300	Computer Expense	18,756	21,074	51,014	39,850	213,400	435.5%
50320	Office Supplies	1,250	1,136	1,018	1,200	1,200	0.0%
50325	Printers/Copiers/OE and supp	5,120	3,780	2,374	2,940	3,248	10.5%
50330	Postage	54,032	53,390	53,141	50,000	55,000	10.0%
50340	Operating Supplies	121,747	123,734	51,968	100,000	265,000	165.0%
50345	Disaster Supplies	-	1,406	-	-	-	0.0%
50360	Maintenance-Buildings	23,646	37,335	11,218	25,312	25,500	0.7%

ELECTRIC DEPARTMENT FUND

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
50365	Maintenance-Plant	177,479	62,117	405,645	1,012,000	1,265,000	25.0%
50380	Communications	26,163	28,018	29,907	21,024	35,968	71.1%
50390	Dues-Memberships-Subscrip	10,555	11,863	14,385	15,000	15,000	0.0%
50395	Employment Screening	1,956	1,214	3,494	1,500	3,520	134.7%
50410	Cash Over or Short	830	(578)	(14)	-	-	0.0%
50420	Bad Debts	28,605	74,280	28,846	100,000	75,000	-25.0%
50430	Gasoline & Oil	50,923	52,062	45,930	51,000	51,000	0.0%
50435	Small Equipment	-	10,216	83,412	108,110	95,000	-12.1%
50440	Maintenance-Vehicles&Equip	119,465	67,454	86,017	108,500	100,000	-7.8%
50460	Uniforms	1,135	1,429	129	1,500	2,500	66.7%
50462	Safety Wear and PPE	27,127	33,924	33,752	73,360	99,000	35.0%
50490	Community Dev Projects	(306)	-	-	-	-	0.0%
50470	Purchases Vehicles & Equipment	-	-	290,739	562,000	1,097,350	95.3%
50473	Warehouse Improvement Purchase	(0)	-	1,059	-	-	0.0%
50475	Capital Improvements	-	0	131,124	85,700	272,000	217.4%
50350	Mech Shop Non Wo Supplies	-	-	4	-	-	0.0%
50500	Depreciation	994,022	1,148,374	1,052,676	1,000,000	1,100,000	10.0%
50510	Interest Expense	3,024	2,498	1,811	2,145	1,609	-25.0%
50560	Credit Card Processing Fees	103,950	134,033	175,442	100,000	150,000	50.0%
50580	Bank Fees	13,156	8,088	8,824	15,000	10,000	-33.3%
50900	Transfers Out Captl Purchases	-	-	-	-	125,000	100.0%
50906	Tsf In/Out Capital Contr	46,393	48,681	14,071	-	-	0.0%
50920	Transfers to General Fund	537,655	499,803	380,308	507,077	508,150	0.2%
50955	Transfers-Debt Svc Fund	-	-	-	-	42,184	100.0%
51025	Colony Rent	818	790	225	800	800	0.0%
51030	Publications Newspapers	-	-	-	1,000	1,000	0.0%
52510	Utilities for City Use	66,231	46,048	57,160	70,000	70,360	0.5%
59000	Inventory Budget	-	2	-	-	-	0.0%
59100	SCADA Capital Purch Budget	-	-	33,075	100,000	60,000	-40.0%
59110	AMI Capital	-	-	-	2,250,000	2,250,000	0.0%
59500	Capital Sys Improve Budget	-	0	804,575	4,067,500	2,799,000	-31.2%
59998	Reserve Requirements per Ordin	-	-	-	960,000	960,000	0.0%
TOTAL EXPENSES		<u>18,801,621</u>	<u>21,025,023</u>	<u>17,615,586</u>	<u>29,441,368</u>	<u>30,619,070</u>	<u>4.0%</u>
EXCESS REVENUE OVER EXPENSE		<u>2,043,868</u>	<u>2,384,740</u>	<u>1,411,123</u>	<u>-</u>	<u>-</u>	

WATER DEPARTMENT

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
REVENUES							
40840	Fema-Grant Revenues	1,266	-	-	-	-	0.0%
40900	Transfers In Captl Purchases	-	-	-	54,800	-	-100.0%
41705	Sale of Fixed Assets	2,119	638	8,460	-	4,500	100.0%
42520	Revenue Late Charges	36,156	39,752	41,491	40,000	40,000	0.0%
43010	Water Sales	7,469,514	9,059,793	8,752,401	8,300,000	9,700,000	16.9%
43030	Tel Companies Antenna Rent	208,438	270,722	203,499	250,000	240,000	-4.0%
49010	Interest Earned	102,659	306,471	327,536	100,000	150,000	50.0%
49035	Rebate Income	4,494	5,036	3,111	4,200	4,000	-4.8%
49040	Miscellaneous Revenue	76,499	57,395	32,535	50,000	50,000	0.0%
49045	Loan Proceeds	-	-	-	15,000,000	10,007,769	-33.3%
49060	Connection Fees	773,460	1,157,218	991,914	500,000	750,000	50.0%
49070	Connection Fees-Cty ROA	-	-	(9,137)	-	-	0.0%
49065	Aid to Contruction	-	-	-	100,000	100,000	0.0%
49080	Community Dev Revenue	832	-	-	-	-	0.0%
49998	Budget Rollover	-	-	-	1,611,058	9,000,000	458.6%
							0.0%
	TOTAL REVENUES	<u>8,675,437</u>	<u>10,897,025</u>	<u>10,351,811</u>	<u>26,010,058</u>	<u>30,046,269</u>	<u>15.5%</u>
EXPENSES							
50020	Purchased Power-Elect	89,250	125,430	111,766	120,000	130,000	8.3%
50025	Collection Costs/Revenue Dept	431,066	484,913	375,489	500,652	572,976	14.4%
50026	Administrative Costs	544,050	592,167	474,020	632,027	736,669	16.6%
50040	Salaries-Oper&Maint	888,152	1,038,488	1,198,779	1,184,099	1,546,385	30.6%
50045	Overtime	173,425	188,744	86,893	170,000	100,000	-41.2%
50190	Employee Payroll Taxes	81,739	88,760	96,165	115,460	109,381	-5.3%
50200	Employee Retirement Exp	54,269	188,804	102,831	115,321	125,248	8.6%
50201	Other Employee Insurance	-	-	-	-	12,262	100.0%
50210	Employee Medical Insurance	196,777	179,749	153,095	200,000	153,373	-23.3%
50215	Required Contrib-OPEB	28,439	(63,836)	12,350	13,418	27,437	104.5%
50221	Workers Comp Insurance	27,818	29,020	32,025	28,294	32,866	16.2%
50222	Casualty/Property Insurance	116,854	133,722	129,818	110,000	135,000	22.7%
50230	Training/School/Travel	14,301	16,539	27,733	39,765	47,000	18.2%
50250	Trustee Fees	3,928	1,375	1,375	1,500	-	-100.0%
50270	Audit & Accounting	9,830	17,883	15,143	20,000	15,000	-25.0%
50280	Legal Fees	-	-	6,201	3,000	3,000	0.0%
50290	Professional Services	25,134	79,874	63,966	339,240	225,000	-33.7%
50300	Computer Expense	9,166	14,237	20,466	20,275	29,950	47.7%
50320	Office Supplies	4,619	2,758	2,267	5,000	5,000	0.0%
50325	Printers/Copiers/OE and supp	3,153	2,269	3,865	11,440	5,820	-49.1%
50330	Postage	35,063	34,449	43,263	35,000	35,000	0.0%
50340	Operating Supplies	58,065	16,053	28,438	15,000	21,995	46.6%
50360	Maintenance-Buildings	48,152	17,609	16,788	52,724	53,480	1.4%
50364	Maintenance-Fountains	3,427	12,540	11,496	12,000	15,000	25.0%
50365	Maintenance-Plant	206,229	155,474	151,659	175,000	200,000	14.3%
50366	Maintenance-Distribution Sys	176,989	345,597	417,489	360,000	630,000	75.0%
50380	Communications	19,573	20,506	29,232	17,416	60,960	250.0%
50390	Dues-Memberships-Subscrip	6,730	12,722	10,598	10,000	10,000	0.0%
50395	Employment Screening	1,086	1,450	2,270	1,500	3,025	101.7%
50400	Miscellaneous	-	-	324	-	-	0.0%
50420	Bad Debts	23,934	36,946	27,219	50,000	50,000	0.0%
50430	Gasoline & Oil	65,948	67,960	52,534	70,000	70,000	0.0%
50435	Small Equipment	39,344	41,396	36,998	70,000	70,000	0.0%
50440	Maintenance-Vehicles&Equip	79,703	35,593	66,939	61,300	51,300	-16.3%
50460	Uniforms	6,233	6,264	5,249	15,000	5,000	-66.7%
50462	Safety Wear and PPE	4,220	8,610	8,094	16,300	10,000	-38.7%

WATER DEPARTMENT

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
50470	Purchases Vehicles & Equipment	-	0	39,805	161,000	714,000	343.5%
50473	Warehouse Improvement Purchase	145,019	-	228	-	-	0.0%
50475	Capital Improvements	-	-	273,853	204,800	50,000	-75.6%
50490	Community Dev Projects	(199)	-	-	-	-	0.0%
50495	Amortization Expense	7,041	7,041	-	-	-	0.0%
50500	Depreciation	926,554	958,784	889,318	900,000	925,000	2.8%
50510	Interest Expense	42,161	34,838	181,844	29,903	534,930	1688.9%
50520	Rental-other	17,630	3,372	-	30,000	30,000	0.0%
50530	Bond Issue Expense	-	-	34,063	-	-	0.0%
50560	Credit Card Processing Fees	58,047	82,857	99,636	65,000	-	-100.0%
50580	Bank Fees	8,770	4,884	4,448	6,000	6,200	3.3%
50900	Transfers Out Captl Purchases	-	-	-	-	62,500	100.0%
50904	Transfers Out Captl Purchases W/S	95,798	25,237	-	-	-	0.0%
50920	Transfers to General Fund	551,190	290,324	217,743	290,324	292,155	0.6%
50955	Transfers-Debt Svc Fund	-	-	-	-	588,222	100.0%
51025	Colony Rent	281	280	26	300	-	-100.0%
51030	Publications Newspapers	-	-	-	5,000	5,000	0.0%
52510	Utilities for City Use	181,757	217,066	199,513	181,000	175,360	-3.1%
53010	Chemicals & Testing	47,990	50,093	47,449	75,000	80,000	6.7%
59000	Inventory Budget	-	-	57	-	-	0.0%
53011	Chemicals - Water Treament	279,155	377,753	414,866	490,000	600,000	22.4%
59100	SCADA Capital Purch Budget	-	-	-	40,000	50,000	25.0%
59500	System Improve-Distribution Sys	(0)	-	4,406,674	7,281,000	12,750,000	75.1%
59501	System Impr-Water Plan/Wells	(9)	-	3,226,945	11,300,000	8,309,775	-26.5%
59998	Reserve Requirements per Ordin	-	-	-	500,000	500,000	0.0%
TOTAL EXPENSES		<u>5,837,850</u>	<u>5,986,591</u>	<u>13,859,304</u>	<u>26,150,058</u>	<u>30,971,269</u>	<u>18.4%</u>
EXCESS REVENUE OVER EXPENSES		<u>2,837,588</u>	<u>4,910,434</u>	<u>(3,507,494)</u>	<u>(140,000)</u>	<u>(925,000)</u>	

WASTEWATER DEPARTMENT

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
REVENUE							
40835	Federal Grants	601	-	-	1,500,000	2,154,696	43.6%
40840	Fema-Grant Revenues	15,581	-	-	900,000	-	-100.0%
41705	Sale of Fixed Assets	39,824	-	-	-	13,000	100.0%
43020	Revenue Wastewater Charges	6,665,896	7,615,820	7,452,419	7,300,000	8,200,000	12.3%
49010	Interest Earned	42,461	117,273	225,551	50,000	100,000	100.0%
49030	Insurance Claim	244	-	-	-	-	0.0%
49035	Rebate Income	2,420	2,712	1,675	2,000	2,000	0.0%
49040	Miscellaneous Revenue	3,900	800	12,875	1,000	1,000	0.0%
49045	Loan Proceeds	-	-	-	9,500,000	12,085,751	27.2%
49060	Connection Fees	277,223	408,850	963,042	350,000	450,000	28.6%
49065	Aid to Construction	-	-	-	50,000	50,000	0.0%
49893	Transfer In-American Rescue Fd	113,684	198,125	-	1,000,000	1,131,060	13.1%
49998	Budget Rollover	-	-	-	252,024	9,000,000	3471.1%
TOTAL REVENUES		<u>7,161,835</u>	<u>8,343,580</u>	<u>8,655,562</u>	<u>20,905,024</u>	<u>33,187,507</u>	<u>58.8%</u>
EXPENSES							
50020	Purchased Power-Elect	435,156	477,670	410,422	450,000	450,000	0.0%
50025	Collection Costs/Revenue Dept	261,529	279,307	217,989	290,652	332,639	14.4%
50026	Administrative Costs	292,950	318,859	255,242	340,322	396,837	16.6%
50040	Salaries-Oper&Maint	920,094	993,892	1,172,938	1,148,383	1,519,064	32.3%
50045	Overtime	81,774	97,372	75,480	158,000	100,000	-36.7%
50190	Employee Payroll Taxes	75,006	80,366	91,724	97,500	101,994	4.6%
50200	Employee Retirement Exp	50,539	165,586	97,013	96,457	117,194	21.5%
50201	Other Employee Insurance	-	-	-	-	11,297	100.0%
50210	Employee Medical Insurance	204,692	198,599	201,431	198,000	218,979	10.6%
50215	Required Contrib-OPEB	13,172	(19,474)	44,248	52,498	67,116	27.8%
50221	Workers Comp Insurance	24,966	25,516	28,572	25,668	29,321	14.2%
50222	Casualty/Property Insurance	131,005	112,358	163,575	135,000	168,000	24.4%
50230	Training/School/Travel	13,775	25,645	22,641	23,335	33,000	41.4%
50250	Trustee Fees	-	2,553	2,553	2,560	-	-100.0%
50270	Audit & Accounting	9,830	9,629	8,154	10,000	8,000	-20.0%
50280	Legal Fees	58,507	-	3,924	50,000	-	-100.0%
50290	Professional Services	81,622	65,430	63,816	241,800	318,000	31.5%
50300	Computer Expense	7,201	6,747	25,093	28,185	32,850	16.6%
50320	Office Supplies	866	1,180	1,604	2,000	2,500	25.0%
50325	Printers/Copiers/OE and supp	2,758	2,109	1,490	8,254	4,000	-51.5%
50330	Postage	19,042	19,568	18,209	20,000	-	-100.0%
50530	Bond Issue Expense	-	-	34,063	-	-	0.0%
50340	Operating Supplies	27,308	21,533	28,954	20,000	26,995	35.0%
50360	Maintenance-Buildings	41,789	33,972	22,631	75,108	50,110	-33.3%
50365	Maintenance-Plant/Lift Station	151,751	218,740	175,518	270,000	320,000	18.5%
50366	Maintenance-Collection	86,564	95,460	168,169	100,000	315,000	215.0%
50367	Maintenance-WWTP	71,268	210,141	149,838	172,000	200,000	16.3%
50380	Communications	25,377	25,733	40,115	79,376	108,712	37.0%
50390	Dues-Memberships-Subscrip	4,549	7,567	4,500	6,800	-	-100.0%
50395	Employment Screening	904	1,050	1,075	1,000	3,025	202.5%
50405	Sludge Removal	504,900	538,650	510,300	600,000	600,000	0.0%
50420	Bad Debts	14,668	21,460	14,656	15,000	15,000	0.0%
50430	Gasoline & Oil	64,095	50,681	41,180	70,000	55,000	-21.4%
50435	Small Equipment	27,254	37,170	43,646	45,000	45,000	0.0%
50440	Maintenance-Vehicles&Equip	38,669	41,823	37,053	50,800	61,000	20.1%
50460	Uniforms	5,651	7,324	5,464	15,000	5,000	-66.7%

WASTEWATER DEPARTMENT

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
50462	Safety Wear and PPE	5,219	6,237	10,933	16,900	10,000	-40.8%
50470	Purchases Vehicles & Equipment	-	-	230,931	652,135	585,000	-10.3%
50473	Warehouse Improvement Purchase	7,315	-	-	-	-	0.0%
50475	Capital Improvements	-	-	19,275	125,000	310,000	148.0%
50500	Depreciation	1,001,748	1,197,138	1,086,944	1,000,000	1,000,000	0.0%
50510	Interest Expense	78,299	64,699	203,484	55,536	554,154	897.8%
50520	Rental-other	28,059	29,704	-	75,000	50,000	-33.3%
50560	Credit Card Processing Fees	44,014	48,739	67,797	40,000	-	-100.0%
50580	Bank Fees	3,947	2,263	2,453	4,000	4,000	0.0%
51025	Colony Rent	209	209	-	210	-	-100.0%
51030	Publications Newspapers	-	-	-	3,500	3,500	0.0%
50490	Community Dev Projects	(107)	-	-	-	-	0.0%
50900	Transfers Out Captl Purchases	-	-	-	-	62,500	100.0%
50904	Transfers Out Captl Purchases W/S	51,583	13,589	-	-	-	0.0%
50955	Transfers-Debt Svc Fund	-	-	-	-	1,092,411	100.0%
52510	Utilities for City Use	88,863	96,213	87,417	90,000	90,360	0.4%
53010	Chemicals & Testing	181,052	64,002	42,876	139,865	100,000	-28.5%
53011	Chemicals - Wastewater Treatment	8,928	20,500	15,128	28,000	30,000	7.1%
53012	Chemicals - Odor Control	41,780	73,959	82,955	90,000	100,000	11.1%
59100	SCADA Capital Purch Budget	-	(0)	48,495	60,000	60,000	0.0%
59500	System Improve-Collection Syst	0	-	2,717,986	8,538,680	11,866,895	39.0%
59501	System Impr-Lift Stations	4,273	-	296,804	2,000,000	7,078,054	253.9%
59502	System Improvement-WWTP	-	-	443,829	2,572,500	5,100,000	98.3%
59998	Reserve Requirements per Ordin	-	-	-	375,000	375,000	0.0%
56015	Hurricane Sally	-	5,761	-	-	-	0.0%
TOTAL EXPENSES		<u>5,294,411</u>	<u>5,797,230</u>	<u>9,540,586</u>	<u>20,765,024</u>	<u>34,187,507</u>	<u>64.6%</u>
Excess Rev Over Expense		<u>1,867,424</u>	<u>2,546,349</u>	<u>(885,024)</u>	<u>140,000</u>	<u>(1,000,000)</u>	

Capital Projects Fund

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
REVENUE							
40835	Federal Grants	-	1,467,744	336,302	7,229,401	11,122,857	53.9%
41336	Community/Spec'l Project Grants	-	775,000	-	4,000	187,442	4586.1%
41880	NRCS GRANT INCOME	641,589	-	-	-	-	0.0%
45635	Grant income-ALDOT	-	-	120,000	799,273	-	-100.0%
49010	Interest Earned	3,407	75,720	154,147	55,000	75,000	36.4%
49810	Transfers from Gen Fund	1,976,463	2,712,463	3,932,326	3,939,395	3,200,000	-18.8%
49890	Transfers from Gas tax fund	90,000	93,000	-	104,000	116,500	12.0%
49892	Transfers In-Gas Fund	91,131	-	-	-	-	0.0%
49894	Transfers In-Rebuild AL Fund	126,786	130,000	-	160,000	185,000	15.6%
49895	Transfers from Impact Fee Fund	884,878	1,792,087	37,250	459,250	695,000	51.3%
49896	Transfers In-Muni Cap Impr Fun	437,206	-	-	-	-	0.0%
49998	Budget Rollover	-	-	-	2,701,503	3,665,619	35.7%
TOTAL REVENUES		<u>4,251,460</u>	<u>7,046,013</u>	<u>4,580,025</u>	<u>15,451,822</u>	<u>19,247,418</u>	<u>24.6%</u>
EXPENSES							
50580	Bank Fees	-	994	2,595	1,000	2,500	150.0%
52115	NRCS-EWP-Quail Creek	411,171	-	-	-	-	0.0%
52125	NRCS-EWP-North Summit Drive	813,520	-	-	-	-	0.0%
55700	Tennis Courts Improvements	-	-	-	-	600,746	100.0%
55710	Pine Street Improvement	-	-	186,042	282,693	-	-100.0%
55760	Magnolia Beach Improvement	-	-	-	650,000	725,000	11.5%
55780	Parker Road Sidewalk	-	-	19,821	40,000	370,013	825.0%
55825	Spec Rec Projects	-	-	-	-	287,500	100.0%
55836	Community Park Project	-	-	-	-	183,000	100.0%
55840	Paving Projects	-	-	-	-	200,000	100.0%
55853	Drainage Improvements	121,882	199,047	390,083	775,000	908,441	17.2%
55856	City wide street resurf/misc	292,957	697,266	1,041,166	1,523,000	923,000	-39.4%
55859	BRATS Hub Transit Shelter	-	1,170,825	650,548	675,000	-	-100.0%
55868	Tennis Court Lights	-	-	-	-	245,000	100.0%
55877	US98 & CR13 Sidewalks	3,025	-	-	-	-	0.0%
55878	MPO Gayfer Greeno Turnlanes	-	634,635	-	-	-	0.0%
55881	Roundabout at 104 and Section	-	118,116	10,701	1,653,000	1,895,621	14.7%
55882	Boys and Girls Club playground	87,152	-	-	-	-	0.0%
55883	ADA Platforms and Ramps-Stadiu	1,340	-	-	-	-	0.0%
55884	K-1 Center	-	104,786	106,055	2,500,000	5,256,000	110.2%
55886	Pickleball Courts	-	132,122	37,250	37,250	-	-100.0%
55887	ADA Compliance Project	42,358	28,008	1,006,587	1,412,599	-	-100.0%
55888	Safe Room	-	-	4,998	650,000	2,704,097	316.0%
55889	Clock Corner Improvements	-	70,438	284,756	285,211	-	-100.0%
55890	North Triangle Grant	-	65,400	104,306	856,000	856,000	0.0%
55891	North Triangle Non Grant	-	44,397	113,240	1,000,000	2,020,000	102.0%
55892	North Triangle House Improvement	-	-	23,000	400,000	852,500	113.1%
55915	Church St Drainage Improvement	367,435	(0)	-	-	-	0.0%
55916	Oak St Drainage Improvements	5,835	-	-	-	-	0.0%
55920	TAP-Fairwood & Blue Island	-	54,492	15,879	1,083,000	1,083,000	0.0%
55930	Volanta Park Baseball Project	616,799	849,479	-	-	-	0.0%
55935	Volanta Park Restrooms	-	190,169	-	-	-	0.0%
55940	Founders Competition Track	48,913	1,957,074	1,018,164	1,548,069	135,000	-91.3%
55950	Founders Park Restrooms	-	189,672	-	-	-	0.0%
TOTAL EXPENSES		<u>2,812,389</u>	<u>6,506,920</u>	<u>5,015,192</u>	<u>15,371,822</u>	<u>19,247,418</u>	<u>25.2%</u>
Excess Rev Over Expenses		<u>1,439,071</u>	<u>539,093</u>	<u>(435,167)</u>	<u>80,000</u>	<u>-</u>	

Impact Fee Fund

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
REVENUES							
40030	Cash Acct-Police	142,699	202,077	144,985	133,000	124,000	-6.8%
40040	Cash Acct-Fire	168,181	239,444	171,180	171,000	146,000	-14.6%
40050	Cash Acct-Transportation	210,733	360,364	251,621	266,000	215,000	-19.2%
40060	Cash Acct-Recreation	541,785	616,514	488,125	380,000	415,000	9.2%
40950	Interest Income	7,907	102,151	107,179	50,000	50,000	0.0%
49998	Budget Rollover	-	-	-	719,111	1,521,750	111.6%
TOTAL REVENUES		<u>1,071,305</u>	<u>1,520,550</u>	<u>1,163,090</u>	<u>1,719,111</u>	<u>2,471,750</u>	<u>43.8%</u>
EXPENSES							
50580	Bank Fees	-	1,122	2,429	-	2,500	100.0%
50960	Transfer to General	5,290	-	-	-	-	0.0%
50961	Transfer to General-Police	-	155,744	-	79,418	52,500	-33.9%
50962	Transfer to General-Fire	210,533	-	-	1,180,443	1,350,000	14.4%
50964	Transfer to General-Recreation	-	-	-	-	371,750	100.0%
50967	Transfers-Cap Proj-Transportat	210,415	400,000	-	266,000	250,000	-6.0%
50968	Transfers-Cap Proj-Recreation	674,463	1,392,087	37,250	193,250	445,000	130.3%
TOTAL EXPENSES		<u>1,100,701</u>	<u>1,948,953</u>	<u>39,679</u>	<u>1,719,111</u>	<u>2,471,750</u>	<u>43.8%</u>
Excess Rev Over Expense		<u>(29,396)</u>	<u>(428,403)</u>	<u>1,123,411</u>	<u>-</u>	<u>-</u>	

FY2025 Budget Impact Fees Projects

	Police	FIRE	TRANS- PORTATION	PARKS / RECREATION	TOTAL
New Fire Truck		1,350,000		-	1,350,000
Drainage			51,500		51,500
FY2025 Resurfacing			198,500		198,500
1 New Police vehicle with equip	37,000	-			37,000
Drone	7,000				7,000
Speed Scout Trailer	8,500				8,500
New playground equipment at new baseball field Volanta Park				35,000	35,000
New playground equipment at new baseball field Founder Park				45,000	45,000
Open-air pavilion/storm shelter at Fairhope Soccer Complex				46,750	46,750
Shade structures over bleacher seating at Volanta Park				170,000	170,000
Additional playground equipment at Rotary Youth				75,000	75,000
New Tennis and Pickleball Court				200,000	200,000
New Tennis and Pickleball Court lights				245,000	245,000
	52,500	1,350,000	250,000	816,750	2,469,250

State Gas Tax Fund

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
REVENUES							
45010	2% Petroleum Inspect Fee	8,797	8,731	7,299	8,320	8,800	5.8%
45020	7 cent Gas Excise Tax	55,070	55,549	45,532	50,960	56,200	10.3%
45030	4 cent Gas Excise Tax	31,929	32,129	26,395	29,120	32,500	11.6%
45040	5% Gas Excise Tax	18,632	18,719	15,336	15,600	19,000	21.8%
	TOTAL REVENUES	<u>114,427</u>	<u>115,128</u>	<u>94,561</u>	<u>104,000</u>	<u>116,500</u>	<u>12.0%</u>
EXPENSES							
50920	Transfers to General Fund	72,721	-	-	-	-	0.0%
55020	Trans/cap proj - road const	<u>90,000</u>	<u>93,000</u>	<u>-</u>	<u>104,000</u>	<u>116,500</u>	<u>12.0%</u>
	TOTAL EXPENSES	<u>162,721</u>	<u>93,000</u>	<u>-</u>	<u>104,000</u>	<u>116,500</u>	<u>12.0%</u>
	Excess Rev Over Expense	<u>(48,294)</u>	<u>22,128</u>	<u>94,561</u>	<u>-</u>	<u>-</u>	

Rebuild Alabama Fund

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
REVENUES							
45050	Gas Tax Revenue-Rebuild AL	120,970	123,913	111,757	120,000	133,500	11.3%
45055	Diesel Tax Revenue-Rebuild AL	42,681	43,473	38,997	40,000	47,000	17.5%
49010	Interest Earned	<u>630</u>	<u>8,941</u>	<u>11,891</u>	<u>-</u>	<u>6,000</u>	<u>100.0%</u>
TOTAL REVENUES		<u>164,281</u>	<u>176,327</u>	<u>162,645</u>	<u>160,000</u>	<u>186,500</u>	<u>16.6%</u>
EXPENSES							
50580	Fees, Bank, Etc.	-	816	1,611	-	1,500	100.0%
55020	Trans/cap proj - road const	<u>126,786</u>	<u>130,000</u>	<u>-</u>	<u>160,000</u>	<u>185,000</u>	<u>15.6%</u>
TOTAL EXPENSES		<u>126,786</u>	<u>130,816</u>	<u>1,611</u>	<u>160,000</u>	<u>186,500</u>	<u>16.6%</u>
Excess Rev Over Expenses		<u>37,495</u>	<u>45,511</u>	<u>161,034</u>	<u>-</u>	<u>-</u>	

Municipal Capital Improvements Fund

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
REVENUES							
40640	Alabama Trust Fund Receipts	207,102	208,441	213,748	200,000	210,000	0.0%
40950	Interest-Bank Deposits	1,515	18,797	29,936	12,000	20,000	66.7%
49010	Interest Earned	6	-	-	-	-	0.0%
TOTAL REVENUES		<u>208,623</u>	<u>227,237</u>	<u>243,684</u>	<u>212,000</u>	<u>230,000</u>	<u>8.5%</u>
EXPENSES							
50580	Bank Fees	-	817	1,688	-	1,500	100.0%
50986	Transfers to Cap Projects Fund	<u>437,206</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
TOTAL EXPENSES		<u>437,206</u>	<u>817</u>	<u>1,688</u>	<u>-</u>	<u>1,500</u>	<u>100.0%</u>
Excess Revenue Over Expenses		<u>(228,583)</u>	<u>226,421</u>	<u>241,996</u>	<u>212,000</u>	<u>228,500</u>	



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2024-698

FROM:	Kim Creech, CITY TREASURER
SUBJECT:	Resolution – That the City desires to use Impact Fees Account for Equipment and Projects that Meet the Criteria and are in the FY2025 Proposed Budget
AGENDA DATE:	September 30, 2024

RECOMMENDED ACTION:

In connection with the proposed FY2025 Budget, to approve a resolution to authorize the use of Impact Fees for equipment and projects that meet the criteria.

BACKGROUND INFORMATION:

In accordance with Act No. 2006-300 enacted by the Legislature of Alabama on April 4, 2006.

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>
		\$ ____	\$ ____	(\$ ____)

See Resolution for the detailed budget.

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up:

Individual(s) responsible for follow up:

Action required (list contact persons/addresses if documents are to be mailed or emailed):

RESOLUTION NO. ____

WHEREAS, the City of Fairhope adopted Ordinance No. 1625, An Ordinance repealing and replacing Ordinance No. 1331 to establish Impact Fees on new development in the City of Fairhope on October 13, 2018 in accordance with Act No. 2006-300 enacted by the Legislature of Alabama on April 4, 2006; and

WHEREAS, the City desires to use funds for “Police” which is a Benefit Area for (i) the cost recovery of the City’s cost and expense related to the construction, development and improvement of its justice center, (ii) the cost recovery of the City’s cost and expense related to the construction, development and improvement of its animal shelter, (iii) the acquisition of police vehicles, and (iv) the acquisition of police-related apparatus and equipment, and (v) the police component of the “Impact Fee Study” prepared by TischlerBise; and

WHEREAS, the City desires to use funds for “Fire” which is a Benefit Area for (i) the construction, development and/or improvement of fire stations, (ii) the acquisition of fire fighting vehicles, and (iii) the acquisition of firefighting apparatus, and (iv) the fire component of the “Impact Fee Study” prepared by TischlerBise; and

WHEREAS, the City desires to use funds for “Transportation” which is a Benefit Area for the cost of intersection improvements made to address additional demand generated by New Development and the transportation component of the “Impact Fee Study” prepared by TischlerBise; and

WHEREAS, the City desires to use funds for “Parks and Recreation” which is a Benefit Area for (i) the acquisition of new public parks lands, (ii) the construction, development and/or improvement of public recreational facilities, (iii) the construction, development and/or improvement of public park amenities, (iv) the acquisition of new park vehicles, and (v) the parks and recreation component of the “Impact Fee Study” prepared by TischlerBise; and

WHEREAS, the following project shall be paid from the Impact Fees Account and have met the criteria stated to be paid from said Account:

	POLICE	FIRE	TRANS- PORTATION	PARKS AND RECREATION
FY2025 BUDGET PROJECTS				
1 New Police vehicle with equipment	\$37,000.00			
Drone	\$7,000.00			
Speed Scout Trailer	\$8,500.00			
2025 W-Onw HR 100 Aerial Ladder Truck		1,350,000.00		
Drainage			\$51,500.00	
FY2025 Resurfacing			\$198,500.00	
New Playground equipment at new baseball field Volanta Park				\$35,000.00
New playground equipment at Founders Park				\$45,000.00
Open-air pavilion/storm shelter at Fairhope Soccer Complex				\$46,750
Shade structures over bleacher seating at Volanta Park				\$170,000.00
Additional playground equipment at Rotary Youth				\$75,000.00
New Tennis and Pickleball Courts				\$200,000.00
New Tennis and Pickleball Court lights				\$245,000.00
Impact Fees for FY 2025	\$52,500.00	\$1,350,000.00	\$250,000.00	\$816,750.00

Resolution No. _____

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NOW BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council hereby authorizes Mayor Sherry Sullivan to expend Impact Fees for the above projects as designated from the Impact Fee Account for services for the “Police”, “Fire”, “Transportation”, and “Parks and Recreation” Benefit Areas.

DULY ADOPTED THIS 30TH DAY OF SEPTEMBER, 2024

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Impact Fee Fund

9/11/2024

Object	Description	FY 2022 Annual	FY 2023 Annual	FY2024 August YTD	FY2024 Annual Budget	FY2025 Annual Budget	% Change
REVENUES							
40030	Cash Acct-Police	142,699	202,077	144,985	133,000	124,000	-6.8%
40040	Cash Acct-Fire	168,181	239,444	171,180	171,000	146,000	-14.6%
40050	Cash Acct-Transportation	210,733	360,364	251,621	266,000	215,000	-19.2%
40060	Cash Acct-Recreation	541,785	616,514	488,125	380,000	415,000	9.2%
40950	Interest Income	7,907	102,151	107,179	50,000	50,000	0.0%
49998	Budget Rollover	-	-	-	719,111	1,521,750	111.6%
TOTAL REVENUES		<u>1,071,305</u>	<u>1,520,550</u>	<u>1,163,090</u>	<u>1,719,111</u>	<u>2,471,750</u>	<u>43.8%</u>
EXPENSES							
50580	Bank Fees	-	1,122	2,429	-	2,500	100.0%
50960	Transfer to General	5,290	-	-	-	-	0.0%
50961	Transfer to General-Police	-	155,744	-	79,418	52,500	-33.9%
50962	Transfer to General-Fire	210,533	-	-	1,180,443	1,350,000	14.4%
50964	Transfer to General-Recreation	-	-	-	-	371,750	100.0%
50967	Transfers-Cap Proj-Transportat	210,415	400,000	-	266,000	250,000	-6.0%
50968	Transfers-Cap Proj-Recreation	674,463	1,392,087	37,250	193,250	445,000	130.3%
TOTAL EXPENSES		<u>1,100,701</u>	<u>1,948,953</u>	<u>39,679</u>	<u>1,719,111</u>	<u>2,471,750</u>	<u>43.8%</u>
Excess Rev Over Expense		<u>(29,396)</u>	<u>(428,403)</u>	<u>1,123,411</u>	<u>-</u>	<u>-</u>	

FY2025 Budget Impact Fees Projects

	Police	FIRE	TRANS- PORTATION	PARKS / RECREATION	TOTAL
New Fire Truck		1,350,000		-	1,350,000
Drainage			51,500		51,500
FY2025 Resurfacing			198,500		198,500
1 New Police vehicle with equip	37,000	-			37,000
Drone	7,000				7,000
Speed Scout Trailer	8,500				8,500
New playground equipment at new baseball field Volanta Park				35,000	35,000
New playground equipment at new baseball field Founder Park				45,000	45,000
Open-air pavilion/storm shelter at Fairhope Soccer Complex				46,750	46,750
Shade structures over bleacher seating at Volanta Park				170,000	170,000
Additional playground equipment at Rotary Youth				75,000	75,000
New Tennis and Pickleball Court				200,000	200,000
New Tennis and Pickleball Court lights				245,000	245,000
	52,500	1,350,000	250,000	816,750	2,469,250



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2024-657

FROM:	Hannah Noonan, Human Resources Director
SUBJECT:	Human Resources Director, Hannah Noonan, is requesting the approval and adoption of Personnel recommendations for the FY2025 Budget including funding of new positions and approval of Pay Grades; reclassification of positions; defending and deleting of positions.
AGENDA DATE:	September 30, 2024

RECOMMENDED ACTION:

Approve and adopt Personnel recommendations as listed on the Resolution for the FY2025 Budget.

BACKGROUND INFORMATION:

Personnel recommendations (new positions, pay grades, reclassification of positions, defunding or deleting of positions) were presented to the City of Fairhope Personnel Board for review and approval prior to inclusion in the proposed FY2025 Budget. All Personnel recommendations must be approved by City Council for inclusion in the annual Budget.

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up:

Individual(s) responsible for follow up:

Action required (list contact persons/addresses if documents are to be mailed or emailed):

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council approves and adopts the recommendations to fund new positions and approve Pay Grades; reclassify positions; defund; and delete positions as presented in the FY2025 Budget as follows:

Position Name	Department	Status	Pay Grade	Prior Pay Grade
New Positions:				
Planning & Zoning Manager	Planning	FTE	14	
Crew Leader/Horticulturist	PW - Horticulture	FTE	12	
Gardener II	PW - Horticulture	FTE	7	
Crew Leader	PW - Streets	FTE	10	
Facilities Maintenance Technician	PW - Streets	FTE	7	
Custodian	PW - Streets	FTE	4	
Utilities Public Relations Coordinator	Economic Develop.	FTE	11	
Support Services Technician	Police	FTE	6	
Parks Maintenance Worker I	Recreation	FTE	7	
Custodian	Recreation	FTE	4	
Lineworker	Electric	FTE	10	
Lineworker Apprentice	Electric	FTE	7	
Water Service Technician I (2)	Water	FTE	6	
Water Service Crew Leader	Water	FTE	7	
Engineer	Water/Wastewater	FTE	16	
Asst Lift Station Superintendent	Wastewater	FTE	14	
Collections System Foreman	Wastewater	FTE	8	
Wastewater Collections Operator	Wastewater	FTE	7	
Asst Wastewater Treatment Plant Manager	Wastewater	FTE	9	
ROW Construction Inspector	Wastewater	FTE	9	
Equipment Operator III	Sanitation	FTE	8	
Reclassifications:				
Accounting Manager	Treasury	FTE	14	
Accountant II (2)	Treasury	FTE	11	
Purchasing Agent	Treasury	FTE	8	
Municipal Court Administrator	Judicial	FTE	11	
Magistrate II	Judicial	FTE	10	
Magistrate I	Judicial	FTE	8	
Crew Leader	PW - Streets	FTE	10	
Crew Leader	Golf Grounds	FTE	10	
Asst Director, Information Technology	Computer Inf Sys	FTE	14	
Senior Human Resources Coordinator	Human Resources	FTE	11	
Senior Services Coordinator	Adult Recreation	FTE	8	
Senior Services Assistant (2)	Adult Recreation	PTE	5	
Crew Leader – Construction (3)	Gas	FTE	10	
Crew Leader – Measurement (2)	Gas	FTE	10	

Resolution No. ____

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Position Name	Department	Status	Pay Grade	Prior Pay Grade
Gas Construction Technician II (4)	Gas	FTE	6	
Gas Measurement Technician II	Gas	FTE	6	
Gas Construction Technician I (2)	Gas	FTE	5	
Lineworker	Electric	FTE	10	
Staking Technician	Electric	FTE	9	
Pay Grade Changes/Reclassifications:				
Engineering Technician	PW - Streets	FTE	8	6
Gas Inspector	Gas	FTE	8	6
GPS Technician	Gas	PTE	10	Flat
Gardner III	PW - Horticulture	FTE	8	9
Planning Clerk	Planning	FTE	8	9
Police Investigator	Police	FTE	8	9
Police K-9 Officer	Police	FTE	8	9
Dispatch Supervisor	Police	FTE	10	9
Meter Operations Supervisor	Meter	FTE	10	9
Chief Building Inspector	Building	FTE	11	9
Chief Electrical Inspector	Building	FTE	11	9
Safety Coordinator	Human Resources	FTE	11	9
Deleting/Defunding:				
Senior Accountant	Treasury	FTE	13	
Staff Accountant (2)	Treasury	FTE	10	
Purchasing Clerk	Treasury	FTE	7	
Court Clerk	Judicial	FTE	10	
Magistrate	Judicial	FTE	7	
Magistrate	Judicial	FTE	8	
Equipment Operator IV	PW - Streets	FTE	9	
Golf Grounds Maintenance Worker	Golf Grounds	FTE	5	
IT Systems Administrator	Computer Inf Sys	FTE	11	
Human Resources Coordinator	Human Resources	FTE	8	
Rental Facilities Assistant I	Adult Recreation	FTE	7	
Senior Services Coordinator (2)	Adult Recreation	PTE	7	
Crew Leader – Gas Installation (3)	Gas	FTE	7	
Gas Measurement Technician (2)	Gas	FTE	7	
Gas Service Line Technician (2)	Gas	FTE	7	
Equipment Operator IV (2)	Gas	FTE	9	
Gas Service Line Technician Trainee (3)	Gas	FTE	5	
Line Foreman	Electric	FTE	12	
Engineering Technician	Electric	FTE	6	

ADOPTED THIS 30th DAY OF SEPTEMBER, 2024

Corey Martin, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Accountant I

Department: Treasury

FLSA: Exempt

Grade: 10S

Safety Sensitive Job: No

Security Sensitive Job: Yes

Job Description Prepared: June 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Accounting Manager

Subordinate Staff: None

Internal Contacts: All Departments

External Contacts: Retirement Systems of Alabama (RSA); Auditors; Banks and Financial Institutions; Alabama Department of Revenue (DOR); Alabama Secretary of State; Alabama Ethics Commission; Government Finance Officers Association (GFOA); Internal Revenue Service (IRS)

Job Summary

Under the supervision of the Accounting Manager, the employee serves as the professional accountant for the City of Fairhope. The employee performs accounting functions and procedures in conjunction with the Treasurer and Accounting Manager. Employee contributes to reports, maintains accurate records, processes accounts, and ensures established processes and procedures are followed. The accountant assembles and analyzes data for compilation of reports. This is a responsible job with good judgement and knowledgeable approaches being essential. This job is considered security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Accounting Functions. The employee is employed as a professional accountant to perform financial and accounting duties on behalf of the City of Fairhope.

1. Performs work activities as coordinated and specified by the Treasurer and Accounting Manager.
2. Audits receipts by reviewing the daily cash logs from the Revenue Clerks, the Nix Center, the Golf Course, and the Public Pool.
3. Reviews purchases and coding of items.
4. Posts data, and updates information to accounts.
5. Processes Automated Clearinghouse (ACH) files online.
6. Reconciles bank balances to the General Ledger; reconciles accounts to General Ledger balance.
7. Enters and records journal entries and posts to the General Ledger balance.
8. Records corrections to General Ledger, as required.
9. Reviews, verifies and records transfers between departments and funds.
10. Reviews and records monthly interests received on bank statements.
11. Reconciles debt service and reserves related bank account balances as assigned.
12. Assists other departments with budget balances and questions.

ESSENTIAL FUNCTION: Fiscal Reporting and Record Keeping. Generates, assembles, and analyzes financial data to aid in sound fiscal practices, and comply with City policies, procedures, and guidelines, and adhere to best practices.

1. Assists the Treasurer and Accounting Manager with reports; provides financial information and data.
2. Assists with submitting monthly financial and accounting reports; summarizes monthly expenditures and balances.
3. Assists with the development and submittal of monthly operational reports.
4. Assists with the preparation, reviews and issuing of monthly financial statements.
5. Assists with budget preparations for the City; works with Department Heads to define objectives and goals.
6. Assists with all financial statements on behalf of the City; publishes yearly.
7. Prepares necessary documentation for auditors.
8. Serves as a financial resource and source of advice to all departments within the City.

ESSENTIAL FUNCTION: Departmental Operations. Provides assistance and support to aid in efficient and effective operations.

1. Acts as a source of information; responds to citizens and employees' questions and requests in a timely, courteous, and professional manner.
2. Attends conferences, training sessions, and workshops for professional development.
3. Attends meetings to obtain information or assist with the conveyance or dissemination of information.
4. Reviews professional publications and journals to remain current on the principles and practices of governmental accounting.
5. Maintains files and records of the Treasury Department.
6. Provides professional assistance to the Accounting Manager and Treasurer.

NON-ESSENTIAL FUNCTIONS:

1. Serves as a Notary Public, if applicable
2. Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of federal, state and municipal laws, statutes, ordinances, regulations, and policies as they apply to finance administration and accounting statutes and laws.
3. Knowledge of Governmental Accounting and Financial Reporting Standards, Generally Accepted Accounting Principles and Generally Accepted Auditing Standards.
4. Knowledge of investment fund management, bond sales, utility accounting, budgeting, and municipal debt administration.
5. Knowledge of modern accounting practices and procedures.
6. Knowledge of municipal finance administration, cost accounting principles and practices and investment theory.
7. Knowledge of accounting principles, theories, and methods.
8. Knowledge of budgeting, fund accounting, and financial reporting.
9. Knowledge and understanding of legal terms and contracts.
10. Knowledge of professional accounting functions and automated systems.
11. Knowledge of budget preparation and financial management.
12. Knowledge of principles of management and the ability to apply them.
13. Reading skills to comprehend manuals, directives, procedures, and instructions.
14. Verbal skills to communicate effectively with department heads and the board. Ability to make presentations.
15. Writing skills to clearly and concisely revise, update, and develop policies, procedures, produce technical reports, and other technical writing, forms,

- and records, and to prepare financial management policies and procedures.
16. Math skills to perform advanced calculations, to prepare/interpret and develop technical reports, interpret financial documents, and to prepare and assess data and projections.
 17. Public relation skills to work with general public, state, and federal agencies, and to coordinate with officials.
 18. Skills to use computers and specialized software, including spreadsheets.
 19. Skills to consider multiple sources, options, opportunities, and implications regarding impacts on the City prior to making decisions.
 20. Ability to effectively communicate in order to provide information, advice, and assistance.
 21. Ability to perform work requiring the highest level of detail and accuracy.
 22. Ability to assimilate large amounts of data, related or unrelated, and make relevant conclusions.
 23. Ability to analyze, interpret, and report research findings, recommendations, and actions of financial, governmental and economic data.
 24. Ability to write with technical accuracy to maintain records and write reports.
 25. Ability to prepare and present accurate and reliable financial and narrative reports.
 26. Ability to process and maintain highly confidential information.
 27. Ability to make sound decisions and maintain emotional control and stability while handling stressful and potentially volatile situations.
 28. Ability to work effectively with individuals of varying backgrounds, abilities, outlooks, ages, and nationalities.
 29. Ability to understand legal terms and contracts.
 30. Ability to work independently and with little or no supervision.
 31. Ability to multi-task.
 32. Ability to comprehend and complete multiple instructions.
 33. Ability to foster a cooperative work environment.
 34. Ability to use computers and office productivity software.
 35. Ability to use modern office methods, techniques, and equipment.
 36. Ability to use multi-line telephones.
 37. Ability to deal with the general public in a courteous and helpful manner.
 38. Ability and willingness to grow professionally through personal professional improvement programs and formal educational experiences
 39. Ability to assemble and analyze data.
 40. Ability to establish priorities and action plans.
 41. Ability to conduct research by using computers and other methods.
 42. Ability to maintain confidential information.
 43. Ability to consistently represent City in a positive, professional manner.
 44. Ability to establish and work according to priorities; ability to perform work accurately, with attention to detail, and within time constraints.
 45. Ability to plan, organize, coordinate, and carry out work, engaging the work of others in a productive and effective manner.
 46. Ability to solve problems and effectively address issues.
 47. Ability to coordinate and collaborate work with others to accomplish established goals and projects.
 48. Ability to drive.

Minimum Qualifications

1. Possess a bachelor's degree in accounting from an accredited college or university.
2. Minimum of one (1) year of professional work experience in accounting; professional work experience within a governmental entity is preferred.
3. Possess a current and valid driver's license; must be insurable.
4. Ability to be bonded and maintain bonded status.
5. Ability to drive to participate in training and continuing education.
6. Ability to pass a pre-employment background check.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Accountant II

Department: Treasury

FLSA: Exempt

Grade: 11S

Safety Sensitive Job: No

Security Sensitive Job: Yes

Job Description Prepared: June 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Accounting Manager

Subordinate Staff: None

Internal Contacts: All Departments

External Contacts: Retirement Systems of Alabama (RSA); Auditors; Banks and Financial Institutions; Alabama Department of Revenue (DOR); Alabama Secretary of State; Alabama Ethics Commission; Government Finance Officers Association (GFOA); Internal Revenue Service (IRS)

Job Summary

Under the supervision of the Accounting Manager, the employee serves as the professional accountant for the City of Fairhope. The employee performs accounting functions and procedures in conjunction with the Treasurer and Accounting Manager. Employee develops and contributes to reports, maintains accurate records, processes accounts, establishes values of assets and ensures established processes and procedures are followed with ongoing analysis of all processes and procedures for efficiency and best practices. The Accountant II assembles and analyzes complex data for compilation of reports. This is a responsible job with good judgement and knowledgeable approaches being essential. This job is considered security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Accounting Functions. The employee is employed as a professional accountant to perform financial and accounting duties on behalf of the City of Fairhope.

1. Performs work activities as coordinated and specified by the Treasurer and Accounting Manager.
2. Responsible for leading various projects as assigned by the Treasurer and Accounting Manager.
3. Generates and analyzes monthly internal financial statements for all departments.
4. Collects data and completes worker's compensation audit, and any other federal- or state-mandated surveys or inquiries.
5. Processes and files all required payroll tax returns, W-2s, and 1099 forms.
6. Processes and submits retirement withholding on a weekly basis.
7. Prepares state withholding report for Treasurer's office.
8. Acts in a supportive role for bi-weekly payroll processing to include completing direct deposit procedures and ensuring timely payroll tax payments.
9. Reviews purchases and coding of items.
10. Posts data, and updates information to accounts.
11. Processes Automated Clearinghouse (ACH) files online.
12. Reconciles additions and deletions of City's assets with insurance billing.
13. Reconciles bank balances to the General Ledger; reconciles accounts to General Ledger balance.
14. Enters and records journal entries and posts to the General Ledger balance.
15. Records corrections to General Ledger, as required.
16. Reviews, verifies and records transfers between departments and funds.
17. Reviews and records monthly interests received on bank statements.
18. Reconciles debt service and reserves related bank account balances as assigned.
19. Integral in the training of Accountant I and Accounting Assistant positions.
20. Works directly with Auditing firm to provide data as necessary for year-end close and financial statement preparation.
21. Assists other departments with budget balances and questions.

ESSENTIAL FUNCTION: Asset Management. Documents and identifies the City's Assets. Establishes value and depreciation.

1. Manages assets and associated records for the City system and services.
2. Maintains assets and asset insurance lists.
3. Reviews and records depreciation entries.

4. Reviews documents associated with all purchases and inventory.
5. Inventories equipment and assets periodically.
6. Establishes and documents depreciation.
7. Conducts research to assist in analyzing financial impacts.
8. Conducts and performs research for valuation information on assets.
9. Assists with adequate insurance coverage.

ESSENTIAL FUNCTION: Fiscal Reporting and Record Keeping. Generates, assembles, and analyzes financial data to aid in sound fiscal practices, and comply with City policies, procedures, and guidelines, and adhere to best practices.

1. Assists the Treasurer and Accounting Manager with reports; provides financial information and data.
2. Assists with reports summarizing employee benefits (e.g., insurance) workman's comp and associated costs.
3. Assists with submitting monthly financial and accounting reports; summarizes monthly expenditures and balances.
4. Assists with the development and submittal of monthly operational reports.
5. Assists with the preparation, reviews and issuing of monthly financial statements.
6. Develops and analyzes reports regarding taxes.
7. Assists with budget preparations for the City; works with Department Heads to define objectives and goals.
8. Assists with all financial statements on behalf of the City; publishes yearly.
9. Prepares necessary documentation for auditors.
10. Serves as a financial resource and source of advice to all departments within the City.

ESSENTIAL FUNCTION: Departmental Operations. Provides assistance and support to aid in efficient and effective operations.

1. Acts as a source of information; responds to citizens and employees' questions and requests in a timely, courteous, and professional manner.
2. Attends conferences, training sessions, and workshops for professional development.
3. Attends meetings to obtain information or assist with the conveyance or dissemination of information.
4. Reviews professional publications and journals to remain current on the principles and practices of governmental accounting.
5. Maintains files and records of the Treasury Department.
6. Provides professional assistance to both the Accounting Manager and the Treasurer.

NON-ESSENTIAL FUNCTIONS:

1. Serves as a Notary Public, if applicable
2. Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of federal, state and municipal laws, statutes, ordinances, regulations, and policies as they apply to finance administration and accounting statutes and laws.
3. Knowledge of Governmental Accounting and Financial Reporting Standards, Generally Accepted Accounting Principles and Generally Accepted Auditing Standards.
4. Knowledge of investment fund management, bond sales, utility accounting, budgeting, and municipal debt administration.
5. Knowledge of modern accounting practices and procedures.
6. Knowledge of municipal finance administration, cost accounting principles and practices and investment theory.
7. Knowledge of accounting principles, theories, and methods.
8. Knowledge of budgeting, fund accounting, and financial reporting.
9. Knowledge and understanding of legal terms and contracts.
10. Knowledge of professional accounting functions and automated systems.
11. Knowledge of budget preparation and financial management.
12. Knowledge of principles of management and the ability to apply them.
13. Reading skills to comprehend manuals, directives, procedures, and instructions.
14. Verbal skills to communicate effectively with department heads and the board. Ability to make presentations.
15. Writing skills to clearly and concisely revise, update, and develop policies, procedures, produce technical reports, and other technical writing, forms, and records, and to prepare financial management policies and procedures.
16. Math skills to perform advanced calculations, to prepare/interpret and develop technical reports, interpret financial documents, and to prepare and assess data and projections.
17. Public relation skills to work with general public, state, and federal agencies, and to coordinate with officials.
18. Skills to use computers and specialized software, including spreadsheets.
19. Skills to consider multiple sources, options, opportunities, and implications regarding impacts on the City prior to making decisions.
20. Ability to effectively communicate in order to provide information, advice, and assistance.
21. Ability to perform work requiring the highest level of detail and accuracy.
22. Ability to assimilate large amounts of data, related or unrelated, and make relevant conclusions.
23. Ability to analyze, interpret, and report research findings, recommendations, and actions on complex financial, governmental and economic data.
24. Ability to write with technical accuracy to maintain records and write reports.
25. Ability to prepare and present accurate and reliable financial and narrative

- reports.
26. Ability to process and maintain highly confidential information.
 27. Ability to make sound decisions and maintain emotional control and stability while handling stressful and potentially volatile situations.
 28. Ability to work effectively with individuals of varying backgrounds, abilities, outlooks, ages, and nationalities.
 29. Ability to understand legal terms and contracts.
 30. Ability to work independently and with little or no supervision.
 31. Ability to multi-task.
 32. Ability to comprehend and complete multiple instructions.
 33. Ability to foster a cooperative work environment.
 34. Ability to use computers and office productivity software.
 35. Ability to use modern office methods, techniques, and equipment.
 36. Ability to use multi-line telephones.
 37. Ability to deal with the general public in a courteous and helpful manner.
 38. Ability and willingness to grow professionally through personal professional improvement programs and formal educational experiences
 39. Ability to assemble and analyze data.
 40. Ability to establish priorities and action plans.
 41. Ability to conduct research by using computers and other methods.
 42. Ability to maintain confidential information.
 43. Ability to consistently represent City in a positive, professional manner.
 44. Ability to establish and work according to priorities; ability to perform work accurately, with attention to detail, and within time constraints.
 45. Ability to plan, organize, coordinate, and carry out work, engaging the work of others in a productive and effective manner.
 46. Ability to solve problems and effectively address issues.
 47. Ability to coordinate and collaborate work with others to accomplish established goals and projects.
 48. Ability to drive.

Minimum Qualifications

1. Possess a bachelor's degree in accounting from an accredited college or university.
2. Minimum of three (3) years of professional work experience in accounting; a minimum of one (1) year of professional work experience within a governmental entity is required.
3. Possess a current and valid driver's license; must be insurable.
4. Ability to be bonded and maintain bonded status.
5. Ability to drive to participate in training and continuing education.
6. Ability to pass a pre-employment background check.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work.

However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Accounting Manager

Department: Treasury

FLSA: Exempt

Grade: 14S

Safety Sensitive Job: No

Security Sensitive Job: Yes

Job Description Prepared: June 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Treasurer

Subordinate Staff: Accountants

Internal Contacts: All Departments

External Contacts: Retirement Systems of Alabama (RSA); Auditors; Banks and Financial Institutions; Alabama Department of Revenue (DOR); Alabama Secretary of State; Alabama Ethics Commission; Government Finance Officers Association (GFOA); Internal Revenue Service (IRS)

Job Summary

Under the general supervision of the Treasurer, the employee serves as advanced professional accountant for the City of Fairhope. The employee assists the Treasurer in overall financial management of the City. The employee performs a variety of accounting, auditing, financial reporting, budgeting, and purchasing functions to ensure compliance with applicable laws, policies, and regulations. This is a highly responsible job where independent judgement and knowledgeable approaches being essential. This job is considered security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Accounting Functions. The employee is employed as a professional accountant to perform financial and accounting duties on behalf of the City of Fairhope.

1. Acts as a point of reference and contact in the absence of the Treasurer.
2. Assists the Treasurer with managing the accounting, budgeting, and purchasing functions of the city; developing and assisting in the implementation of the city's financial policies and procedures; supervises daily operations to ensure compliance with applicable laws, policies, standards, and regulations.
3. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
4. Reviews and/or approves invoices, general ledger report, check registers, contracts, budget reports, requisitions, purchase orders, check requests, and other financial reports and transactions to ensure completeness and accuracy; reconciles and balances general ledger accounts and funds.
5. Assists Treasurer with the preparation of the annual operating budget; accumulates data from department directors; organizes data into comprehensive departmental format for Treasurer and or Mayor.
6. Provides technical assistance to external auditors; provides necessary financial reports, statements, and documents for the completion of the city's annual audit.
7. Collects data for worker's compensation audit, and any other federal- or state-mandated surveys or inquiries.
8. Reconciles bank balances to the General Ledger; reconciles accounts to general ledger balances.
9. Reviews, verifies and records transfers between departments and funds.
10. Assist with monitoring the city-wide budget expenditures and review collections; assist with developing budget projections.
11. Researches and compiles financial information directed by Treasurer for Mayor and Council.
12. Assists Treasurer with issuance and retirement of debt including preparation of information for use by Underwriters and Bond Council for issuance of debt.
13. Performs other related duties as assigned.

ESSENTIAL FUNCTION: Fiscal Reporting and Record Keeping. Generates, assembles, and analyzes financial data to aid in sound fiscal practices, and comply with City policies, procedures and guidelines, and adhere to best practices.

1. Assists the Treasurer with reports; provides financial information, data, and financial recommendations.
2. Provides general ledger account use analysis reports, balance sheets,

- monthly and year-end financial statement, inventory reports, budget summaries and grant reports.
- 3. Develops and generates reports summarizing employee benefits (e.g., insurance) workman's comp and associated costs.
- 4. Generates and analyzes monthly internal financial statements for all departments.
- 5. Reviews monthly financial statements with City personnel, Council and other interested parties.
- 6. Develops and analyzes reports regarding taxes; ensures accuracy.
- 7. Completes all financial statements on behalf of the City; publishes yearly.
- 8. Serves as a financial resource and source of advice to all departments within the City.

ESSENTIAL FUNCTION: Departmental Operations. Assists and supports in efficient and effective operations.

- 1. Acts as a source of information; responds to citizens and employees' questions and requests in a timely, courteous, and professional manner.
- 2. Attends conferences, training sessions, and workshops for professional development.
- 3. Attends meetings to obtain information or assist with the conveyance or dissemination of information.
- 4. Reviews professional publications and journals to remain current on the principles and practices of governmental accounting.
- 5. Maintains files and records of the Treasurer Department.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

- 1. *Knowledge of City rules, regulations, policies, and procedures.
- 2. *Knowledge of federal, state, and municipal laws, statues, ordinances, regulations, and policies as they apply to finance administration and accounting statutes and laws.
- 3. Knowledge of Governmental Accounting and Financial Reporting Standards, Generally Accepted Accounting Principles and Generally Accepted Auditing Standards.
- 4. Knowledge of investment fund management, bond sales, utility accounting, budgeting, and municipal debt administration.
- 5. Knowledge of municipal finance administration, cost accounting principles and practices and investment theory.
- 6. Knowledge of accounting principles, theories, and methods.
- 7. Knowledge of budgeting, fund accounting, and financial reporting.
- 8. Knowledge and understanding of legal terms and contracts.
- 9. Knowledge of professional accounting functions and automated systems.
- 10. Knowledge of budget preparation and financial management.
- 11. Knowledge of principles of management and the ability to apply them.
- 12. Reading skills to comprehend manuals, directives, procedures, and

- instructions.
13. Verbal skills to communicate effectively with department heads and the board. Ability to make presentations.
 14. Writing skills to clearly and concisely revise, update, and develop policies, procedures, produce technical reports, and other technical writing, forms, and records, and to prepare financial management policies and procedures.
 15. Math skills to perform advanced calculations, to prepare/interpret and develop technical reports, interpret financial documents, and to prepare and assess data and projections.
 16. Public relation skills to work with general public, state, and federal agencies, and to coordinate with officials.
 17. Skills to use computers and specialized software, including spreadsheets.
 18. Skills to consider multiple sources, options, opportunities, and implications regarding impacts on the City prior to making decisions.
 19. Ability to effectively communicate in order to provide information, advice, and assistance.
 20. Ability to perform work requiring the highest level of detail and accuracy.
 21. Ability to assimilate large amounts of data, related or unrelated, and make relevant conclusions.
 22. Ability to analyze, interpret, and report research findings, recommendations, and actions on complex financial, governmental, and economic data.
 23. Ability to prepare and present accurate and reliable financial and narrative reports.
 24. Ability to process and maintain highly confidential information.
 25. Ability to make sound decisions and maintain emotional control and stability while handling stressful and potentially volatile situations.
 26. Ability to work independently and with little or no supervision.
 27. Ability to consistently represent City in a positive, professional manner.
 28. Ability to coordinate and collaborate work with others to accomplish established goals and projects.

Minimum Qualifications

1. Possess a bachelor's degree in accounting from an accredited college or university.
2. Minimum of five (5) years of professional work experience in accounting; a minimum of two (2) years of professional work experience within a governmental entity is required.
3. Possess a current and valid driver's license; must be insurable.
4. Ability to be bonded and maintain bonded status.
5. Ability to drive to participate in training and continuing education.
6. Ability to pass a pre-employment background check.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are

required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Assistant Lift Station Superintendent

Department: Wastewater

FLSA: Exempt

Grade: 14
Safety Sensitive: Yes
Security Sensitive: No

Job Description Prepared: July 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Water & Wastewater Superintendent

Subordinate Staff: Collections System Foremen

Internal Contacts: All Departments; All Employees

External Contacts: General Public;

Job Summary

Under the general supervision of the Water and Wastewater Superintendent, this job involves assisting the Superintendent in directing and performing technical and administrative duties in the design, construction, installation, operation, and maintenance of the lift stations connected with the City's wastewater collection system. The job involves the supervision of subordinate Wastewater Collections staff involved with Department operations and maintenance. Job may involve the performance of tasks and duties related to Wastewater Department operations. This job involves working with the Assistant Water and Assistant Wastewater Superintendent to achieve common goals, assisting with projects and other tasks or duties required to maintain and effectively operate the City's water and sewer systems. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Wastewater System Collections. Employee performs a wide range of tasks and duties associated with the effective and efficient operation of the City's water collection system.

1. Assists the Superintendent in performing a range of administrative and operational tasks associated with the effective and efficient operation of the Wastewater Collections Division.
2. May be responsible for directing, designing, and performing technical and administrative tasks, operating, and maintaining Wastewater Collections facilities and equipment.
3. Participates in taking wastewater samples and chemically testing collected samples.
4. Assists in the design of lift station modifications and preparation of specifications.
5. Performs inspections of lift station buildings, pumps, engines, emergency generators and related fixtures to ensure the system meets performance standards.
6. Assists in designing and implementing the preventative maintenance program for portable pumps, emergency generators, submersible pumps, station pumps, and other equipment.
7. Coordinates and manages emergency response to critical situations.
8. Assists in developing policies and procedures related to the construction, operation, and maintenance of the wastewater collections system.
9. Assists in evaluating and developing Wastewater Operations, Department policies and procedures related to the construction, operation and maintenance of wastewater distribution and treatment systems.
10. Assists Engineering Department, consulting engineers and others who are engaged in the planning and design of the wastewater collection system, as required.
11. Communicates with state and federal regulatory personnel in a professional and effective manner as needed concerning sanitary sewer overflows.
12. Prepares documents and reports sanitary sewer overflows per Alabama Department of Environmental Management (ADEM) and City requirements.
13. Stays abreast of the laws, rules and regulations that affect the various departments and recommends action to ensure compliance.
14. Assists in supervising repairs to equipment, motors, and pumps.
15. Maintains required records and makes reports concerning plant operations.
16. Orders Department supplies and allocates materials and supplies.
17. Assist in budget preparation and administration of divisional budget

18. Checks on customer complaints concerning wastewater. Responds to public inquiries in a courteous manner; provides information within scope of his/her knowledge or refers to an employee or higher classification.
19. Reads and interprets drawings, maps, specifications, and other diagrams.
20. Responds to emergency repair calls when needed.
21. Utilizes computer software such as spreadsheets, word processing and other applications in performing work assignments.

ESSENTIAL FUNCTION: Subordinate Supervision. Employee supervises assigned Wastewater Department employees.

1. Participates in the interview and selection of new employees; trains and evaluates all subordinate staff.
2. Makes job assignments for subordinate employees; monitors job performance and provides oversight and feedback to employees concerning job performance.
3. Develops and implements measurable performance goals and objectives that support the strategic plan of the department and complement the municipal strategic plan.
4. Manages the daily work schedule for subordinate staff and verifies all scheduled work is being performed at the scheduled time.
5. Coordinates and manages emergency response to critical situations.
6. Performs on-going (informal) and annual (formal) performance appraisals for subordinates.
7. Reviews and approves leave requests and time off. Reviews attendance records to monitor for compliance with City's attendance policy.
8. Administers corrective action and performance improvement plans as necessary.

NON-ESSENTIAL FUNCTION:

1. Performs other job-related duties as required/assigned; including special events.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of the City's geography and locations.
3. Knowledge of the operation, maintenance and repair of wastewater system pumps, motors, mixers, other associated wastewater infrastructure equipment.
4. Knowledge of municipal wastewater system design and operation.
5. Knowledge of the basic engineering concepts associated with wastewater system design and operation.
6. Knowledge of safety rules including accident causation and prevention.

7. Communication skills to effectively communicate internally and externally, both orally and in writing.
8. Verbal skills to effectively communicate with co-workers, supervisors and the general public.
9. Writing skills to develop professional reports and other materials using correct English, grammar, punctuation, and spelling.
10. Reading skills to understand and interpret state, federal and City regulations, procedures and instructions.
11. Math skills to perform basic mathematical calculations.
12. Ability to collect and chemically analyze wastewater samples.
13. Ability to perform supervisory functions.
14. Ability to operate standard office equipment.
15. Ability to prepare all required reports utilizing established procedures and guidelines.
16. Ability to use computers and office productivity software.
17. Ability to maintain professional attitude.
18. Ability to use a multiline telephone.
19. Ability to deal with all contacts in a courteous and patient manner.
20. Ability to handle upset or irate individuals.
21. Ability to handle dynamic situations in a calm and courteous manner.
22. Ability to prioritize work projects and multi-task.
23. Ability to organize files and work projects.
24. Ability to work with little or no supervision.
25. Ability to manage a wide variety of water and wastewater projects.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Five (5) years of progressively responsible experience in the daily operation and maintenance of lift stations and other modern underground utilities to include supervisory experience.
3. Possess a Class 1C Wastewater Collection License
4. Possess or ability to obtain a Class A Commercial Driver's License (CDL) with Tanker endorsement; must be insurable.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Assistant WTPP Manager

Department: Water and Wastewater Department

FLSA: Non-Exempt

Grade: 8
Safety Sensitive Job: Yes
Security Sensitive Job: No

Job Description Prepared: May 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Wastewater Treatment Plant Manager

Subordinate Staff: Wastewater Treatment Plant Operator, Wastewater Treatment Plant Lab Technician

Internal Contacts: Wastewater Treatment Plant staff; Superintendent, Assistant Superintendent

External Contacts: General Public; Vendors; Contractors

Job Summary

Under the supervision of the WWTP Manager, this employee performs a wide range of wastewater treatment plant operations and procedures. These work tasks include plant and equipment maintenance, equipment adjustments (valves and pumps), laboratory testing, cleaning and maintaining the plant administrative building and other treatment plant buildings, monitoring plant operations for effective and efficient wastewater processing. The employee ensures all plant operations are in full compliance with all applicable local, state, and federal regulations and requirements. The employee monitors control panels, meters and processing equipment and adjusts when required. The employee troubleshoots plant equipment to ensure full operational effectiveness. Employee may handle plant treatment chemicals and operate heavy equipment

associated with treatment plant operations. This employee inspects equipment, performs data entry for inspection reports, laboratory testing, sample collection and testing, building and grounds maintenance and off-site water testing. Equipment inspections and testing procedures follow well defined and established guidelines. All laboratory testing follows strictly defined procedures and guidelines. Typical lab tests include tests for dissolved oxygen, pH, fecal matter, biochemical oxygen demand and total settleable solids. Some lab tests are forwarded to outside labs. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Treatment Plant Operations. Performs a wide range of wastewater treatment plant operations and procedures.

1. Operates equipment utilized in treating collected wastewater.
2. Inspects and maintains wastewater treatment equipment.
3. Performs lab tests associated with wastewater treatment; records and reports lab test results to appropriate agencies and organizations.

ESSENTIAL FUNCTION: Laboratory Testing. Performs required laboratory tests and procedures; prepares test reports for state and federal agencies.

1. Collects samples for testing purposes.
2. Performs required/routine tests for all applicable testing requirements or regulations.
3. Prepares and submits test reports for state and federal monitoring agencies.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City geography, road, and street systems.
3. Knowledge of City wastewater treatment procedures and processes.
4. Knowledge of wastewater laboratory testing procedures and requirements.

5. Knowledge of equipment utilized in treating collected wastewater, including equipment maintenance and repair procedures.
6. Knowledge of safety rules including accident causation and prevention.
7. Communication skills to effectively communicate internally and externally, both orally and in writing.
8. Verbal skills to effectively communicate with co-workers and supervisors.
9. Writing skills to develop professional reports and other materials using correct English, grammar, punctuation, and spelling.
10. Reading skills to understand and interpret state and City wastewater treatment procedure manuals and guidelines.
11. Math skills to perform basic mathematical calculations.
12. Ability to operate standard office equipment.
13. Ability to effectively perform all laboratory tests associated with wastewater treatment at the plant.
14. Ability to safely handle chemicals utilized in lab testing and wastewater treatment processes.
15. Ability to use computers and office productivity software.
16. Ability to maintain professional attitude.
17. Ability to use a multiline telephone.
18. Ability to deal with all contacts in a courteous and patient manner.
19. Ability to handle dynamic situations in a calm and courteous manner.
20. Ability to prioritize work projects and multi-task.
21. Ability to organize files and work projects.
22. Ability to work with little or no supervision.
23. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED; prefer associate's degree in public wastewater treatment.
2. Minimum of five (5) years of experience in wastewater treatment plant operations and wastewater testing.
3. Possess and maintain a valid Alabama Grade III Wastewater Treatment Plant Operator Certification.
4. Possess a current and valid driver's license; must be insurable.
5. Ability to work overtime and non-standard hours when required.
6. Ability to travel to attend professional development workshops and training programs.
7. Able to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Crew Leader

Department: Horticulture

FLSA: Non-Exempt

Grade: 10

Safety Sensitive: Yes

Security Sensitive: Yes

Job Description Prepared:

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Horticulture Supervisor

Subordinate Staff: Assigned Work Crews

Internal Contacts: All Departments; All Employees

External Contacts: General Public; Contractors; Suppliers; Vendors; Utility Companies

Job Summary

The employee receives assignments from the Horticulture Supervisor and is responsible for directing assigned crews on their daily work assignments related to landscape, hardscape, and right-of-way maintenance. Employee performs maintenance inspections on assigned equipment, notifies supervisor of equipment failures, and may assist with repairs. Employee performs other routine manual labor as assigned. The employee may serve as a work crew leader for specific tasks or assigned projects, and may be responsible for planning, scheduling, assigning personnel, and procuring material to complete assigned projects. This is a highly experienced and highly skilled job. Employee assists in training newer employees and serves as the crew leader at work sites. This job is considered safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Equipment Maintenance. Assists in the general maintenance of City equipment used in road construction and maintenance.

1. Ensures assigned crew(s) perform pre-work safety inspections of equipment. Works with supervisor and crews to schedule preventative maintenance and service needs of all trucks and equipment.
2. Performs minor repairs to assigned equipment
3. Performs daily and monthly safety and maintenance vehicle inspections on assigned equipment.
4. Reports equipment maintenance status to the supervisor.

ESSENTIAL FUNCTION: Department Operations and Manual Labor. Performs manual labor tasks following departmental policies and procedures to ensure proper maintenance and efficient operations of the department.

1. Operates power equipment and hand tools to maintain the City's property and ROW.
2. Mows grass and edges around beds and other obstacles.
3. Operates small engine power tools including lawn mowers, chain saws, leaf vacuums and blowers, pole saws, and weed eaters.
4. Operates a bucket truck and boom truck to support tree trimming.
5. Assists with scheduling the service routes for landscape maintenance crews to ensure regular coverage of all City areas.
6. Assists with planning the planting schedule for annual and perennial plants and shrubs in seasonal plant and flower change overs.
7. Detects imperfections in the landscape, whether it be litter, improper grass mowing, or improper pruning; takes corrective action.
8. Detects and treats fungus or insect growth on flowers and shrubs.
9. Ensures crews prune and trim trees and shrubs as directed, in a manner approved by the International Society of Arboriculture.
10. Oversees the maintenance and installation of irrigation systems; troubleshoots operation issues.
11. Inspects grounds to ensure safety of the public and fellow workers; notes possible safety hazards or causes of injury acts to report/correct issue.
12. Ensures plants do not have dead leaves, flowers, or stalks in beds.
13. Ensures plants are properly watered.
14. Loads and unloads equipment, debris, and material.
15. Drives vehicles to and from job sites.

ESSENTIAL FUNCTION: Crew Leader. Employee leads work crews in assigned projects or work tasks.

1. Receives project assignments from supervisor
2. Instructs and directs laborers and maintenance helpers. Inspects work assignments, coaches and/or counsels employees.
3. Ensures work crews observe safety standards and maintain a safe work environment.
4. Assists supervisor with coordinating, planning, scheduling, assigning, and reviewing work of assigned crew. Makes recommendations for long-term and short-term department goals
5. Conducts training for new employees in the correct procedures for while ensuring proper use of safety equipment
6. Supports supervisor in conducting periodic safety briefings for work crews.

NON-ESSENTIAL FUNCTION:

1. Assists with City special events such as placing barricades and barriers.
2. Responds to calls during hurricanes, inclement weather, or other emergency situations.
3. Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and department rules, regulations, policies, and procedures.
2. Knowledge of ornamental grasses, trees, shrubs, and plants.
3. Knowledge of ornamental landscaping methods and techniques.
4. Knowledge of the proper planting techniques for various landscape materials.
5. Knowledge of soils and plant reactions to proper soil, water levels, light, chemicals.
6. Knowledge in the application and use of chemical herbicides and pesticides.
7. Knowledge of the City tree and landscape ordinance and how it affects commercial buildings, private property, and building permits.
8. Knowledge of plant identification.
9. Knowledge of horticulture and irrigation methods and techniques.
10. Knowledge of plant maturity heights and levels of growth.
11. Knowledge of landscape maintenance equipment and tools.
12. Knowledge of traffic control methods and procedures.
13. Knowledge of safety rules including accident causation and prevention.
14. Highly skilled in the operation of equipment assigned to permit maximum utilization of equipment capability, skill in operation of a wide variety of heavy equipment, particularly around public services like gas and power.

15. Communication skills to effectively communicate internally and externally, both orally and in writing.
16. Verbal skills to effectively communicate with co-workers, supervisors, the general public, over the telephone and two-way radio.
17. Leadership skills to serve as crew leader.
18. Writing skills to clearly and neatly complete routine forms records, and notes using correct English, grammar, punctuation, and spelling.
19. Math skills to perform basic calculations (add, subtract, multiply, divide).
20. Listening skills to understand and follow verbal instructions.
21. Physical skills, strength, and coordination to perform required tasks.
22. Hand/eye coordination skills to operate various machinery, power, and hand tools (i.e., chainsaw) and make fine adjustments.
23. Ability to direct the activities of crew members as a crew leader.
24. Ability to understand and follow oral and/or written policies, procedures, and instructions.
25. Ability to acquire and maintain appropriate operator qualifications to perform all job requirements.
26. Ability to work well with co-workers.
27. Ability to work under little or no supervision.
28. Ability to interact with the public in a calm and courteous manner.
29. Ability to operate heavy equipment.
30. Ability to perform manual labor.
31. Ability to work in all weather conditions.
32. Ability to climb on top of and crawl under various vehicles as required.
33. Ability to use computers and office productivity software.
34. Ability to operate a two-way radio/communication device.
35. Ability to use various power and hand tools.
36. Ability to remain alert when operating vehicles and equipment.
37. Ability to wear personal protective equipment (PPE).
38. Ability to read maps, blueprints, and technical drawings.
39. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Minimum of three (3) years' experience working in landscape, hardscape, and right-of-way maintenance.
3. Possess a current and valid Alabama Driver's License; must be insurable.
4. May be required to obtain Class B Commercial Driver's License (CDL) or ability to obtain this license within six (6) months of hire; must be insurable.
5. Ability to work on-call rotation, overtime, weekends, or emergencies as needed.
6. Ability to travel throughout City to perform job functions.
7. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights, under extreme weather conditions, or similar situations where conditions cannot be controlled.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Crew Leader

Department: Streets Maintenance

FLSA: Non-Exempt

Grade: 10
Safety Sensitive Job: Yes
Security Sensitive Job: No

Job Description Prepared: May 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Streets & Facility Maintenance Supervisor

Subordinate Staff: Assigned Work Crews

Internal Contacts: All City Departments

External Contacts: General Public; Contractors; Suppliers; Vendors; Utility Companies

Job Summary

The employee receives assignments from the Streets and Facilities Maintenance Supervisor and is responsible for directing assigned crews on their daily work assignments related to street and asphalt repair, sidewalk construction and maintenance, and stormwater drainage system maintenance. Employee performs maintenance inspections on assigned equipment, notifies supervisor of equipment failures, and may assist with repairs. Employee performs other routine manual labor as assigned. The employee may serve as a work crew leader for specific tasks or assigned projects, and may be responsible for planning, scheduling, assigning personnel, and procuring material to complete assigned projects. This is a highly experienced and highly skilled job. Employee assists in training newer employees and serves as the crew leader at work sites. This job is considered safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Equipment Maintenance. Assists in the general maintenance of City equipment used in road construction and maintenance.

1. Ensures assigned crew(s) perform pre-work safety inspections of equipment. Works with supervisor and crews to schedule preventative maintenance and service needs of all trucks and equipment.
2. Performs minor repairs to assigned equipment
3. Performs daily and monthly safety and maintenance vehicle inspections on assigned equipment.
4. Reports equipment maintenance status to the supervisor.

ESSENTIAL FUNCTION: Department Operations and Manual Labor. Performs manual labor tasks following departmental policies and procedures to ensure proper maintenance and efficient operations of the department.

1. Performs road and ROW repair and maintenance activities.
2. Constructs molds and forms to work with concrete.
3. Uses concrete saws and other drills and skill saws.
4. Ensures proper signage is visible during assigned operations.
5. Shovels asphalt, rocks, dirt, and other materials during road repairs
6. Performs flagman duties, as needed, while on road maintenance

ESSENTIAL FUNCTION: Crew Leader. Employee leads work crews in assigned projects or work tasks.

1. Receives project assignments from supervisor, possibly through automated work order system.
2. Instructs and directs laborers and other construction/maintenance helpers. Inspects work assignments, coaches and/or counsels employees.
3. Ensures work crews observe safety standards and maintain a safe work environment.
4. Assists supervisor with coordinating, planning, scheduling, assigning, and reviewing work of assigned crew. Makes recommendations for long-term and short-term department goals

5. Conducts training for new employees in the correct procedures for street, sidewalk, and drainage maintenance and repair, while ensuring proper use of safety equipment
6. Supports supervisor in conducting periodic safety briefings for work crews.
7. Supports supervisor with line locate services before commencing digging of trenching operations
8. Assists supervisor in planning projects, and all phases of street and concrete maintenance

ESSENTIAL FUNCTION: Street Maintenance and Repair Operations (as assigned). Operates heavy equipment to repair and maintain City streets, and ROW. Utilizes heavy and specialized equipment to maintain and repair the City drainage system, including pipes, ditches, and culverts.

1. Oversees maintenance and repair projects of City roads, sidewalks, and drainage systems
2. Oversees the maintenance and clearing of ROW and drainage. Determines easement guidelines prior to initiating work. Marks off the work site and parameters.
3. Maintains and repairs City streets.
4. Repairs potholes in City streets.
5. Installs and repairs curbs.
6. Constructs and repairs sidewalks.
7. Performs standard repairs on roads and drains.
8. Installs and repairs drains and culverts; measures and installs pipes.
9. Uses special equipment to measure grades and slope.

NON-ESSENTIAL FUNCTION:

1. Assists with City special events such as placing barricades and barriers.
2. Responds to calls during hurricanes, inclement weather, or other emergency situations.
3. Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job; # As assigned)

1. *Knowledge of City and department rules, regulations, policies, and procedures.
2. Knowledge of City streets, locations, and road and bridge systems.
3. Knowledge of state and federal laws pertaining to public roads, road work, and operation of equipment on roads and right of ways.
4. Knowledge of a variety of road building materials and methods.
5. Knowledge of basic civil engineering techniques and methods.

6. Knowledge of grades and slopes; ability to use special equipment to measure.
7. Knowledge of concrete work.
8. Knowledge of heavy equipment and power tool maintenance.
9. Extensive knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations and utility installation and maintenance.
10. Knowledge of safety rules including accident causation and prevention.
11. Highly skilled in the operation of equipment assigned to permit maximum utilization of equipment capability, skill in operation of a wide variety of heavy equipment, particularly around public services like gas and power.
12. Communication skills to effectively communicate internally and externally, both orally and in writing.
13. Verbal skills to effectively communicate with co-workers, supervisors, the general public, over the telephone and two-way radio.
14. Leadership skills to serve as crew leader.
15. Reading skills to understand and interpret daily schedule, traffic signs, and other road signs.
16. Writing skills to clearly and neatly complete routine forms records, and notes using correct English, grammar, punctuation, and spelling.
17. Math skills to perform basic calculations (add, subtract, multiply, divide).
18. Listening skills to understand and follow verbal instructions.
19. Physical skills, strength, and coordination to perform required tasks.
20. Hand/eye coordination skills to operate various machinery, power, and hand tools (i.e., chainsaw) and make fine adjustments.
21. Ability to direct the activities of crew members as a crew leader.
22. Ability to understand and follow oral and/or written policies, procedures, and instructions.
23. Ability to acquire and maintain appropriate operator qualifications to perform all job requirements.
24. Ability to work well with co-workers.
25. Ability to work under little or no supervision.
26. Ability to interact with the public in a calm and courteous manner.
27. Ability to operate heavy equipment.
28. Ability to perform manual labor.
29. Ability to work in all weather conditions.
30. Ability to climb on top of and crawl under various vehicles as required.
31. Ability to use computers and office productivity software.
32. Ability to operate a two-way radio/communication device.
33. Ability to use various power and hand tools.
34. Ability to remain alert when operating vehicles and equipment.
35. Ability to wear personal protective equipment (PPE).
36. Ability to read maps, blueprints, and technical drawings.
37. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Minimum of three (3) years experience working in sidewalk construction and maintenance, working with concrete projects, and street repair and maintenance.
3. Possess a current and valid Alabama Driver's License; must be insurable.
4. May be required to obtain Class A Commercial Driver's License (CDL)
5. Ability to work on-call rotation, overtime, weekends, or emergencies as needed.
6. Ability to travel throughout City to perform job functions.
7. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights, under extreme weather conditions, or similar situations where conditions cannot be controlled.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Director of Planning & City Development

Department: Planning

FLSA: Exempt

Grade: 16
Safety Sensitive: Yes
Security Sensitive: No

Job Description Prepared: April 2023

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Mayor

Subordinate Staff: Planning & Zoning Manager, GIS Supervisor, Development Services Manager, Code Enforcement Officer; Graphical Information System (GIS) Technician; City Planner; Planning Technician; Planning Clerk

Internal Contacts: Building, Planning, Water & Wastewater, Electric, Gas, Public Works, Engineering, Treasury, Elected Officials

External Contacts: General Public

Job Summary

The purpose of the Director of Planning & City Development is to provide leadership and technical support associated with the City's community development, urban planning, and development services in coordination with various City departments, elected officials, and community stakeholders. The Director of Planning & City Development will serve as the public face of the planning department and will lead the strategic implementation of planning and community engagement processes. The position will focus on the economic, environmental, and budgetary impacts of new commercial or residential development, and improvements to various developments, impacts of new and existing utility infrastructure, and transportation infrastructure. This job is considered safety-

sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

ESSENTIAL FUNCTION: Supervision and Management. Manages and oversees the daily operations and functions of the Department. Provides guidance and direction to department staff.

1. Serves as the department head for the Planning Department.
2. Supervises assigned employees.
3. Assigns, monitors, and coordinates work assignments.
4. Determines work procedures, prepares work schedules to expedite workflow.
5. Trains, evaluates, and disciplines employees; maintains current professional knowledge and required credentials.
6. Collaborates with the Mayor, Council, and other departments, as necessary.
7. Oversees the maintenance of files, documents, records, and reports related to the planning and developmental services functions.
8. Ensures assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to ensure sound fiscal control.
9. Prepares and administers annual budget requests.
10. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
11. Assembles documents and reports; distributes as appropriate.
12. Establishes, maintains, and updates processes and procedures for the Department.
13. Ensures accuracy and timeliness of all work performed by Departmental employees.
14. Considers and approves schedules and leave for all assigned employees.
15. Ensures accuracy of timecards and time sheets for all assigned employees.
16. Ensures employees have appropriate tools and resources necessary to perform their jobs.
17. Conducts performance appraisals on assigned employees.
18. Works with the Human Resources (HR) Director in taking all personnel actions.
19. Coordinates all searches, interviews, and hires through the HR Department.

20. Interviews and selects prospective job applicants for vacant jobs; consults and coordinates with the HR Department and the Mayor.
21. Administers discipline as needed; follows designated City-approved personnel policies and procedures for disciplinary actions.
22. Ensures confidentiality as determined and appropriate.
23. Represents the department and City in a consistently professional and positive manner.

ESSENTIAL FUNCTION: Departmental Operations. Employee performs a variety of duties covering the full spectrum of planning services and activities.

1. Provides leadership and direction in the development of short- and long-range plans.
2. Gathers, interprets, and prepares data for studies, reports, and recommendations.
3. Coordinates Department activities with other departments and agencies as needed.
4. Provides professional planning and land use advice to supervisor and other officials.
5. Delivers presentations to City Council, boards, commissions, civic groups, and the general public.
6. Communicates official plans, policies, and procedures to staff and the general public.
7. Studies and standardizes procedures to improve efficiency and effectiveness of operations.
8. Evaluates environmental information (including floodplain regulations) and recommends mitigation measures to reduce adverse impacts of development.
9. Develops and maintains a database of information for planning purposes.
10. Prepares a variety of studies, reports, and related information for decision-making purposes.
11. Analyzes community needs and develops programs to meet these needs in accordance with established City policies and available resources.
12. Oversees the development and implementation of growth management, land use, economic development, utility, housing, transportation, park and open space, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
13. Oversees the evaluation of land use proposals for conformity to established plans and ordinances; evaluates land use proposals to ensure compliance with applicable City, state, or federal laws.
14. Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.
15. Provides staff support to the Planning Commission, and Board of Adjustment and Appeals.

16. Responds to local citizens inquiring about City planning and zoning regulations and ordinances; resolves complex disputes between planners and applicants, as required.
17. Meets and confers with groups and organizations concerning planning and development services.
18. Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
19. Serves as technical and professional advisor to the City Council, Planning Commission and other commissions and committees, as required by the Mayor, regarding matters pertaining to planning and zoning.
20. Prepares recommended changes to planning and zoning regulations and subsequent revisions for approval by the Planning Commission.
21. Monitors compliance with zoning and subdivision ordinances; maintains official maps, records and files related to areas of responsibility.
22. Oversees code enforcement activities.

ESSENTIAL FUNCTION: Coordinate preparation and planning of additions and improvements to commercial and residential developments and utility infrastructure.

1. Confers with the Mayor on community planning and development; coordinates with City officials and other departments and agencies on new or proposed public and private projects and partnership developments including industrial developments.
2. Serves as technical advisor to the Mayor regarding City planning, development services such as utilities, engineering and public works as they relate to planning, zoning, and land use.
3. Coordinates and reviews all City planning and development services activities; works with City departments and external contacts to develop and manage short- and long-term City goals, objectives, policies, and procedures. Recommends projects and programs to be considered for action.
4. Maintains a comprehensive knowledge of City building and zoning codes and related laws and ordinances. Maintains a comprehensive knowledge of code, law, and ordinance interpretation in order to address enforcement or compliance issues.
5. Recommends best practices related to land use and development services. Oversees planning including development of new and amendments to current zoning regulations and impacts of projects.
6. Coordinates and participates in the development and implementation of goals, objectives, policies, and priorities with various utility department programs. Works closely with utility superintendents, City Engineer, and the Mayor to oversee strategic development of department work plans, allocation of resources, and identification of priorities within the utilities departments to ensure efficient processes as they relate to planning, zoning, and land use.
7. Maintains thorough knowledge of the principles and practices of urban planning.
8. Plans, organizes, and reviews all urban planning and development services activities, including new development and capital improvement projects. Advises

- internal and external stakeholders as to the environmental impact on various public utilities of new development and capital improvement projects.
9. Negotiates contractual agreements relating to community development between the City, community stakeholders, private developers, and various local, state, and federal agencies.
 10. Researches eligible grant-funded projects, and confers with the Grants Coordinator, Treasurer, and City Council to determine need, interest, and buy-in for various improvements to be made within the community.
 11. **Sign off on _____ agreements**
 12. Monitors regulatory and legislative matters affecting urban planning and development services in coordination with other agencies. Coordinates legislative actions with City Council, and state and federal legislative delegation.
 13. Provides technical assistance and advice to various economic development agencies, organizations, and authorities. Represents the Mayor and City at public meetings with industrial prospects, private developers, and state and federal officials.
 14. Serves as technical advisor to the City Planning Commission, and other various groups regarding planning and growth in the City.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

- Knowledge of the principles and practices of community development and urban planning.
- Knowledge of laws and ordinances affecting community planning and development, and the principles and practices of public administration.
- Knowledge of the political, social, and economic implications of planning.
- Knowledge of the principles and practices of engineering as they apply to utility construction and maintenance, infrastructure and monitoring of development services.
- Knowledge of budgetary procedures for a public organization.
- Knowledge of legislative procedures for a public organization.
- Skill in technical computer applications such as CAD, GIS, Sketchup, and Photoshop.
- Skill in Adobe Suite and Office Suite.
- Ability to coordinate the compilation of technical and statistical information and the preparation of complex reports.
- Ability to read and interpret City building and zoning codes and related laws and ordinances.
- Ability to understand building construction and infrastructure plans and, specifications for buildings and infrastructure of any complexity.

- Ability to apply principles of influence systems such as motivation, incentive, and leadership, and to exercise independent judgement to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgement, decisiveness, and creativity in situations involving broader aspects of organization programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.
- Ability to communicate, both orally and in writing.

Minimum Qualifications

1. Bachelor's degree in Urban Planning, Construction Management, Landscape Architecture, Public Administration, Environmental Science, Engineering, Business Administration, or related field;
2. 10 years of managerial experience in urban planning and development, code inspection and enforcement, program management, public administration, economic development, utilities coordination;
3. Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities to perform this job.
4. Valid driver's license and ability to be insurable by the City's liability insurance carrier.

Physical Demands

The work is sedentary work which requires exerting up to 10 pounds of force. Work requires the ability to exert light physical effort which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Work Environment

Work is performed in office and outdoor environments. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature, and noise extremes, or traffic hazards.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Gas Construction Crew Leader

Department: Gas Department

FLSA: Non-Exempt

Grade: 10

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: March 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Gas Construction Supervisor

Subordinate Staff: Gas Construction Technician I, Gas Construction Technician II, Gas Construction Technician III

Internal Contacts: Gas Department; Water and Wastewater Department; Electric Department, Public Works

External Contacts: General Public; Gas Customers; Contractors, Plumbers

Job Summary

Under the supervision of the Gas Construction Supervisor, this employee installs and maintains various sizes of gas lines, performs locates, repairs gas leaks, and performs plastic PE (polyethylene) welding/fusion tasks associated with gas line installation and maintenance. This employee must have the ability to operate various types of heavy equipment at a high level using advanced skills in the completion of highly complex and difficult excavation on properties, rights-of-way (ROW), and around other City utilities. The employee must be able to operate additional power tools required to complete a job. This employee will receive daily assignments from the assigned supervisor and is expected to perform under established procedures with final inspection of completed work. They will perform various types of maintenance inspections on assigned equipment, notify supervisor of equipment failures, and may assist with repairs. This job involves providing leadership and training for gas work crews in the performance of specific tasks

or job assignments. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screenings.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Crew Leadership. Employee provides leadership and training for Gas Department work crews in the performance of a range of tasks and duties.

1. Serves as work crew leader for Gas Department employees involved in the performance of specific assignments or tasks.
2. Creates job assignments for work crew members and monitors job performance.
3. Regularly focuses on the training of subordinates with an emphasis on safety at all times.
4. Reports job and task accomplishments to Gas Superintendent; notes any job performance problems to the Superintendent.

ESSENTIAL FUNCTION: Scheduling. Employee is responsible for the scheduling of workflow and the timeline of production.

1. Schedules, coordinates, and communicates clearly to supervisors and crew members daily assigned tasks.
2. Documents all work performed in a detailed manner.

ESSENTIAL FUNCTION: Line Installation and maintenance. Install various sizes of gas lines within the department's service area according to company procedures.

1. Installs high- and low-pressure residential and commercial gas lines under the direction of the Crew Leader.
2. Ensures that line installations have been properly performed through work inspections under the direction of the Crew Leader.
3. Operates equipment used to install and maintain gas service lines.
4. Installs gas main distribution lines under the direction of the Crew Leader.

ESSENTIAL FUNCTION: Valve Maintenance. Inspects and maintains gas service line valves within the service area.

1. Consults Gas Superiors for unusual or unconventional valve problems.

2. Performs valve maintenance and preventative methods according to company procedures.

ESSENTIAL FUNCTION: Meter Setting. Sets residential and commercial gas service meters throughout the service area.

1. Installs residential and commercial gas service meters for homes and businesses within the service area.
2. Ensures newly installed meters are operating effectively following installation.

ESSENTIAL FUNCTION: High Pressure Stations. Installs and maintains high pressure gas regulatory stations within the service area under the supervision of Crew Leader.

1. Installs high pressure gas regulatory stations utilizes the most current operational station features according to company procedures.
2. Performs preventive maintenance for existing high-pressure regulatory stations.

ESSENTIAL FUNCTION: Performs Welding and Other Procedures Used to Install Gas Lines. Installs gas service lines throughout the service area for residential and commercial customers.

1. Install gas lines (main and service lines) within the Gas Department service area.
2. Plots or lays out gas line service plans for new developments.
3. Landscapes gas line installation site and areas following project completion.
4. Performs skilled welding and fusion tasks associated with gas line installation and construction.
5. Observes all established safety regulations and precautions when installing gas lines and welding.
- 6.

ESSENTIAL FUNCTION: Equipment Operation. Operates equipment utilized in installing gas service lines.

1. Operates equipment such as trucks, trenchers and backhoes used to install gas service lines.
2. Monitors all equipment for needed repairs or maintenance.

ESSENTIAL FUNCTION: Line Patrol. Regularly patrols gas service and main lines within the service area to identify problems.

1. Performs regular gas line patrols along streets, highways, utility right of ways and new construction sites to identify line problems.
2. Informs higher management of identified problem areas to make needed repairs.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned, including special events.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City geography, roads, streets, and gas service system.
3. Knowledge of leadership skills to serve as crew leader.
4. Knowledge of grades and slopes; ability to use special equipment to measure.
5. Knowledge of heavy equipment and power tool maintenance.
6. Knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations and utility installation and maintenance.
7. Knowledge of underground gas line installation procedures and practices.
8. Knowledge of safety rules including accident causation and prevention.
9. Skilled in the operation of equipment assigned, particularly around public services like gas and power.
10. Ability to train subordinates efficiently and safely.
11. Ability to use strong critical thinking, problem solving and multi-tasking skills.
12. Ability to effectively communicate with co-workers, supervisors, or the public by means of telephone, radio, email etc.
13. Ability to effectively communicate internally, both orally and in writing.
14. Ability to attend training programs or workshops.
15. Ability to perform basic calculations (add, subtract, multiply, divide).
16. Ability to acquire and maintain appropriate operator qualifications to perform all job requirements.
17. Ability to perform skilled PPE (polyethylene) welding/fusion operations according to company procedures.
18. Ability to maintain professional attitude.
19. Ability to travel throughout City to perform job functions.
20. Ability to use devices for documentation, communication, and development.
21. Ability to deal with all contacts in a courteous and patient manner.
22. Ability to work under no supervision.
23. Ability to work well with co-workers.
24. Ability to climb in and out of holes or confined spaces.

25. Ability to perform gas leak investigations without supervision.
26. Ability to perform daily equipment and tool inspections to ensure care, proper maintenance, and safety.
27. Ability to work in all weather conditions.
28. Ability to use computers and office productivity software.
29. Ability to use various power and hand tools.
30. Ability to remain alert when operating vehicles and equipment.
31. Ability to wear personal protective equipment (PPE).
32. Ability to read maps, blueprints, and technical drawings.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess a current Class A Commercial Driver's License (CDL), and be insurable.
3. Minimum of four (4) years of experience in the natural gas industry.
4. Ability to work on-call rotation, overtime, weekends, or emergencies as needed.
5. Progressive work experience in leadership roles in the Natural Gas Industry.
6. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as the usage of hand digging equipment, working outdoors daily in the elements, climbing tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in confined spaces.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions such as working under extreme weather conditions, gaseous atmospheres, or similar situations where conditions cannot be controlled.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Gas Construction Technician I

Department: Gas Department

FLSA: Non-Exempt

Grade: 5

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: March 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Gas Crew Leader, Gas Supervisors

Subordinate Staff: None

Internal Contacts: Gas Department; Water and Wastewater Department;
Electric Department, Public Works

External Contacts: General Public; Contractors

Job Summary

Under the daily supervision of the Gas Crew Leader, this employee repairs gas lines, digs gas service line trenches and installs gas services to homes and businesses within the service area. This is an entry-level position in which the employee will work under the close direction of their Crew Leader and Construction Supervisor. The employee may be required to perform such tasks such as, but not limited to: Operating equipment utilized in gas line installation and repair, responding to emergency or hazardous situations, responding to information requests or general questions from the public. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screenings.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

ESSENTIAL FUNCTION: Line Repair. Repairs gas as part of gas line service crews. As a Technician I, works under close direction of the Crew Leader.

1. Repairs gas line leaks or other problems.
2. Ensures line repairs have been properly performed through work inspections.

ESSENTIAL FUNCTION: Line Installation and maintenance. Install various sizes of gas lines within the department's service area according to company procedures.

1. Installs residential and commercial gas services.
2. Ensures that line installations have been properly performed through work inspections.
3. Installs gas main distribution lines.

ESSENTIAL FUNCTION: Line Trenching. Opens gas service line trenches utilizing ditching methods such as shovels or various types of mechanized equipment.

1. Uses ditching equipment to open service line or gas main trenches for installation of new gas lines.
2. Ensures new service or main trenches are properly dug and backfilled.

ESSENTIAL FUNCTION: Emergency Response. Responds to gas system emergencies as part of designated emergency response team.

1. Responds to gas system emergencies as part of a designated emergency response team.
2. Serves in a supporting and assisting role for emergency response team members.

ESSENTIAL FUNCTION: Public Relations. Responds to questions or information requests from the public when on job sites.

1. Responds to all public requests for information or assistance and refers these requests to the proper sources in a professional and courteous manner.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned, including special events.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of service area geography, street, and road systems.
3. *Knowledge of municipal gas service systems and operations.
4. *Knowledge of gas line repair and installation techniques and procedures.
5. Ability to effectively communicate with co-workers and supervisors.
6. Ability to prepare reports using correct English, grammar, punctuation, and spelling.
7. Ability to understand verbal supervisory instructions.
8. Ability to effectively communicate internally, both orally and in writing.
9. Ability to attend training programs or obtain additional certifications for professional development, whether through travel or local.
10. Ability to perform basic calculations (add, subtract, multiply, divide).
11. Ability to use basic hand tools required to complete job tasks.
12. Ability to use devices such as tablets, computers, phones.
13. Ability to work overtime, weekends and respond to emergency calls.
14. Ability to operate a vehicle and respond when called upon in a timely manner.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess a current driver license; must be insurable.
3. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

This work requires considerable and strenuous physical exertion such as frequent usage of hand digging equipment, working outdoors daily in the elements, climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in confined spaces.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions such as working under extreme weather conditions, gaseous atmospheres, or situations where conditions cannot be controlled.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Gas Construction Technician II

Department: Gas Department

FLSA: Non-Exempt

Grade: 6
Safety Sensitive Job: Yes
Security Sensitive Job: No

Job Description Prepared: March 2024

1. Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Gas Crew Leader, Gas Supervisors

Subordinate Staff: None

Internal Contacts: Gas Department; Water and Wastewater Department; Electric Department, Public Works

External Contacts: General Public; Gas Customers; Contractors

Job Summary

Under the daily supervision of the Gas Crew Leader, this employee installs and maintains various sizes of gas lines, performs locates, repairs gas leaks, and performs plastic PE (polyethylene) welding/fusion tasks associated with gas line installation and maintenance. This is an entry-level position in which the employee will work under the close direction of their Crew Leader and Construction Supervisor. This employee has the ability to operate heavy equipment associated with gas line installation and maintenance as needed. This employee responds to emergency or hazardous situations such as blowing gas lines and leaks when required under direct supervision. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screenings.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

ESSENTIAL FUNCTION: Line Installation and maintenance. Install various sizes of gas lines within the department's service area according to company procedures.

1. Installs high and low pressure residential and commercial gas lines.
2. Ensures that line installations have been properly performed through work inspections.
3. Operates equipment used to install and maintain gas service lines.
4. Installs gas main distribution lines.

ESSENTIAL FUNCTION: Valve Maintenance. Inspects and maintains gas service line valves within the service area.

1. Consults Gas Superiors for unusual or unconventional valve problems.

ESSENTIAL FUNCTION: Meter Setting. Sets residential and commercial gas service meters throughout the service area.

1. Installs residential and commercial gas service meters for homes and businesses within the service area.
2. Ensures newly installed meters are operating effectively following installation.

ESSENTIAL FUNCTION: High Pressure Stations. Installs and maintains high pressure gas regulatory stations within the service area under the supervision of Crew Leader.

1. Installs high pressure gas regulatory stations utilizes the most current operational station features according to company procedures.
2. Performs preventive maintenance for existing high-pressure regulatory stations.

ESSENTIAL FUNCTION: Line Patrol. Regularly patrols gas service and main lines within the service area to identify problems.

1. Performs regular gas line patrols along streets, highways, utility right of ways and new construction sites to identify line problems.
2. Informs higher management of identified problem areas to make needed repairs.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned, including special events.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of service area geography, street, and road systems.
3. Knowledge of municipal gas service systems and operations.
4. Knowledge of modern cathodic protection systems to prevent line corrosion.
5. Knowledge and ability to operate heavy equipment used in gas pipeline installation and maintenance.
6. Knowledge and ability to perform gas pipe fusions according to company procedures.
7. Ability to provide clear documentation of daily work activities.
8. Ability to attend training programs or obtain additional certifications for professional development, whether through travel or local.
9. Ability to understand and apply verbal supervisory instructions.
10. Ability to perform basic calculations (add, subtract, multiply, divide).
11. Ability to apply problem solving techniques and use critical thinking skills.
12. Ability to remain safety minded at all times.
13. Ability to use a wide range of power tools safely.
14. Ability to use line locate equipment to pinpoint underground pipelines.
15. Ability to effectively communicate with co-workers, supervisors, and the public.
16. Ability to perform traffic control duties when asked.
17. Ability to acquire and maintain appropriate operator qualifications to perform all job requirements.
18. Ability to use devices such as phones, tablets, computers, and office productivity software.
19. Ability to set and maintain residential and commercial gas service meters.
20. Ability to deal with all contacts in a courteous and patient manner.
21. Ability to prioritize work projects and multi-task.
22. Ability to work with little or no supervision.
23. Ability to perform gas leak investigations under supervision.

24. Ability to perform daily equipment and tool inspections to ensure care, proper maintenance, and safety.
25. Ability to work after hours, respond to emergencies, perform on-call duties, or come in at a moment's notice when called.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess a current driver license; must be insurable.
3. Minimum of one (1) year of experience in municipal gas system operations.
4. Ability to pass a pre-employment background check and an initial drug screen.
5. May be required to obtain a Commercial Drivers' License (CDL) Class A.

Physical Demands

The work requires considerable and strenuous physical exertion such as the usage of hand digging equipment, working outdoors daily in the elements, climbing tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in confined spaces.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions such as working under extreme weather conditions, gaseous atmospheres, or similar situations where conditions cannot be controlled.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Gas Construction Technician III

Department: Gas Department

FLSA: Non-Exempt

Grade: 8

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: March 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Gas Crew Leader, Gas Supervisors

Subordinate Staff: None

Internal Contacts: Gas Department; Water and Wastewater Department;
Electric Department, Public Works

External Contacts: General Public; Gas Customers; Contractors

Job Summary

Under the daily supervision of the Crew Leader and Construction Supervisor, the employee installs and maintains various sizes of gas lines, performs locates, repairs gas leaks, and performs plastic PE (polyethylene) welding/fusion tasks associated with gas line installation and maintenance. This employee must have the ability to operate various types of heavy equipment using advanced skills in the completion of highly complex and difficult excavation on properties, rights-of-way (ROW), and around other City utilities. The employee must be able to operate additional power tools required to complete a job. This employee will receive daily assignments from the assigned supervisor and is expected to perform under established procedures with final inspection of completed work. They will perform various types of maintenance inspections on assigned equipment, notify supervisor of equipment failures, and may assist with repairs. The employee may serve as a work crew leader for specific tasks or assigned projects when necessary and

closely assists the Crew Leader on assigned tasks daily. This is a highly experienced, highly skilled job with the responsibility of subordinates and their training needs. This job is considered safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

ESSENTIAL FUNCTION: Line Installation and maintenance. Install various sizes of gas lines within the department's service area according to company procedures.

1. Installs high and low pressure residential and commercial gas lines.
2. Ensures that line installations have been properly performed through work inspections.
3. Operates equipment used to install and maintain gas service lines.
4. Installs gas main distribution lines.

ESSENTIAL FUNCTION: Valve Maintenance. Inspects and maintains gas service line valves within the service area.

1. Consults Gas Superiors for unusual or unconventional valve problems.

ESSENTIAL FUNCTION: Meter Setting. Sets residential and commercial gas service meters throughout the service area.

1. Installs residential and commercial gas service meters for homes and businesses within the service area.
2. Ensures newly installed meters are operating effectively following installation.

ESSENTIAL FUNCTION: High Pressure Stations. Installs and maintains high pressure gas regulatory stations within the service area under the supervision of Crew Leader.

1. Installs high pressure gas regulatory stations utilizes the most current operational station features according to company procedures.

2. Performs preventive maintenance for existing high-pressure regulatory stations.

ESSENTIAL FUNCTION: Line Patrol. Regularly patrols gas service and main lines within the service area to identify problems.

1. Performs regular gas line patrols along streets, highways, utility right of ways and new construction sites to identify line problems.
2. Informs higher management of identified problem areas in order to make needed repairs.

ESSENTIAL FUNCTION: Equipment Operation. Operates equipment to accomplish a full range of assignments and tasks, including the most complex projects.

1. Receives daily tasks and assignments from supervisor.
2. Drives and operates equipment for gas department or division.
3. Operates heavy equipment on job sites, such as, but not limited to: backhoe, track hoe, excavator, trenchers, plow tractors, front-end loader, skid steer, bulldozer, and dump truck.
4. Monitors gauges and other indicators during equipment operation for non-standard conditions.
5. Operates heavy equipment around dangerous gas, power, water lines and other utilities.
6. Wears safety equipment and clothing (PPE) according to company procedures, to protect self and others from bodily or property damage.
7. Follows plans and instructions regarding projects.
8. Maintains a log of daily activities.
9. Completes assignments within specified time frames.
10. Trains others on tasks and equipment when time and conditions are appropriate.

ESSENTIAL FUNCTION: Equipment Maintenance. Assists in the general maintenance of City equipment used in road construction and maintenance.

1. Performs pre-work safety inspections of equipment.
2. Performs daily and monthly safety and maintenance vehicle inspections on assigned equipment.
3. Performs preventative maintenance on assigned equipment.
4. Ensures assigned equipment is properly fueled.
5. Reports equipment maintenance status to the supervisor.
6. Performs work or may assist other repairmen with minor mechanical repairs.

ESSENTIAL FUNCTION: Department Operations and Manual Labor. Performs manual labor tasks following departmental policies and procedures to ensure proper maintenance and efficient operations of the department.

1. Maintains a daily log of activities.
2. Uses a wide range of power tools to complete job tasks such as, concrete saws, chain saws, drills, weed eaters etc.
3. Clears roads of fallen trees, limbs, and other items following storms or emergencies.
4. Ensures proper signage is visible during assigned operations.
5. Uses hand tools such as saws, hammers, and shovels.
6. Shovels asphalt, rocks, dirt, and other materials during road repairs and landscape work.
7. Performs flagman duties, as needed, while on road maintenance or horticulture jobs.

ESSENTIAL FUNCTION: Crew Leader. Employee may lead work crews in assigned projects or work tasks when needed in the absence of Crew Leader.

1. Receives project assignments from supervisor.
3. Instructs and directs laborers and other construction/maintenance helpers.
4. Ensures work crews observe safety standards and maintain a safe work environment.
5. Oversees the maintenance and repair of equipment, and tools assigned.
6. Maintains activity log accounting for time and materials of a project.

NON-ESSENTIAL FUNCTION:

1. Assists with City special events such as placing barricades and barriers.
2. Responds to calls during hurricanes, inclement weather, or other emergency situations.
3. Performs other job-related duties as required or assigned, including special events.

Knowledge, Skills and Abilities

(* Can be acquired on the job; # As assigned)

1. *Knowledge of City and department rules, regulations, policies, and procedures.
2. Knowledge of City streets, locations, and road and bridge systems.
3. Knowledge of state and federal laws pertaining to public roads, road work, and operation of equipment on roads and right of ways.
4. Knowledge of grades and slopes; ability to use special equipment to measure.

5. Knowledge of heavy equipment and power tool maintenance.
6. Knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations and utility installation and maintenance.
7. Knowledge of underground gas line installation procedures and practices.
8. Knowledge of safety rules including accident causation and prevention.
9. Ability to operate equipment assigned to permit maximum utilization of equipment capability, skilled in operation of a wide variety of heavy equipment, particularly around public services like gas and power.
10. Ability to effectively communicate internally and externally, both orally and in writing, including grammar, punctuation, and spelling.
11. Ability to use all forms of communication, including telephone, radio, email, etc.
12. Ability to travel throughout City to perform job functions.
13. Ability to understand and interpret daily schedule, traffic signs, and other road signs.
14. Ability to perform basic math calculations (add, subtract, multiply, divide).
15. Ability to operate various machinery and tools.
16. Ability to understand and follow verbal instructions.
17. Ability to understand and follow oral and/or written policies, procedures, and instructions.
18. Ability to attend training programs or obtain additional certifications for professional development, whether through travel or local.
19. Ability to acquire and maintain appropriate operator qualifications to perform all job requirements.
20. Ability to work well with co-workers.
21. Ability to work under little or no supervision.
22. Ability to interact with the public in a calm and courteous manner.
23. Ability to work in all weather conditions.
24. Ability to use computers and office productivity software.
25. Ability to use technical devices for documentation and communication.
26. Ability to use various power and hand tools.
27. Ability to remain alert when operating vehicles and equipment.
28. Ability to wear personal protective equipment (PPE).
29. Ability to read maps, blueprints, and technical drawings.
30. Ability to perform gas leak investigations without supervision.
31. Ability to perform daily equipment and tool inspections to ensure care, proper maintenance, and safety.
32. Ability to work after hours, respond to emergencies, perform on-call duties, or come in at a moment's notice when called.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Minimum of three (3) years of work experience in the field.

3. Possess a current and valid Class A Commercial Driver's License (CDL); must be insurable.
4. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as the usage of hand digging equipment, working outdoors daily in the elements, climbing tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in and out of confined spaces.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions such as working under extreme weather conditions, gaseous atmospheres, or similar situations where conditions cannot be controlled.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Gas Inspector

Department: Gas Department

FLSA: Non-Exempt

Grade: 8

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: March 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Gas Construction Supervisor, Other Gas Supervisors

Subordinate Staff: None

Internal Contacts: Gas Department; Water and Wastewater Department; Electric Department, Public Works, Building Department; Planning Department; Geographic Information Systems (GIS)

External Contacts: General Public; Businesses; Plumbers; Contractors

Job Summary

Under the daily supervision of the Gas Construction Supervisor, this employee performs gas service inspections for residential and commercial customers in the service area. The employee inspects residential and commercial gas service meter installations, ensures service truck is completely stocked and responds to gas service emergency calls. Prepares service inspection reports for leaks or other problems. Operates equipment associated with gas line and gas meter service installation and inspection. This job is considered safety-sensitive is subject to a pre-employment background check and random drug screenings.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Gas Line and Meter Inspection. Inspects commercial and residential gas lines and meters for proper operation; ensures lines and meters are fully safe for service.

1. Inspects gas lines and meters to determine all installation or service procedures have been followed and that lines and meters are safe to operate.
2. Ensures all gas lines and meters installed conform to established regulations or codes.

ESSENTIAL FUNCTION: Meter Setting. Sets residential and commercial gas service meters throughout the service area.

1. Installs residential and commercial gas service meters for homes and businesses within the service area.
2. Ensures newly installed meters are operating effectively following installation.

ESSENTIAL FUNCTION: Emergency Response. Regularly responds to emergencies during normal working hours.

1. Serves as the on-call point of contact during scheduled working hours.
2. Responds to various types calls such as but not limited to the following: leaks, line breaks and smell concerns on an as needed basis while performing scheduled tasks.
3. Must be able to manage daily duties while receiving calls from dispatchers.

ESSENTIAL FUNCTION: Prepares Reports. Prepares reports concerning gas leaks or other problems.

1. Prepares written reports documenting gas leaks or other problems.
2. Maintains file of all reports submitted.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City geography, road, streets, and gas systems.
3. Knowledge of gas line and gas meter inspection procedures.
4. Knowledge of heavy equipment used in gas line installation and maintenance and their operation.
5. Ability to effectively communicate internally, both orally and in writing.
6. Ability to effectively communicate with co-workers, supervisors, contractors, and the general public.
7. Ability to use specialized equipment such as: CGI, RMLD, Locating equipment, pinch-off tools.
8. Ability to apply strong problem solving and critical thinking skills.
9. Ability to work at a 2-1 span of control.
10. Ability to prepare reports and other materials using correct English, grammar, punctuation, and spelling.
11. Ability to understand and document customer complaints and questions.
12. Ability to perform basic calculations (add, subtract, multiply, divide).
13. Ability to troubleshoot gas line and meter problems.
14. Ability to acquire and maintain appropriate operator qualifications to perform all job requirements.
15. Ability to operate standard office equipment.
16. Ability to use computers and office productivity software.
17. Ability to maintain professional attitude.
18. Ability to use a telephone.
19. Ability to deal with all contacts in a courteous and patient manner.
20. Ability to operate heavy equipment associated with gas line and gas meter inspection and installation.
21. Ability to prioritize work projects and multi-task.
22. Ability to organize files and work projects.
23. Ability to work with little or no supervision.
24. Ability to operate standard and commercial vehicles.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess a current Class A Commercial Driver's License (CDL) or be able to obtain this license within six (6) months of employment; must be insurable.
3. Minimum of four (4) years of experience in gas systems.
4. Journeyman/Master Gas Fitters License or ability to obtain within first year of employment.
5. Previous work experience which includes gas emergency response.

6. Ability to work overtime and after hours as needed.
7. Ability to travel to attend training workshops or professional development classes.
8. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity. This work may require considerable and strenuous physical exertion such as the usage of hand digging equipment, working outdoors daily in the elements, climbing tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in confined spaces.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions. Employees may be required to use protective clothing or gear such as fire resistant personal protective equipment (PPE), masks, boots, goggles, gloves, or shields. The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions such as working under extreme weather conditions, gaseous atmospheres, or situations where conditions cannot be controlled.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Gas Line Locator

Department: Natural Gas

FLSA: Non-Exempt

Grade: 6

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: March 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Construction Supervisor, Other Gas Supervisors

Subordinate Staff: None

Internal Contacts: Utilities Departments; Public Works Department; Planning Department; Geographic Information Systems (GIS)

External Contacts: General Public; Contractors; Vendors; Utility Companies

Job Summary

Under the daily supervision of the Gas Construction Supervisor, this employee locates natural gas lines throughout the City's service area using electronic detection equipment. The employee interprets and verifies location data and performs visual inspections of work areas. The employee informs City utility staff and relevant third parties of line locations to avoid line damage or service conflicts. The employee interacts with contractors, surveyors, and customers to determine and verify utility location information. The employee maps new utility installations, coordinates infrastructure location work with all applicable City departments and private contractors and maintains detailed location records for compliance with Alabama's One Call system (811 System). The employee may assist utility installers and maintainers providing utility services. The employee responds to emergency gas calls as required. This employee reviews new construction

sites for utility service locations and site issues or concerns for service. This job is considered safety sensitive and is subject to pre-employment background checks and random drug screenings.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Locates underground gas lines. Utilizes electronic detection equipment to locate underground utility.

1. Uses electronic detection equipment to locate and mark natural gas lines in the City.
2. Interprets and verifies location data to ensure data accuracy; cross-references data with other data sources to ensure accuracy of locations.
3. Informs City utility staff and relevant third parties of service line locations.
4. Maps new utility infrastructure as it is installed.
5. Operates and maintains ground penetrating radar machine utilized in locating operations.
6. Maintains detailed infrastructure location records to comply with state's One Call (811 System) system.

ESSENTIAL FUNCTION: Utility Service Connections. Assists with connecting and establishing service to residences and businesses within the City's service area.

1. Connects residential and commercial service customers to the City's service network according to company procedures.
2. Troubleshoots connections to ensure proper operation.

ESSENTIAL FUNCTION: Emergency Response. Responds to utility systems emergencies such as line leaks or line damage.

1. Responds to gas system emergencies during regular work hours as well as during non-routine working hours.
2. Serves as member of designated emergency response team as required.

ESSENTIAL FUNCTION: Equipment Maintenance. Maintains a variety of equipment associated with locating natural gas lines and associated components.

1. Responsible for the maintenance needed for all equipment utilized in this job; reports needed maintenance to higher management.

NON-ESSENTIAL FUNCTION:

1. Assists work crews in the installation of gas lines, meters, and regulators in new residential and commercial areas as needed.
2. Assists in troubleshooting solutions regarding gas systems.
3. Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City geography, roads, streets, and underground utility systems.
3. *Knowledge of underground electronic utility detection equipment.
4. *Knowledge of municipal utility system operations.
5. *Knowledge of City gas, electric, water and sewer systems.
6. Ability to effectively communicate both orally and in writing.
7. Ability to effectively communicate with co-workers, supervisors, the general public and over the telephone or in person.
8. Ability to attend training programs or obtain additional certifications for professional development, whether through travel or local.
9. Ability to prepare and maintain detailed reports and other materials using correct English, grammar, punctuation, and spelling.
10. Ability to understand and interpret City policies and guidelines.
11. Ability to perform basic calculations (add, subtract, multiply, divide).
12. Ability to use and maintain electronic utility infrastructure locating equipment.
13. Ability to acquire and maintain appropriate operator qualifications to perform all job requirements.
14. Ability to read and understand construction drawings and plans.
15. Ability to use devices such as phones, tablets, laptops, desktops, and office productivity software.
16. Ability to maintain professional attitude.
17. Ability to deal with all contacts in a courteous and patient manner.
18. Ability to handle dynamic situations in a calm and courteous manner.
19. Ability to prioritize work projects and multi-task.
20. Ability to organize files and work projects.
21. Ability to work with little or no supervision.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess a current driver license; must be insurable.
3. Possess or ability to obtain Professional Utility Locator certification within a prescribed time after hire.
4. Ability to work non-standard hours and emergencies.
5. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity. This work could require frequent usage of hand digging equipment, working outdoors daily in the elements, climbing tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in confined spaces.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions. Employees may be required to use protective clothing or gear such as fire resistant personal protective equipment (PPE), masks, boots, goggles, gloves, or shields. The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions such as working under extreme weather conditions, gaseous atmospheres, or situations where conditions cannot be controlled.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Gas Measurement Crew Leader

Department: Gas Department

FLSA: Non-Exempt

Grade: 9
Safety Sensitive Job: Yes
Security Sensitive Job: No

Job Description Prepared: March 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Gas Maintenance Supervisor

Subordinate Staff: None

Internal Contacts: Gas Department; Water and Wastewater Department; Electric Department; Public Works Department; Planning Department; Geographic Information Systems (GIS)

External Contacts: General Public; Contractors; Vendors; Utility Companies

Job Summary

Under the supervision of the Gas Maintenance Supervisor, this employee performs a range of tasks within the Gas Department including monitoring odorant levels, inspecting gas regulators and main valves, monitoring cathodic protection levels, maintain right-of-way (ROW) markers, inspecting for atmospheric corrosion, monitoring high pressure flow conditions. This employee also performs painting and pipe threading tasks and operates equipment (backhoes, tractors, excavators, trenchers, power equipment, trucks). The employee may serve as a work crew leader for specific tasks or assigned projects when necessary and closely assists the Maintenance Supervisor on assigned tasks daily. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screenings.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Gas Department Operating Tasks. Performs a wide range of Department operational tasks associated with gas maintenance procedures.

1. Monitor gas line odorant levels to ensure safe operations.
2. Inspects and repairs (if needed) gas regulators and main valves.
3. Monitors cathodic protection levels for gas lines.
4. Maintains ROW markers at work sites.
5. Performs line inspections for atmospheric corrosion.
6. Maintains high volume gas meters.
7. Patrols and inspects gas lines for leaks.
8. Inspects gas lines for atmospheric corrosion.
9. Monitors gas lines for high- and low-pressure flow conditions.
10. Paints and threads gas line piping.
11. Designs high volume meter sets.
12. Designs regulator stations and protection.
13. Understands the Pipeline Safety Regulations parts 191-192.
14. Follows maintenance procedures and keeps them updated in accordance with Pipeline Safety Regulations 192.
15. Participate in yearly inspections performed by State and/or Federal regulatory commissioners.

ESSENTIAL FUNCTION: Operates power equipment. Operates light equipment utilized in gas maintenance and repairs.

1. Operates tractors, backhoes, excavators, trenchers, power equipment, and trucks.
2. Monitors all equipment for needed repairs or service.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned, including special events.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City geography, road, and street systems.
3. Knowledge of municipal gas system service and operating systems.
4. Ability to effectively communicate internally and externally, both orally and in writing.
5. Ability to effectively communicate with co-workers, supervisors, the general public and over the telephone.
6. Ability to travel to attend professional development training programs and workshops.
7. Ability to prepare reports and other materials using correct English, grammar, punctuation, and spelling.
8. Ability to perform basic calculations (add, subtract, multiply, divide).
9. Ability to safely and effectively operate equipment used in gas system operations.
10. Ability to acquire and maintain appropriate operator qualifications to perform all job requirements.
11. Ability to read and understand pressure gauges.
12. Ability to understand and utilize global positioning system (GPS) information devices associated with gas system service and repair.
13. Ability to use a telephone.
14. Ability to deal with all contacts in a courteous and patient manner.
15. Ability to operate standard and commercial vehicles.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess a current and valid driver's license; must be insurable.
3. Minimum of three (3) years of experience in public gas system operations.
4. Possess Journeyman Gas Fitter certification.
5. Possess a Class A Commercial Driver License (CDL).
6. May be required to obtain the following:
 - a. CP 1 (Corrosion Professional) certification.
 - b. Master Gas Fitters certification.
7. Ability to pass a pre-employment background check, initial drug screen, as well as random drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, or similar situations where conditions cannot be controlled.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Gas Measurement Technician I

Department: Gas Department

FLSA: Non-Exempt

Grade: 5

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: March 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Gas Maintenance Supervisor

Subordinate Staff: None

Internal Contacts: Gas Department; Water and Wastewater Department; Electric Department; Public Works Department; Planning Department; Geographic Information Systems (GIS)

External Contacts: General Public; Contractors; Vendors; Utility Companies

Job Summary

Under the direct supervision of the Gas Maintenance Supervisor and Gas Measurement Technician III, this employee performs a range of tasks within the Gas Department including maintaining right-of-way (ROW) markers, inspecting for atmospheric corrosion, patrolling gas lines for leaks and monitoring high- and low-pressure flow conditions. This employee also performs painting and pipe threading tasks and operates equipment (weed eaters, power tools, trucks). This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screenings.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

ESSENTIAL FUNCTION: Gas Department Operating Tasks. Performs a wide range of Department operational tasks associated with gas maintenance procedures. Works under close direction of the Gas Measurement Technician III.

1. Maintains ROW markers at work sites.
2. Performs line inspections for atmospheric corrosion.
3. Patrols and inspects gas lines for leaks.
4. Inspects gas lines for atmospheric corrosion.
5. Monitors gas lines for high- and low-pressure flow conditions.
6. Paints and threads gas line piping.

ESSENTIAL FUNCTION: Operates power equipment. Operates light equipment utilized in gas maintenance and repairs.

1. Operates weed eaters, saws, grinders, and trucks.
2. Monitors all equipment for needed repairs or service.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned, including special events.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City geography, road, and street systems.
3. Knowledge of municipal gas system service and operating systems.
4. Ability to effectively communicate internally and externally, both orally and in writing.
5. Ability to effectively communicate with co-workers, supervisors, the general public and over the telephone.
6. Ability to prepare reports and other materials using correct English, grammar, punctuation, and spelling.
7. Ability to perform basic calculations (add, subtract, multiply, divide).
8. Ability to safely and effectively operate equipment used in gas system operations.

9. Ability to acquire and maintain appropriate operator qualifications to perform all job requirements.
10. Ability to read and understand pressure gauges.
11. Ability to understand and utilize global positioning system (GPS) information devices associated with gas system service and repair.
12. Ability to use a telephone.
13. Ability to deal with all contacts in a courteous and patient manner.
14. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess a current and valid driver's license; must be insurable.
3. Ability to obtain an Apprentice Gas Fitter certification.
4. Ability to travel to attend professional development training programs and workshops.
5. Ability to obtain a Class A Commercial Driver License (CDL) or be able to obtain this license within one (1) year of employment.
6. Ability to pass a pre-employment background check, initial drug screen, as well as random drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, or similar situations where conditions cannot be controlled.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Gas Measurement Technician II

Department: Gas Department

FLSA: Non-Exempt

Grade: 7
Safety Sensitive Job: Yes
Security Sensitive Job: No

Job Description Prepared: March 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Gas Maintenance Supervisor

Subordinate Staff: None

Internal Contacts: Gas Department; Water and Wastewater Department; Electric Department; Public Works Department; Planning Department; Geographic Information Systems (GIS)

External Contacts: General Public; Contractors; Vendors; Utility Companies

Job Summary

Under the supervision of the Gas Maintenance Supervisor, and Gas Measurement Technician III, this employee performs a range of tasks within the Gas Department including monitoring odorant levels, inspecting gas regulators and main valves, maintain right-of-way (ROW) markers, inspecting for atmospheric corrosion, patrolling gas lines for leaks and monitoring high- and low-pressure flow conditions. This employee also performs painting and pipe threading tasks and operates equipment (backhoes, tractors, excavators, trenchers, power equipment, trucks). This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screenings.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

ESSENTIAL FUNCTION: Gas Department Operating Tasks. Performs a wide range of Department operational tasks associated with gas maintenance procedures.

1. Monitor gas line odorant levels to ensure safe operations.
2. Inspects and repairs (if needed) gas regulators and main valves.
3. Maintains ROW markers at work sites.
4. Performs line inspections for atmospheric corrosion.
5. Patrols and inspects gas lines for leaks.
6. Inspects gas lines for atmospheric corrosion.
7. Monitors gas lines for high- and low-pressure flow conditions.
8. Paints and threads gas line piping.
9. Follow and update procedures in the Pipeline Maintenance manual.
10. Participate in yearly inspections performed by State and/or Federal regulatory commissioners.

ESSENTIAL FUNCTION: Operates power equipment. Operates light equipment utilized in gas maintenance and repairs.

1. Operates tractors, backhoes, excavators, trenchers, power equipment, and trucks.
2. Monitors all equipment for needed repairs or service.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned, including special events.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City geography, road, and street systems.
3. Knowledge of municipal gas system service and operating systems.
4. Ability to work with a 1-1 span of control.
5. Ability to effectively communicate internally and externally, both orally and in writing.
6. Ability to travel to attend professional development training programs and workshops.

7. Ability to effectively communicate with co-workers, supervisors, the general public and over the telephone.
8. Ability to prepare reports and other materials using correct English, grammar, punctuation, and spelling.
9. Ability to perform basic calculations (add, subtract, multiply, divide).
10. Ability to safely and effectively operate equipment used in gas system operations.
11. Ability to acquire and maintain appropriate operator qualifications to perform all job requirements.
12. Ability to read and understand pressure gauges.
13. Ability to understand and utilize global positioning system (GPS) information devices associated with gas system service and repair.
14. Ability to use a telephone.
15. Ability to deal with all contacts in a courteous and patient manner.
16. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Possess a current and valid driver's license; must be insurable.
3. Minimum of two (2) years of experience in public gas system operations.
4. Possess Journeyman Gas Fitter certification.
5. Possess a Class A Commercial Driver License (CDL).
6. May be required to obtain CP 1 (Corrosion Professional) certification.
7. Ability to pass a pre-employment background check, initial drug screen, as well as random drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, or similar situations where conditions cannot be controlled.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Magistrate II

Department: Municipal Court

FLSA: Non-Exempt

Grade: 10

Safety Sensitive: No

Security Sensitive: Yes

Job Description Prepared: May 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Municipal Court Administrator

Subordinate Staff: Magistrate I

Internal Contacts: Treasury Department; Police Department

External Contacts: General Public; Administrative Office of Courts (AOC); Municipal Judge; City Prosecutor; District Attorney; Circuit Judge; Hospitals and Health Care Facilities; Circuit Clerk; Baldwin County Commission; Sheriff's Department; County Jail; Alabama Department of Corrections (DOC); Judges; Prosecutors; Attorneys; Vendors and Software Companies; Alabama Law Enforcement Agency (ALEA); Insurance Companies; Bonding Companies; Representatives of the Military

Job Summary

Under supervision the Municipal Court Administrator, the employee serves as a senior Magistrate for the Municipal Court of Fairhope. The employee performs complex duties related to the effective and efficient operation of the Municipal Court and ensures the Court functions in accordance with the AOC requirements of municipal courts in Alabama. The employee serves as lead worker, provides training and support for other staff

members, and may perform the duties of the Municipal Court Administrator in their absence. The employee performs administrative and clerical functions that contribute to the daily operations of the department and fulfills the legal and required functions of the job and office. The employee assists clients and family members and maintains files and retrieves information and follows established procedures for preparing the Court docket and processes designed to ensure compliance with the AOC standards. The employee performs established procedures for suspending driver's licenses, failure to appear and administers final forfeiture proceedings. The employee also files appeals, maintains records of appeals and tracks appeal cases. This job addresses problems and complaints of a regular, routine nature, and refers all complex situations and problems to the Municipal Court Administrator. Confidentiality is required. This job is considered security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Magistrate and Municipal Court Activities. Serves in a legal and official capacity as a Magistrate of the Municipal Court. Performs duties in support of the Municipal Court by preparing forms, case files, and dockets. Consults with the Municipal Judge as indicated and required.

1. Performs Magistrate and Court activities as assigned and in accordance with the Municipal Court schedule.
2. Performs all duties within the scope of practice determined and authorized by the AOC and under the supervision of the Municipal Court Administrator Municipal Judge.
3. Affirms cases with Police Officers; signs tickets and complaints that have been sworn to by the appropriate officer. Receives sworn statements from Police Officers regarding arrests and citations.
4. Completes, assigns court dates and case numbers to Uniform Traffic Citation tickets and complaint.
5. Enters case information into computer database.
6. Prepares case action summaries for non-traffic cases.
7. Sets court dates and changes Court dates as needed; notifies all parties of changes.
8. Files cases by Court date appearance.
9. Requests prior driving under the influence (DUI) records from other courts and ALEA.
10. Attaches lifetime driving history to DUI cases received from ALEA.
11. Prepares Court referral forms as required by the Court.
12. Prepares docket sheets.

13. Pulls tickets for cases.
14. Prepares courtroom for Court, sets up forms, tables, case files, etc.
15. Assists the judge ensuring to crosscheck docket with case files.
16. Provides judge and prosecutor with scheduled case files.
17. Confers with judge and prosecutor to ensure proper disposition of cases.
18. Prepares and issues failure-to-appear notices and summons.
19. Enters dispositions into the appropriate case file.
20. Issues alias warrants.
21. Checks the status of cases on the computer as required.
22. Maintains Court records in electronic and hardcopy form.
23. Files cases by new appearance dates.
24. Runs new docket sheets, checks dispositions and posts in the Police Department.
25. Conducts research on old warrants/cases as requested.
26. Available to the general public for consultations and recommendations.
27. Facilitates issuance of warrants only for actions occurring within the City.
28. Collects funds and applies funds to correct case.
29. Assists the Judge in Court.
30. Calls Court documents out during Court.
31. Develops a file for each case.
32. Maintains confidential information.
33. Determines probable cause.
34. Implements decisions of the judge.
35. Serves as a mediator between the defendant, prosecutor, and judge.
36. Writes release orders for defendants for the police department to release.
37. Receives monies to bond out individuals who have been arrested.
38. Oversees cash transactions, including receiving payments, balancing daily receipts, updating accounts daily, and receiving cash bonds.

ESSENTIAL FUNCTION: Citations, Warrant Issue, and Bonds. Processes warrants, complaints, and traffic citations. Generates, authorizes and issues warrants following procedures established by law. Consults with law enforcement officers and court officials.

1. Sets appointments, discusses cases with officers and witnesses.
2. Establishes whether probable cause exists before issuing warrants or complaints with law enforcement officers.
3. Ensures complainant completes deposition before issuing warrant.
4. Maintains a log of all warrants issued.
5. Validates presumed charges with legal descriptions.
6. Issues warrant and/or summons as required.
7. Contacts the Police Department to determine status of warrants.
8. Enters complaint data into the computer; prints out report for affirmation by complainant and assigns a case number.
9. Completes activities for filed motions of discovery.
10. Prepares subpoenas for all court case witnesses.

11. Receives and processes shoplifting complaints from merchants.
12. Completes and files order of conditional bond forfeiture.
13. Completes notice and forwards to bail bondsman and to defendant if possible.
14. Completes bondsman process if requested.
15. Completes final bond forfeiture if defendant is not located.
16. Transfers bonds to county on appeal.
17. Approves appearance cash and appeal bonds.
18. Collects bond forfeiture monies.
19. Suspends and collects driver's licenses when defendants are convicted of certain violations.
20. Facilitates the enrollment of defendants in defensive driving courses or in a community service program.
21. Sends letters to the state to re-instate driver's licenses when defendants have completed their required programs.

ESSENTIAL FUNCTION: Department Operations. Performs professional services to ensure the duties performed are compliant with associated laws and are both effective and efficient in the services rendered.

1. Assists with supervising, directing, and coordinating the operation of Magistrates and Municipal Court Administrator with the ability to multi-task these aspects along regularly assigned duties.
2. Reviews work of Magistrates for correction and follow-up; assists Magistrates with more complex complaints and motions. Trains subordinates or arranges for same as needed
3. Contributes to the effective and efficient operations of the department.
4. Represents the Department, Municipal Court, and the City in a consistently positive and professional manner.
5. Attends and participates in meetings.
6. Maintains credentials as a Magistrate; attends training courses and required programs.
7. Performs customer service functions; communicates with the general public; answers phones; transmits letters, notices, and legal documents; makes copies; establishes files, case files, and documents; files; reviews files for accuracy and completeness and performs other clerical and administrative activities.
8. Gathers and analyzes statistical, financial, and narrative data.
9. Recommends policies and procedures that guide and support the provision of quality services by the department.
10. Incorporates continuous quality improvement principles in day-to-day activities.
11. Provides information as requested by the public; may refer complex or unusual problems or circumstances to the Municipal Court Administrator
12. Answers the phones; provides information and directions.
13. Maintains receipts for monies received; reconciles and secures funds.

14. Works with the City's designated financial managers to ensure accurate monetary transactions are made.

NON-ESSENTIAL FUNCTIONS:

1. Supports the City and Council in the planning and implementation of special initiatives and events as assigned.
2. Performs other job-related duties as requested or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and Department rules, regulations, policies, and procedures.
2. *Knowledge of City codes and ordinances.
3. Knowledge of Alabama rules of Criminal Procedure.
4. Knowledge of the Criminal Code and Alabama motor vehicle laws.
5. Knowledge of the Court's filing system and requirements, and applicable local, state, and federal laws.
6. Knowledge of specialized court package computer software.
7. Knowledge of the State of Alabama archival procedures and requirements.
8. Knowledge of municipal court processes and procedures.
9. Knowledge of municipal court-related fees and management of financial matters.
10. Reading skills to comprehend laws, legal documents, manuals, directives, court proceedings, and instructions.
11. Verbal skills to communicate effectively with colleagues, Court personnel, defendants, complainants, attorneys, Police Department personnel, and the general public.
12. Writing skills to clearly and neatly complete routine forms and records; compile documents, compose letters, and Courts orders.
13. Math skills to perform basic calculations (add, subtract, multiply, divide) needed to prepare and implement Department budget and Court-related financial functions.
14. Skills to operate various office machines.
15. Skills to operate computers and specialized software.
16. Ability to work seated or standing for extended periods of time.
17. Ability to apply basic accounting principles to maintenance of the Court's accounting records.
18. Ability to keep records securely, neatly, and accurately.
19. Ability to establish and maintain productive working relationships with other City employees.
20. Ability to work effectively with judges, prosecutors, and plaintiff attorneys.
21. Ability to solve routine problems.
22. Ability to handle upset or irate individuals.

23. Ability to function effectively in stressful environments.
24. Ability to remain calm in adverse situations.
25. Ability to make routine decisions associated with Court operations.
26. Ability to perform detailed work accurately, neatly, and within established time frames.
27. Ability to work independently without direct supervision.
28. Ability to exercise good judgement.
29. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or a GED; an associate degree from an accredited college in business management, legal assisting, or paralegal is preferred.
2. Minimum of two (3 to 5) years of work experience as a Magistrate is preferred.
3. Certified as a Municipal Court Magistrate.
4. Proficiency in Alacourt preferred.
5. Previous professional work experience in law enforcement or an attorney's office is preferred.
6. Possess a valid and current driver's license; must be insurable.
7. Ability to work non-standard hours and be subject to on-call 24/7, as required.
8. Ability to travel out of town as assigned.
9. Ability to pass a pre-employment background check.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Municipal Court Administrator

Department: Municipal Court

FLSA: Exempt

Grade: 11

Safety Sensitive: No

Security Sensitive: Yes

Job Description Prepared: June 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Municipal Judge

Subordinate Staff: Magistrates

Internal Contacts: Mayor's Office; Treasury Department; Human Resources (HR); Police Department

External Contacts: General Public; Administrative Office of Courts (AOC); Municipal Judge; City Prosecutor; District Attorney; Circuit Judge; Hospitals and Health Care Facilities; Circuit Clerk; Baldwin County Commission; Sheriff's Department; County Jail; Alabama Department of Corrections (DOC); National Crime Information Center (NCIC); Judges; Prosecutors; Attorneys; Vendors and Software Companies; Alabama Law Enforcement Agency (ALEA); Federal Bureau of Investigation (FBI); Insurance Companies; Bonding Companies; Representatives of the Military

Job Summary

Under limited supervision of the Municipal Judge, the employee performs routine and complex supervisory, administrative, and clerical tasks and duties regarding all court-related functions of the Department. The employee serves as the director of the Department. The employee performs administrative duties related to the effective and

efficient operation of the Municipal Court and ensures the Court and its employees function in accordance with the AOC requirements of municipal courts in Alabama. This employee serves as the City's Municipal Court Administrator and Magistrate and supervises Magistrates. The employee manages the daily operations of the Department and allocates resources. The employee fulfills the legal and required functions of the job and office. The employee assists clients and families, performs a variety of administrative and secretarial services, maintains files, and retrieves information, follows established procedures for preparing Court docket. The employee performs procedures for suspending driver's licenses and failure to appear; administers final forfeiture proceedings. The employee also oversees the filing of appeals, maintains records of appeals and tracks appeal cases. Latitude and authority are afforded to this employee in conduct of job requirements. This job is considered security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Department Head and Supervisor. Manages the daily functions of the Department. Supervises and provides oversight of employees.

1. Serves as the Department Head for the City's Municipal Court.
2. Manages and oversees the daily operations and functions of the department.
3. Maintains collegial, productive, and professional relationships among employees, and with the City and colleagues.
4. Prepares for, attends, and participates in meetings.
5. Collaborates with the Mayor, Council, and Human Resources (HR) Director, as necessary.
6. Communicates significant City initiatives and decisions to the Municipal Judge when and if the Municipal Court and employees may be impacted.
7. Maintains files, documents, records, and reports as they relate to departmental functions, processes, budgeting, and purchases.
8. Assembles documents and reports; distributes as appropriate.
9. Participates in training and continuing education programs; maintains current professional knowledge and required credentials.
10. Establishes, maintains, and updates processes and procedures for the department.
11. Assigns and delegates work to Departmental employees and contract employees.
12. Ensures accuracy and timeliness of all work performed by Departmental employees.

13. Considers and approves schedules and leave for all assigned employees. Ensures accuracy of timecards and time sheets for all assigned employees.
14. Oversees and coordinates training programs for all assigned employees. Provides direction, guidance, and assistance to employees. Oversees, supports, and corrects work conducted by the Departmental employees.
15. Conveys information to Departmental employees regarding the City's mission and operational priorities; Maintains communications with Departmental employees.
16. Ensures employees have appropriate tools and resources necessary to perform their jobs.
17. Interviews and selects prospective job applicants for vacant jobs, consults and coordinates with the Municipal Judge, the HR Department, and the Mayor.
18. Participates in all personnel matters associated with Departmental personnel, such as employment, orientation and training, disciplinary actions, leave, and separation.
19. Administers discipline as needed; follows designated City-approved personnel policies and procedures for disciplinary actions. Maintains communications with the Municipal Judge regarding disciplinary matters.
20. Participates in the planning and budgeting of projects and Departmental processes. Tracks expenditures to ensure Departmental projects and purchases remain within approved budget.
21. Ensures confidentiality as determined and appropriate.
22. Represents the Department and City in a consistently professional and positive manner.

ESSENTIAL FUNCTION: Court Clerk. Provides management and oversight to ensure that requirements of the office are established and maintained, in conjunction with the Municipal Judge, according to the law. Maintains and processes legal documents as a recognized member of the Municipal Court. Coordinates functions with the Municipal Judge.

1. Manages and administers the functions of the office, in accordance with the AOC.
2. Manages daily operation of the Department and allocates resources according to established procedures and guidelines.
3. Maintains daily communications and coordination with the Municipal Judge and Magistrates.
4. Ensures the requirements of laws, legislation, and/or Supreme Court rulings are implemented appropriately and in a timely manner.
5. Ensures Court and Departmental records are maintained securely and confidentially, in accordance with laws.
6. Maintains availability and communications with law enforcement and Court officers.
7. Works to ensure checks and balances exist for the police/law enforcement officers.

8. Receives and responds to referrals and requests for services.
9. Opens and closes cases.
10. Receives sworn statements.
11. Researches the history of defendants.
12. Collects cash bonds and restitutions; applies monies to fines. Forfeits bonds if defendants fail to appear; works with bonding companies. Receives monies and payments related to court cases; secures monies. Maintains funds collected and requests disbursements as required by statute. Completes and forwards cash bond monthly report.
13. Receives monies to include cash bonds, restitutions, parking tickets, etc. and payments related to court cases and writes receipts; secures monies and forwards cash collections to the Treasurer's office.
14. Distributes funds to correct accounts per state requirements.
15. Serves as the custodian of court records.
16. Completes documents, records, and reports; submits as required.
17. Utilizes specialized computer applications.
18. Maintains documents as required.
19. Establishes and processes fine payment plans.
20. Serves as the custodian of court records and maintains records integrity.
21. Creates and maintains computerized list of daily cash receipts. Balances cash collections with receipts. Prepares monthly financial reports.
22. Determines Court costs and disburses payments to appropriate funds; maintains related records and database.
23. Processes fine payment plans.
24. Provides record checks for recruiters and other agencies.
25. Calculates work release dates for prisoners.
26. Requests criminal histories through NCIC and maintains records in accordance with NCIC procedures.
27. Coordinates with Police Department to take warrants out of NCIC.
28. Completes final dispositions on FBI cards and forwards them to state office.
29. Collects and prepares driving under the influence (DUI) information for police detectives. Certifies DUI's for other courts. Delivers appeals, summons, subpoenas and certified DUI's to surrounding cities, counties, or state trooper office.
30. Prepares uniform traffic citation (UTC) transmittal forms.
31. Performs all work associated with functions as a Municipal Court Magistrate for the City of Fairhope Municipal Court.

ESSENTIAL FUNCTION: Citations, Warrant Issue, and Bonds. Processes warrants, complaints, and traffic citations. Generates, authorizes and issues warrants following procedures established by law. Consults with law enforcement officers and court officials.

1. Sets appointments, discusses cases with officers and witnesses.
2. Establishes whether probable cause exists before issuing warrants or complaints with law enforcement officers.

3. Ensures complainant completes deposition before issuing warrant.
4. Authorizes and sends final deposition report to ABI and answers any questions that they may have in relation to these cases.
5. Maintains a log of all warrants issued.
6. Validates presumed charges with legal descriptions.
7. Issues warrant and/or summons as required.
8. Maintains contact with Police Department to determine status of warrant.
9. Enters complaint data into the computer; prints out report for affirmation by complainant and assigns a case number.
10. Completes activities for filed motions of discovery.
11. Prepares subpoenas for all court case witnesses.
12. Receives and processes shoplifting complaints from merchants.
13. Completes and files order of conditional bond forfeiture.
14. Completes notice and forwards to bail bondsman and to defendant if possible.
15. Completes bondsman process if requested.
16. Completes final bond forfeiture if defendant is not located.
17. Transfers bonds to county on appeal.
18. Approves appearance cash and appeal bonds.
19. Collects bond forfeiture monies.
20. Suspends and collects driver's licenses when defendants are convicted of certain violations.
21. Facilitates the enrollment of defendants in defensive driving courses or in a community service program.
22. Sends letters to the state to re-instate driver's licenses when defendants have completed their required programs.
23. Maintains the integrity of cases adjudicated Youthful Offender or Expunged to ensure cases are kept confidential and not subject to public disclosure or removed from an individual's record completely by order of the court, by rule of the Supreme Court or by directive of the Municipal Judge or Courts.

ESSENTIAL FUNCTION: Department Operations. Performs professional services to ensure that the Department is compliant with associated laws and is both effective and efficient in the services rendered.

1. Ensures the Department is managed effectively and efficiently.
2. Attends and participates in meetings.
3. Maintains credentials as a Magistrate and Court Clerk; attends courses and conferences.
4. Performs customer service functions.
5. Submits updated and accurate information for posting to the Department website.
6. Answers the phones; provides information and directions as requested.
7. Maintains receipts for monies received; reconciles and secures funds.
8. Works with the City's designated financial managers to ensure accurate monetary transactions are made and disbursements occur.

NON-ESSENTIAL FUNCTIONS:

1. Supports the City and Council in the planning and implementation of special initiatives and events.
2. Performs other job-related duties as requested or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and Department rules, regulations, policies, and procedures.
2. *Knowledge of City codes and ordinances.
3. Knowledge of Alabama Rules of Criminal Procedure.
4. Knowledge of the Criminal Code and Alabama motor vehicle laws.
5. Knowledge of the Court's filing system and requirements, and applicable local, state, and federal laws.
6. Knowledge of specialized court package computer software.
7. Knowledge of the State of Alabama archival procedures and requirements.
8. Knowledge of municipal court processes and procedures.
9. Knowledge of municipal court-related fees and management of financial matters.
10. Administrative skills to monitor the Department budget and the receipt and management of funds.
11. Reading skills to comprehend laws, legal documents, manuals, directives, court proceedings, and instructions.
12. Verbal skills to communicate effectively with colleagues, Court personnel, defendants, complainants, attorneys, Police Department personnel, and the general public.
13. Writing skills to clearly and neatly complete routine forms and records; compile documents, compose letters, and courts orders.
14. Math skills to perform basic calculations (add, subtract, multiply, divide), to prepare and implement Department budget and Court-related financial functions.
15. Skills to operate various office machines.
16. Skills to operate computers and specialized software.
17. Ability to work non-standard hours and to be on call 24/7, as required.
18. Ability to travel out of town.
19. Ability to supervise effectively.
20. Ability to manage department resources effectively.
21. Ability to work seated or standing for extended periods of time.
22. Ability to apply basic accounting principles to maintenance of the Court's accounting records.
23. Ability to keep records securely, neatly, and accurately.
24. Ability to establish and maintain productive working relationships with other City employees.

25. Ability to work effectively with judges, prosecutors, and plaintiff attorneys.
26. Ability to solve problems.
27. Ability to function effectively in stressful environments.
28. Ability to remain calm in adverse situations.
29. Ability to make independent judgments associated with court operations.
30. Ability to perform detailed work accurately, neatly, and within established time frames.
31. Ability to work independently without supervision.
32. Ability to exercise good judgement.
33. Ability to operate a motor vehicle.

Minimum Qualifications

1. Possess an associate degree in business management, public administration, or legal assistant or paralegal from an accredited college or university; a bachelor's degree is strongly preferred.
2. Minimum of five (5) years of progressively responsible work experience as a Magistrate; previous work experience as a Municipal Court Administrator, work experience in law enforcement, or an attorney's office is preferred; ten (10) years or more of experience as a Magistrate may be considered in lieu of the degree requirement provided the combination of education, training and experience demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
3. Certified as a Municipal Court Clerk/Magistrate; ability to earn recognition and credentials as a Court Clerk through the Administrative Office of Courts, State of Alabama within a specific period of time; ability to maintain certifications and credentials.
4. Possess a valid and current driver's license; must be insurable.
5. Ability to pass a pre-employment background check.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines, with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Planning & Zoning Manager

Department: Planning & Community Development/Development Services

FLSA: Exempt Grade: 14
Safety Sensitive: Yes
Security Sensitive: No

Job Description Prepared: June 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director of Planning & City Development

Subordinate Staff: City Planners

Internal Contacts: All Departments; All Employees

External Contacts: General Public;

Job Summary

This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION:

1. Directs and manages the zoning review process including, but not limited to, annexations, zoning district establishment, re-zoning requests, variance requests, and various appeals to be presented to the Zoning Board of Adjustment.
2. Supervises staff who perform a variety of technical and complex work reviewing requests for annexation, re-zoning, and zoning establishment. Supervises and directs the timely processing and accurate review of zoning-related proposals within the City and its planning jurisdiction.
3. Trains, evaluates, and disciplines employees; maintains current professional knowledge and required credentials. Conducts performance appraisals on assigned employees.
4. Coordinates all searches, interviews, and hires through the HR Department. Interviews and selects prospective job applicants for vacant jobs; consults and coordinates with the HR Department and the Director.
5. Administers discipline as needed; follows designated City-approved personnel policies and procedures for disciplinary actions.
6. Manages the Planning and Zoning Division priorities, objectives, goals and actively seeks out new processes and technology to help improve efficiency and effectiveness.
7. Provides direction and leadership in the management and career development of Planning and Zoning Division staff, ensuring professional and courteous service in support of the City's mission, values, customers, and stakeholders.
8. Maintains land use maps and creates future land use maps, reviews request for variances and appeals before the Zoning Board of Adjustment. Prepares future land use maps for use in the Comprehensive Plan.
9. Assists Director with the implementation of the Comprehensive Plan; assists in conducting research and preparing long-range planning studies.
10. Provides advice to citizens, developers, contractors, and other contacts regarding zoning compliance, and makes zoning policy statements and rulings as required.
11. Provides the Development Services Manager with advance notice of pending development activities.
12. Assists the Director with developing and managing the annual operating budget of the departmental budget.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of the City's geography and locations.

3. Knowledge of the principles and practices of public management and administration.
4. Knowledge of planning policies, practices, and procedures.
5. Knowledge of planning research principles and methodologies.
6. Knowledge of urban organization, housing, industrial land use and zoning, commercial, economic, and related functions.
7. Knowledge of the principles and practices of planning and zoning.
8. Knowledge of regulations and laws affecting planning, development, subdivisions, and zoning.
9. Knowledge of the principles of economics, statistics, and land use.
10. Knowledge of regulations and procedures regarding environmental issues.
11. Knowledge of principles of supervision, training, and performance evaluation.
12. Knowledge of applicable federal, state, and local laws, regulations, ordinances, and policies.
13. Knowledge of appropriate safety precautions and procedures.
14. Communication skills to effectively communicate internally and externally, both orally and in writing.
15. Verbal skills to communicate effectively with officials, supervisors, co-workers, and public.
16. Reading skills to comprehend and understand highly technical manuals, directives, procedures, and instructions.
17. Writing skills to take field notes; write reports, correspondence and recommendations using correct English, grammar, punctuation, and spelling.
18. Math skills to perform calculations (add, subtract, multiply, divide) and some statistical analysis.
19. Skill at making presentations.
20. Skill at collaborating with the other division and department officials for planning of future development projects.
21. Ability to supervise work of others.
22. Ability to present technical information clearly to lay and professional groups.
23. Ability to establish and maintain effective working relationships with subordinates, engineering consultants, contractors, public officials, and the general public.
24. Ability to prepare and present accurate and reliable reports containing findings and recommendations.
25. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
26. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
27. Ability to work independently without direct supervision.
28. Ability to exercise considerable initiative and independent judgment in the formulation of plans and policy recommendations.
29. Ability to use computers and needed programs effectively.

30. Ability to plan, organize, and manage assigned departmental operations.
31. Ability to monitor the systematic compilation of technical and statistical information.
32. Ability to develop budget estimates and administer department budget.
33. Ability to drive.

Minimum Qualifications

1. Bachelor's degree in Urban and Regional Planning, or closely related field; and
2. Three (3) to five (5) years previous experience in Planning and Zoning; or
3. Any combination of education, training, and experience which provides the requisite knowledge, skills, and abilities to perform the essential functions of the job.
4. Must possess or obtain AICP Certified Alabama Planning and Zoning Official
5. Valid Driver's License

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Procurement & Contracts Manager

Department: Treasury

FLSA: Exempt Grade: 13
Safety Sensitive: No
Security Sensitive: Yes

Job Description Prepared: June 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Treasurer

Subordinate Staff: Purchasing Agent; Purchasing Administrative Assistant

Internal Contacts: All Departments; All Employees

External Contacts: General Public; Vendors; Contractors; Consultants;
Engineers; Architects

Job Summary

Under the direction of the Treasurer, the Bids and Contract Manager oversees all the bids and contract activities of the City of Fairhope. The employee manages the planning, coordination, scheduling, and processing all bids and proposals. This position ensures compliance with posting and advertising requirements as well as oversees bid administration for all annual contracts by monitoring bid and contract requirements from preparation of specifications to end of contract term. This position also communicates with vendors in retrieving specifications and bid evaluations. The employee performs an array of supervisory functions to ensure efficient and effective completion of task. The Bids and Contract Manager ensures all purchasing documentation is maintained in accordance with state and federal laws and the City's policies and procedures. This job is considered security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Contracts, Specifications, and Bids. Coordinates all phases of the City's proposal process to ensure full compliance with appropriate bid rules and regulations.

1. Ensures the preparation of specifications, legal advertisements, formal bid invitations, RFPs, RFQ, and correspondence regarding purchasing matters.
2. Instructs personnel regarding proper bid procedures in compliance with state laws, regulations, and policies.
3. Reviews and verifies submitted data for bid processing.
4. Formalizes and ensures the preparation of bids.
5. Ensures the email distribution of bids to qualified vendors and businesses.
6. Ensures the posting of bids on bulletin board for public view.
7. Prepares and maintains permanent bid file containing all related documents.
8. Ensures the accuracy of Identification and maintenance lists of eligible vendors and selects vendors to procure requisitioned commodities, meeting criteria such as price, quantity, quality and delivery date and orders.
9. Receives and secures all sealed bid proposals until opening date and time.
10. Composes contracts.
11. Reviews insurance and bond documentation for compliance with contractual terms and State law.
12. Writes/develops specifications for equipment and materials purchases.
13. Creates all documents required for bid openings.
14. Coordinates and conducts pre-bid meetings and bid openings.
15. Prepares bid tabulations by comparing all received bid documents.
16. Notifies all bidding parties and city departments of the bid results.
17. Assists with preparing bid documents for Mayor and City Council approval.
18. Responsible for implementing streamlined processes for contract preparation, execution, and administration.
19. Prepares and/or requests contract documents.
20. Ensures all documentation is provided prior to the execution of contracts.
21. Serve as the point of contact for vendors on contractual matters.
22. Research regulations to guarantee contracts are updated and in compliance with laws and regulations.
23. Manages contracts for good and services; tracks expiration and renewal dates of active contracts; Updates departments on rebids and renewals of contracts.
24. Manages contractor performance; oversees communications and corrective oversight to ensure contractors perform as required in the awarded contract.
25. Assists Accounting Department with vendor invoicing and contract information.

ESSENTIAL FUNCTION: Supervision. Supervises and provides oversight of employees to ensure efficient and effective completion of tasks in accordance with City policies and procedures and established guidelines.

1. Manages and oversees the daily operations and functions of the division.
2. Maintains collegial, productive, and professional relationships among employees, and within the City.
3. Prepares for, attends, and participates in meetings.
4. Collaborates with the Treasurer, as necessary.
5. Establishes, maintains, and updates processes and procedures for the department.
6. Assigns and delegates work to department employees and contract employees.
7. Ensures accuracy and timeliness of all work performed by subordinates.
8. Ensures accuracy of timecards and time sheets for all assigned employees.
9. Approves schedules and leave for all assigned employees.
10. Oversees and coordinates training programs for all assigned employees.
11. Ensures employees have appropriate tools and resources necessary to perform their jobs.
12. Conducts performance reviews for assigned personnel.
13. Administers discipline as needed; follows appropriate city guidelines for disciplinary actions.
14. Assists in interviewing and selection of prospective job applicants for vacant jobs.
15. Ensures confidentiality as determined and appropriate.
16. Represents the city in a consistently professional and positive manner.

ESSENTIAL FUNCTION: Records and Reports. Oversees the accuracy and compliance of record maintenance and reporting.

1. Oversees the administrative functions regarding the repository of purchasing records and reports.
2. Generates and maintains computer records and files.
3. Ensures the maintenance of up-to-date files on new or revised bid laws and legislative actions.
4. Ensures the maintenance of records and documentation of contracts, bids, and purchase orders on hardcopy and in computer database.
5. Oversees the maintenance of a manual and computer filing system that fosters the ability to enter, edit, and retrieve documents, data, and correspondence upon request.
6. Coordinates retention and disposal of records and data within state and federal guidelines.
7. Ensures confidentiality is maintained for applicable records and budget information.

NON-ESSENTIAL FUNCTIONS:

1. Supports the City and Council in the planning and implementation of special initiatives and events.
2. Performs other job-related duties as requested or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of the City's budget and purchasing processes.
3. Knowledge and application of state bid laws.
4. Knowledge of effective leadership and management principles and practices.
5. Knowledge of principles and practices of public purchasing, budgeting, communications, contracting, project management, records management.
6. Knowledge of safety rules including accident causation and prevention.
7. Skills in supervising subordinate employees.
8. Skills in purchasing processes.
9. Communication skills to effectively communicate internally and externally, both orally and in writing.
10. Verbal skills to communicate effectively with elected officials, supervisors, co-workers, subordinate employees and public.
11. Reading skills to comprehend manuals, directives, procedures, and instructions.
12. Writing skills to take notes, write reports, correspondence and recommendations using correct English, grammar, punctuation, and spelling.
13. Math skills to perform calculations (add, subtract, multiply, divide), work with budgets, and conduct some statistical analysis.
14. Skills to conduct research on products designed to meet specifications, make comparisons, draw conclusions, and apply them to needs of the City.
15. Ability to supervise others.
16. Ability to maintain confidentiality.
17. Ability to manage complex projects and multi-task.
18. Ability to work independently and make sound decisions.
19. Ability to evaluate and situations and exercise good judgment.
20. Ability to use computers and office productivity software.
21. Ability to use standard office equipment.
22. Ability to drive a vehicle.

Minimum Qualifications

1. Possess a bachelor's degree in business administration, management or related field from an accredited college or university.
2. Minimum of four (4) years of professional work experience in an office environment working with bids and in purchasing.

3. Previous work experience in a government office and/or work with the public is strongly required; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
4. Possess a current and valid driver's license; must be insurable.
5. Certification as a purchasing agent through a recognized purchasing organization is preferred.
6. Ability to work non-standard hours.
7. Ability to travel for training or other requirements.
8. Ability to pass a pre-employment background check.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Purchasing Agent

Department: Treasury

FLSA: Non-Exempt

Grade: 8

Safety Sensitive: No

Security Sensitive: Yes

Job Description Prepared: May 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Purchasing Manager or Warehouse and Purchasing Supervisor

Subordinate Staff: None

Internal Contacts: All Departments; All Employees

External Contacts: Vendors; Consultants

Job Summary

Under the general supervision, the employee is responsible for performing a wide range of activities associated with the procurement of goods and services and with the management of materials and equipment. The employee performs duties, activities, and functions in accordance with legal requirements and established policies. The employee assists with the development, installation and maintenance of systems, procedures, and forms necessary to the purchasing function. The employee represents the City by greeting visitors, interacting with vendors, and providing general assistance. This employee provides support to the supervisor and may perform extended duties in the absence of the supervisor. The employee responds to questions and solves conventional problems and refers unusual or difficult issues to the supervisor. This job is considered security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Warehouse Purchasing. Coordinates and executes the day-to-day purchasing activities, and ensures City and state purchasing policies and procedures are followed.

1. Instructs and assists all departments regarding proper purchasing procedures in compliance with applicable federal and state laws and regulations.
2. Receives and processes all requisitions for purchasing.
3. Verifies accuracy of data submitted on requisitions, including proper account numbers, amounts, descriptions, quantities, and vendors.
4. Identifies purchase orders associated with contracts to be reported in contract database.
5. Utilizes computer software programs to properly execute purchase orders for all purchases. Deletes cancelled or voided purchase orders.
6. Disseminates copies of purchase orders to the appropriate departments.
7. Expedites purchase orders for emergency needs.
8. Maintains adequate supply of purchase orders for city operations.
9. Assists Accounts Payable with resolving problems with vendors and/or departments regarding price, delivery, returns, warranties, incorrect invoices, etc.
10. Determines if immediate need or emergency purchase requests are necessary and takes appropriate actions.
11. Manages purchasing contracts for goods and services; tracks expiration and renewal dates of active contracts; schedules meetings, requests for proposals (RFPs) or bid advertisements for future contracts.
12. Serves as the liaison between the vendor/contractor and the using department to remedy issues with products and services.
13. Ensures all departments comply with the City's purchasing policy and Alabama state bid law.
14. Processes POs in accordance with establish procedures.
15. Places orders with approved vendors and issues the purchase order to the vendors.

ESSENTIAL FUNCTION: Warehouse and Inventory. Performs inventory duties to ensure accurate and optimal level of inventory exists.

1. Maintains a well-stocked inventory for optimal levels.

2. Performs physical inventory of all materials, supplies, and equipment and provides accurate numbers; walks the warehouse and physical count items.
3. Assists in unloading shipments; verifies the accuracy of the shipment (e.g., quantity, type, brand, etc.) to ensure accuracy and matches the specifics of the invoices.
4. Tags supplies and materials to ensure proper identifications.
5. Maintains inventory of supplies, parts, tools, and equipment; enters data into inventory records using a computer terminal, adding, or deleting items to maintain appropriate balances.
6. Determines method of storage. identification and stock locations for all materials, items, and equipment.
7. Maintains and updates computerized records of inventory.
8. Reconciles the general ledger inventory against actual inventory values.
9. Assists in conducting annual inventory count.
10. Coordinates with Warehouse and Purchasing Supervisor and Treasurer on any adjustments to inventory, tracks items and transactions; makes necessary corrections or adjustments if not balances.

ESSENTIAL FUNCTION: Bid Processing and Management. Coordinates all phases of the proposal process to ensure full compliance with appropriate bid rules and regulations.

1. Assists in the preparation of specifications, legal advertisements, formal bid invitations, RFPs, and correspondence regarding purchasing matters.
2. Reviews recommendations on bid awards by analyzing bids, vendor services, specifications, and determining if the lowest qualified bid is awarded.
3. Follows up on bid and contracts to ensure compliance with procedure and bid laws.
4. Reviews detailed specifications to identify the requirements from department on services or equipment to be purchased.
5. Checks specification for proper bid law formatting.
6. Assists with the development and/or review of bid packages for compliance with procedures and bid laws.
7. Acts as a liaison to various departments for vendors by assisting purchasing procedures, product delivery, and/or contract problems and contacting vendors to discuss orders, delivery dates, etc.
8. Prepares and maintains permanent bid file containing all related documents.
9. Troubleshoots and resolves bid process problems such as invoice problems, vendor agreement issues and/or delivery dates as needed to assist in difficult situations.
10. Attends and participates in bid openings. Creates all documents required for bid openings. Prepares bid tabulations by comparing all received bid documents. Notifies all bidding parties and city departments of the bid results.

11. Attends and participates in Pre-Bid Meetings. Creates all documents required for Pre-Bid Meetings.
12. Instructs personnel regarding proper bid procedures in compliance with state laws, regulations, and policies.
13. Identifies and maintains lists of eligible vendors and selects vendors to procure requisitioned commodities, meeting criteria such as price, quantity, quality and delivery date and orders.
14. Ensures the accuracy of Identification and maintenance lists of eligible vendors and selects vendors to procure requisitioned commodities, meeting criteria such as price, quantity, quality and delivery date and orders.
15. Assists with preparing bid documents for Mayor and City Council approval.
16. Maintains RFP database with State Department of Finance.
17. Assists in the close-out of project documents.

ESSENTIAL FUNCTION: Department and City Functions. Provides support for designated Departmental and City processes.

1. Represents the Department and City in a positive and professional manner.
2. Organizes the disposal of surplus property; implements surplus property auctions and sales.
3. Scans purchase-related documents, and files by department.
4. Maintains documents, records, and files.
5. Assists in assembling information and reports as requested by the Warehouse, Supervisor, Mayor, City Council, or other entities.
6. Attends meetings and training programs.

NON-ESSENTIAL FUNCTIONS:

Performs all other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of the locations of City properties and important locations.
3. *Knowledge of municipal purchasing functions and processes.
4. *Knowledge of bids laws and their application in municipal government.
5. Communication skills to effectively communicate internally and externally, both orally and in writing.
6. Verbal skills to communicate effectively with elected officials, supervisors, co-workers, subordinate employees and public.
7. Reading skills to comprehend documents, manuals, laws, licenses, reports, ordinances, directives, procedures, and instructions.

8. Writing skills to take notes, write reports, correspondence and recommendations using correct English, grammar, punctuation, and spelling.
9. Math skills to accurately perform calculations necessary work with cost parameters and budget requirements.
10. Skills to appropriately use office electronic equipment such as multi-line phones, fax machines and copiers.
11. Skills to use computers and specialized software, including spreadsheets.
12. Ability to establish priorities for self.
13. Ability to apply bid laws to departmental and city purchasing processes.
14. Ability to function within budgets and reconcile office accounts.
15. Ability to establish and maintain documents, records, and reports.
16. Ability to use computers and other methods to conduct research.
17. Ability to consistently represent the City in a positive, professional manner.
18. Ability to work according to priorities; ability to perform work accurately, with attention to detail, and within designated time constraints.
19. Ability to plan, organize, coordinate, and carry out work.
20. Ability to solve, and help others with, conventional problems.
21. Ability to effectively collaborate work with others.
22. Ability to drive.

Minimum Qualifications

1. Possess an associates degree in business administration, management, or a related field from an accredited college.
2. Minimum of two (2) years of professional work experience with bids and in purchasing and an office environment; previous work experience in a government office and/or work with the public is strongly preferred or any combination of education and experience commensurate with the required level of knowledge, skills, and abilities.
3. Possess a current and valid driver's license; must be insurable.
4. Ability to work non-standard hours.
5. Ability to pass a pre-employment background check.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment,

avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Safety Coordinator

Department: Human Resources

FLSA: Exempt

Grade: 11

Safety Sensitive: Yes

Security Sensitive: No

Job Description Prepared: May 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Human Resources Manager

Subordinate Staff: None

Internal Contacts: All Departments; All Employees

External Contacts: General Public; Baldwin County Emergency Management Agency (EMA); Alabama Emergency Management Agency (AEMA); Vendors; Consultants

Job Summary

Under limited supervision of the Director of Human Resources, the employee is responsible for proactively coordinating and performing safety-related field and office work for all departments for the City of Fairhope. The employee develops, implements, and evaluates safety programs, conducts safety inspections, provides safety training, conducts safety investigations, and promotes safety awareness. Work requires extensive contact with internal and external customers. The employee also develops and monitors comprehensive environmental, health and safety (EHS) programs for the City using industry safety standards and best practices. The employee exercises considerable independent judgment and initiative in identifying current and potential safety hazards and deficiencies and making recommendations for corrective action. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screenings.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Safety Planning and Programs. Employee develops, designs, implements, and evaluates safety EHS programs for the City to ensure the safest possible environment for City workers and citizens.

1. Promotes effective safety and loss prevention programs.
2. Identifies and addresses safety and health related hazards.
3. Develops, implements, and enforces EHS-related plans, policies, procedures, and programs.
4. Assists in the development, organization, evaluation, and updating of the disaster preparedness plans for the organization.
5. Advises management and employees on safety related issues and makes recommendations.
6. Provides feedback and information to departments inquiring about safety related issues and recommendations.
7. Implements and maintains departmental safety reporting system, to include reports and follow-up.
8. Attends meetings, conferences, and seminars.
9. Assists and participates in the formulation of the safety budget.
10. Assists in the identification of causes and trends for accidents, injuries, and losses.
11. Reviews safety training videos for City-wide applicability.
12. Assists in adapting City-wide safety practices and policies to specific departments or divisions.
13. Prepares reports on inspections and audit report findings, industrial hygiene results and recommendations, safety engineering regulations, and incident investigation reports.
14. Develops and updates the City's Safety Handbook.

ESSENTIAL FUNCTION: Safety Mitigation Activities. Employee performs duties to promote safety throughout the City departments and reduce the risk of accidents and safety issues.

1. Evaluates and addresses risks related to safety and security, as well as hazardous materials and environmental concerns.
2. Conducts job site and facility safety inspections.
3. Conducts scheduled Departmental safety audits.
4. Monitors the correction of unsafe practices and hazards.
5. Coordinates, conducts, evaluates, and recommends safety training programs.

6. Investigates accidents and gathers investigative data to prepare reports and statistics.
7. Tracks safety related occurrences and data to prepare reports.
8. Investigates safety related complaints and provides recommendations for the resolution of complaints and issues.
9. Inspects trenches, confined spaces, etc., at work sites to ensure conformance with OSHA standards.
10. Detects hazardous materials and chemicals.
11. Examines materials, equipment, and storage facilities to ensure the safety of employees.
12. Conducts training sessions for employees and their supervisors regarding safety in the workplace and safe working environments, including proper lifting techniques and other safe working practices, the safe utilization of equipment and tools, the recognition of hazardous conditions, etc.
13. Reviews employee safety performance and makes recommendations for disciplinary and/or remedial action based on incident history and causation.
14. Acts as the point of contact regarding safety, compliance, and PPE for every department including utilities.
15. Organizes safety seminars and training including but not limited to Drug & alcohol training, Sexual harassment, and CDL training for all city employees.
16. Certified CPR/AED instructor training employees for new and existing certification for all city employees.
17. Manage all leaves of absence including but not limited to workers compensation leave, Family Medical Leave (FMLA), and non-FMLA while maintaining time entry for each employee who is absent.
18. Maintain compliance with Clearinghouse by monitoring and updating employees who are DOT certified. Also Query every employee on an annual basis.
19. Manages Loss Control Prevention Compliance Annual and quarterly reporting) to include public safety regulatory standards (Parks, playgrounds, etc.)
20. Participate in, and at times facilitate, New Employee Orientation.
21. Attend City Council meetings as needed.
22. Attend Personnel Board meetings.
23. Attend and/or be on call for all city events, parades, etc.
24. Must be available or have immediate access twenty-four hours a day to city issued phone in case of emergency

NON-ESSENTIAL FUNCTION:

1. Responds to emergency calls during hurricanes, inclement weather, or other emergency situations.
2. Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City office locations.
3. Knowledge of the principles, techniques, and methods of modern safety administration.
4. Knowledge of the principles, practices, and trends related to occupational health and safety.
5. Knowledge of current and accepted methods and strategies related to safety practices and principles.
6. Knowledge of investigative methods and analysis techniques related to occupational accidents, injuries, and emergencies.
7. Knowledge of federal, state, and local safety-related laws, standards, and regulations.
8. Knowledge of worker's compensation rules and regulations.
9. Knowledge of principles, practices, and methods of budget preparation and administration.
10. Knowledge of the basic principles of employee safety training and work behavior motivation.
11. Knowledge of OSHA regulations and policies.
12. Knowledge of safety rules including accident causation and prevention.
13. Communication skills to effectively communicate internally and externally, both orally and in writing.
14. Verbal skills to communicate effectively with officials, supervisors, co-workers, and public.
15. Reading skills to comprehend and interpret technical and trade journals, industry specific periodicals, product/manufacturer specifications, and related technical information and data.
16. Writing skills to take field notes; write reports, correspondence and recommendations using correct English, grammar, punctuation, and spelling.
17. Math skills to perform calculations (add, subtract, multiply, divide) and some statistical analysis.
18. Skills in organizing, prioritizing, and sequencing projects and tasks.
19. Ability to assess workplace situations and hazards and to recommend appropriate corrective measures and strategies.
20. Ability to clearly communicate information both verbally and in writing.
21. Ability to listen and understand information and ideas presented verbally and in writing.
22. Ability to relate highly technical issues and respond to questions at a layman's level of understanding.
23. Ability to deal with stressful situations and effectively handle complaints.
24. Ability to work independently and with minimal supervision.
25. Ability to analyze situations and exercise good judgment.
26. Ability to write technical documentation.

27. Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with minimum direction.
28. Ability to establish and maintain effective working relationships with employees, division and department heads, public/private sector contacts, and City administration.
29. Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
30. Ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job
31. Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
32. Ability to exercise judgement, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable
33. Ability to drive.

Minimum Qualifications

1. Possess a bachelor's degree in occupational health and safety, safety management, human resources management or related field from an accredited college or university.
2. Minimum of three (3) years of practical work experience in safety and risk management; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver's license; must be insurable.
4. Possess or ability to obtain and maintain Certified Safety Professional (CSP) designation within a prescribed period of time after hire.
5. Ability to work non-standard hours, including weekends and holiday, and on call.
6. May be required to obtain commercial drivers' license (CDL)
7. Ability to travel and stay overnight as required.
8. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching,

reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, or similar situations where conditions cannot be controlled.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Senior Human Resources Coordinator

Department: Human Resources

FLSA: Exempt

Grade: 11

Safety Sensitive: Yes

Security Sensitive: Yes

Job Description Prepared: April 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Human Resources Director

Subordinate Staff: None

Internal Contacts: All Departments; All Employees

External Contacts: General Public

Job Summary

Under the supervision of the Director of Human Resources, the employee performs the professional functions of personnel management. The employee also assists the HR Director with centralized human resource functions. The employee coordinates programs and special events to ensure effective implementation and execution of benefits. The employee assists in the general operation of the department by assisting with the maintenance and implementation of personnel policies and activities. This job is considered security-sensitive and is subject to pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person

with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION:

1. Serves as a consultant and human resources liaison to all City departments regarding employment, classification, compensation, employee relations, and other human resources issues. Provides a variety of information to employees, management, and the public regarding human resources programs, policies, and procedures.
2. Coordinates the hiring process by managing job requisitions in the applicant tracking system, creating screening processes and interview questions, participating in interviews with hiring managers, and assisting in the decision-making step of the hiring process.
3. Recruits new employees; posts job openings and notices; attends job fairs; screens possible candidate applications; forward qualified applications to appropriated personnel.
4. Conducts pre-employment screening of selected candidates; obtains required documentation; schedules drug and alcohol screens; checks references and verifies employment.
5. Contacts department heads and other parties to provide hiring and start date information; drafts and sends approved offer letters to new hires to coordinate the pre-employment process, orientation activities and official start dates. Provides relative information regarding benefits, work locations, and contact information.
6. Counsels employees regarding policies, procedures, and resolution of complaints. Advises employees regarding the grievance process. Provides direction, guidance and support to employees and management regarding employment practices, city policies, and processes.
7. Assists in administering the classification plan by performing desk audits to validate job responsibilities. Processes salary adjustments and increases as directed.
8. Researches, compiles, and monitors administrative, statistical, or other data pertaining to department operations. Conducts research of department files, database records, electronic data sources, internet sites, hardcopy materials, or other sources as needed
9. Performs all personnel work functions in accordance and compliance with applicable federal and state laws, and with City ordinances, to include the Department of Labor (DOL), Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), Equal Employment Opportunity (EEO), and Family and Medical Leave Act (FMLA), as well as others.
10. Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures; receives and reviews various documentation, including applications, employee information and data, and policies and procedures.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. Knowledge of simple arithmetic operations.
2. Knowledge of Federal, State, and City rules, regulations, guidelines, policies and procedures related to compensation, classification, and other human resources areas.
3. Knowledge of research, analysis, development, implementation and enforcement of all personnel functions, practices, and procedures.
4. Knowledge of computers and related equipment, hardware and software for utilization of Human Resources Information Systems to track and implement employee payroll, leave, benefits, training, and overtime.
5. Skill in effective oral and written communication.
6. Skill in operating, maneuvering and/or controlling the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
7. Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
8. Ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job
9. Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
10. Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
11. Ability to exercise judgement, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable

Minimum Qualifications

1. Bachelor's degree in Human Resources or a related field
2. Minimum three (3) years of experience in human resources, or any equivalent combination of education, training, and experience which requires the requisite knowledge, skills, and abilities for this job. Experience in the public sector may be preferred.
3. Valid Alabama Driver's License
4. Must possess a valid Society of Human Resources Management (SHRM-CP) certification.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Senior Services Assistant

Department: Community Affairs

FLSA: Non-Exempt

Grade: 5

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: June 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Senior Services Coordinator and Manager

Subordinate Staff: None

Internal Contacts: All Nix Center Staff

External Contacts: General Public; Members; Sponsors; Renters; Vendors

Job Summary

Under the general supervision of the Senior Services Manager and the Senior Services Coordinator, the Senior Services Assistant performs duties to assist with Senior Event operations of the Nix Center. The employee coordinates and facilitates an array of customer service duties to include meeting and greeting visitors, assisting members, and providing aid in the logistics of program administration and implementation. The employee assists with facilitation and administration for programs. This job is identified as safety-sensitive and is subject to a pre-employment background check and random drug screenings.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Nix Center Operations. Coordinates and aid in the day-to-day operations of the Nix Center to include assistance with the facilitation, execution, and implementation of programs, and facility events and activities.

1. Acts as a reference and source of information.
2. Assists with the overall daily operations and functions of the Nix Center.
3. Assists existing members; responds to requests and provides direction. Maintains collegial, productive, and professional relationships among employees and colleagues.
4. Attends and participates in meetings; assists in the development of reports on center activities.
5. Distributes assembled materials as appropriate.
6. Ensures confidentiality as determined and appropriate.
7. Represents the Center and City in a consistently professional and positive manner.
8. Assists members, guests, and patrons; aids in maintaining safety of all individuals.

ESSENTIAL FUNCTION: Facility Rentals. Performs administrative and customer service in order to provide exceptional services to the senior citizens and aging population and to assist in the effective and efficient operations of the Center.

1. Greets visitors; responds to requests and inquiries.
2. Answers phones and appropriately route if necessary.
3. Receives member payments.
4. Counts and processes member and rentals fees and payments.
5. Makes facility reservations via telephone and in person.
6. Provides tours of the facility for interested prospective members
7. Provides an explanation of the rules, regulations, and policies and procedures governing rentals.
8. Assists with contractual agreement for rental of the facility.
9. Processes contractual agreements to include providing paperwork, explaining the specifics and details, and assisting with the completion of the agreement.
10. Communicates the specifics of events to renters and vendors to serve as confirmation of details.
11. Establishes contact with vendors to check licensing and permits for up-to-date status and adherence to legal deadlines.

12. Visually inspects facility prior to and after events and programs to ensure cleanliness and free of debris.
13. Decorates the facility for special events and programs.
14. Assist with set up/dissemble for events and activities.
15. Assists and monitors after hour events.

ESSENTIAL FUNCTION: Programs. Assists with development, set up, and execution of programs, activities, special events in order to effectively provide services to senior citizens and the aging population.

1. Recommends new programs and activities for seniors.
2. Assists with the development, specifics, and details of new programs.
3. Set up for various programs to include arranging tables and chairs, arranging necessary materials and equipment, and providing refreshments.
4. Cleans and disinfects tables, chairs, and other surfaces.
5. Disassemble arrangements and inspects rooms after programs to aid in cleanliness and remove and debris.
6. Assists with planning the logistics and specifics of programs to successfully execute.
7. Assists with the implementation and execution of programs.
8. Posts flyers and other marketing materials to display pertinent information of programs.
9. Drives to run errands.

NON-ESSENTIAL FUNCTION:

1. Assists seniors to aid in balance and to help prevent falls.
2. Performs light cleaning of facility.
3. Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City geography and road systems.
3. Knowledge of safety rules including accident causation and prevention.
4. Knowledge of customer service skills.
5. Knowledge of senior citizens and the aging population to include challenges.
6. Knowledge of mathematics and computational skills.
7. Knowledge of the principles and practices of cardio-pulmonary resuscitation (CPR) and First Aid.
8. Communication skills to effectively communicate internally and externally, both orally and in writing.

9. Verbal skills to effectively communicate with co-workers, supervisors, the general public and over the telephone.
10. Writing skills to develop professional letters, reports, and other materials using correct English, grammar, punctuation, and spelling.
11. Listening skills to take accurate statements.
12. Reading skills to understand and interpret state and City law enforcement directives, procedures, and instructions.
13. Math skills to perform basic mathematical calculations.
14. Math skills to perform basic calculations (add, subtract, multiply, divide).
15. Ability to administer First Aid and CPR.
16. Ability to operate standard office equipment.
17. Ability to use computers and office productivity software.
18. Ability to maintain professional attitude.
19. Ability to handle and account for monies.
20. Ability to deal with all contacts in a courteous and patient manner.
21. Ability to handle irate individuals.
22. Ability to handle dynamic situations in a calm and courteous manner.
23. Ability to maintain strict confidentiality dealing with personnel records.
24. Ability to prioritize work projects and multi-task.
25. Ability to organize files and work projects.
26. Ability to work with little or no supervision.
27. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED; an associates' degree in business, administration, or related field from an accredited college is preferred.
2. Minimum of two (2) years of previous work experience of working with the public.
3. 2Previous experience of working with seniors is preferred.
4. Possess a current and valid driver's license; must be insurable.
5. Ability to work nonstandard or extended work hours.
6. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Senior Services Coordinator

Department: Community Affairs

FLSA: Non-Exempt

Grade: 8
Safety Sensitive Job: Yes
Security Sensitive Job: No

Job Description Prepared: June 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Senior Services Manager

Subordinate Staff: Senior Services Assistant

Internal Contacts: All Nix Center Staff

External Contacts: General Public; Members; Sponsors; Renters; Vendors

Job Summary

Under the general supervision of the Senior Services Manager, the Senior Services Coordinator performs duties to assist with overall operation of the Nix Center. Latitude in independent judgment is afforded this employee to provide efficient and high qualities services to all patrons. The employee coordinates and facilitates an array of customer service duties to include meeting and greeting visitors, processing rentals, processing and assisting members, and providing aid in the logistics of program administration and implementation. The employee assists with facilitation and administration for programs. This job is identified as safety-sensitive and is subject to a pre-employment background check and random drug screenings.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Nix Center Operations. Coordinates and aid in the day-to-day operations of the Nix Center to include assistance with the facilitation, execution, and implementation of programs, and facility events and activities.

1. Acts as a reference and source of information.
2. Assists with and coordinates the overall daily operations and functions of the Nix Center to include administrative and financial duties.
3. Processes new members to including facilitating completion of paperwork and the collection of all fees.
4. Assists existing members; responds to requests and provides direction.
5. Counts monies received; verifies and reconciles.
6. Maintains collegial, productive, and professional relationships among employees and colleagues.
7. Attends and participates in meetings; assists in the development of reports on center activities.
8. Maintains files, documents, and records as it relates to Center functions and operations.
9. Assists with assembling documents and reports. Distributes assembled materials as appropriate.
10. Ensures confidentiality as determined and appropriate.
11. Represents the Center and City in a consistently professional and positive manner.
12. Assists members, guests, and patrons; aids in maintaining safety of all individuals.

ESSENTIAL FUNCTION: Performs administrative and customer service in order to provide exceptional services to the senior citizens and aging population and to assist in the effective and efficient operations of the Center.

1. Greets visitors; responds to requests and inquiries.
2. Answers phones and appropriately routes if necessary.
3. Receives member and rentals fees and payments.
4. Counts and processes member and rentals fees and payments.
5. Makes facility reservations via telephone and in person.
6. Provides tours of the facility for prospective members.
7. Provides an explanation of the rules, regulations, and policies and procedures governing rentals and membership.
8. Assists with contractual agreement for rental of the facility, if needed.
9. Creates and schedules lively and informational programming for seniors.

10. Schedules group and individual meetings and activities.
11. Processes contractual agreements to include providing paperwork, explaining the specifics and details, and assisting with the completion of the agreement, if needed.
12. Visually inspects facility prior to and after events and programs to ensure cleanliness and free of debris.
13. Decorates the facility for special events and programs.
14. Assist with set up/disassemble for events and activities.
15. Assists and monitors after hour events.

ESSENTIAL FUNCTION: Programs. Assists with development, set up, and execution of programs, activities, special events in order to effectively provide services to senior citizens and the aging population.

1. Recommends new programs and activities for seniors.
2. Assists with the development, specifics, and details of new programs.
3. Set up for various programs to include arranging tables and chairs, arranging necessary materials and equipment, and providing refreshments.
4. Cleans and disinfects tables, chairs, and other surfaces.
5. Disassemble arrangements and inspects rooms after programs to aid in cleanliness and remove debris.
6. Assists with planning the logistics and specifics of programs to successfully execute.
7. Assists with the implementation and execution of programs.
8. Posts flyers and other marketing materials to display pertinent information of programs.
9. Drives to run errands.

NON-ESSENTIAL FUNCTION:

1. Assists seniors to aid in balance and to help prevent falls.
2. Performs light cleaning of facility.
3. Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City geography and road systems.
3. Knowledge of safety rules including accident causation and prevention.
4. Knowledge of customer service skills.
5. Knowledge of senior citizens and the aging population to include challenges.
6. Knowledge of mathematics and computational skills.

7. Knowledge of the principles and practices of cardio-pulmonary resuscitation (CPR) and First Aid.
8. Communication skills to effectively communicate internally and externally, both orally and in writing.
9. Verbal skills to effectively communicate with co-workers, supervisors, the general public and over the telephone.
10. Writing skills to develop professional letters, reports, and other materials using correct English, grammar, punctuation, and spelling.
11. Listening skills to take accurate statements.
12. Reading skills to understand and interpret state and City law enforcement directives, procedures, and instructions.
13. Math skills to perform basic mathematical calculations.
14. Math skills to perform basic calculations (add, subtract, multiply, divide).
15. Ability to administer First Aid and CPR.
16. Ability to operate standard office equipment.
17. Ability to use computers and office productivity software.
18. Ability to maintain professional attitude.
19. Ability to handle and account for monies.
20. Ability to deal with all contacts in a courteous and patient manner.
21. Ability to handle irate individuals.
22. Ability to handle dynamic situations in a calm and courteous manner.
23. Ability to maintain strict confidentiality dealing with personnel records.
24. Ability to prioritize work projects and multi-task.
25. Ability to organize files and work projects.
26. Ability to work with little or no supervision.
27. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED; an associates' degree in business, administration, or related field from an accredited college is preferred.
2. Minimum of two (2) years of previous work experience of working with the public.
3. Previous experience of working with seniors is preferred.
4. Possess a current and valid driver's license; must be insurable.
5. Ability to work nonstandard or extended work hours.
6. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching,

reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Staking Technician

Department: Electric Department

FLSA: Non-Exempt

Grade: 6
Safety Sensitive Job: Yes
Security Sensitive Job: No

Job Description Prepared: June 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Electric Superintendent

Subordinate Staff: None

Internal Contacts: Electric Department; Gas Department; Water and Wastewater Department

External Contacts: Alabama Department of Transportation (ALDOT)-Baldwin County Office; Baldwin County Permit Office; Private Engineering Firms; Contractors; General Public

Job Summary

Under the supervision of the Electric Superintendent, this employee prepares schematic designs and construction documents such as permits survey documents utilizing computer aided design (CAD) software. The employee prints out requested documents using a plotter. This employee performs surveying work involving as-built plans for state required permits. Survey work involves utilization of standard surveying equipment such as a tripod and transit and measuring stick and wheel. This employee works with utility Line Locators when performing survey work to ensure exact utility locations within right-of-way (ROW). The employee submits completed site or plot drawings to the county ALDOT office for their review and approval. This employee locates utility lines using

handheld electronic locating equipment. This job is considered safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Prepares Schematic Designs and Drawings. Prepares various schematic designs and drawings utilizing CAD software.

1. Prepares schematic designs and drawings for Electric Department projects utilizing CAD software and manual drawing processes, designs and drawings support preparation of utility permits and other Department tasks.
2. Assists Department staff in design and drawing preparation.
3. Uses plotter to prepare and print requested designs and drawings.
4. Prepares work orders and cost estimates for construction of electric system.
5. Calculates fault currents and makes fuse coordination studies
6. Designs and specifies street and park lighting systems.
7. Advises and assists customers and developers on commercial, industrial, and residential services and main extensions.

ESSENTIAL FUNCTION: Performs Surveying Work. Performs survey work at work sites throughout the Department's service area.

1. Uses standard survey equipment such as tripods, transits and measuring sticks and wheels to perform surveying tasks at project sites.
2. Uses survey work to verify as-built plans for state permit compliance.
3. Coordinates with Department Line Locators to verify and confirm utility line locations when performing survey work.
4. Prepares, files and records easements.
5. Performs field tests such as high voltage cable testing and fault locating, EMF detection.

ESSENTIAL FUNCTION: Line Location. Uses handheld electronic utility line location equipment to locate utility lines at work sites.

1. Uses handheld electronic utility location devices to locate and mark underground electric, water, gas, and sewer utilities at work sites.
2. Performs field work such as determining road right-of-way & easement locations, staking with tools including a compass, line level and transit.
3. Provides collected line location data to Department's global positioning system (GPS) office for data entry.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City geography, road, and street systems.
3. Knowledge of CAD design and drawing software and applications related to electric utility project construction, repair, and maintenance.
4. Knowledge of surveying techniques and procedures.
5. Knowledge of work site safety regulations and requirements.
6. Verbal skills to effectively communicate with co-workers, supervisors, and the general public.
7. Writing skills to prepare reports and other materials using correct English, grammar, punctuation, and spelling.
8. Reading skills to understand and interpret City policies and guidelines.
9. Math skills to perform basic calculations (add, subtract, multiply, divide).
10. Ability to operate standard office equipment.
11. Ability to operate plotters.
12. Ability to manually draw plans, schematics, and other documents.
13. Ability to utilize handheld electronic utility locating equipment.
14. Ability to use computers and office productivity software.
15. Ability to maintain professional attitude.
16. Ability to use a telephone.
17. Ability to deal with all contacts in a courteous and patient manner.
18. Ability to prioritize work projects and multi-task.
19. Ability to organize files and work projects.
20. Ability to work with little or no supervision.
21. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED; prefer technical or community college degree in computer-aided design or drafting.
2. Minimum of one (1) to three (3) years of experience in computer-aided drafting or related work experience and two (2) to four (4) years previous experience working in utilities, or any equivalent combination of education, training, and experience.
3. Possess a current and valid driver's license; must be insurable.
4. Ability to travel to attend professional development programs or training courses.

5. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Utilities Public Relations Coordinator

Department: Community Development

FLSA: Exempt

Grade: 11

Safety Sensitive: Yes

Security Sensitive: No

Job Description Prepared: August 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director of Community Affairs

Subordinate Staff: None

Internal Contacts: All Departments; All Employees

External Contacts: General Public; Elected Officials; Legislators, Local Businesses; Local, State, and Federal agencies

Job Summary

This position is responsible for performing public outreach events, presentations, and communication plans used to disperse pertinent public information for Fairhope Public Utilities. The Utilities Public Relations Coordinator is responsible for the development of a communications program for water, wastewater, gas, and electric utilities. Work includes designing a variety of media materials to promote and communicate utility services, activities, programs, and projects to the general public, targeted customers, and various regional and state organizations and agencies. This position is responsible for developing, coordinating and providing effective communications and media expertise as well as promoting the programs and services of Fairhope Public Utilities in coordination with countywide and regional partners. Considerable independent judgment and initiative are exercised in the performance of duties that require extensive public contact, presentation development and writing skills. This job is considered

safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTIONS: Community Relations and Public Affairs. Performs outreach duties to build relationships and establish rapport, strategic plans for utility opportunities.

1. Establish short term and long-term goals and objectives.
2. Develop policies and procedures, and branding and communication standards for Fairhope Public Utilities.
3. Manages community affairs operation to achieve goals within available resources; plans and organizes workloads and assignments.
4. Develop short term and long-term plans for a project; gather, interpret, and prepare data for reports and recommendations; coordinates department activities with other departments and agencies as needed.
5. Develops and delivers private and public presentations regarding current and future projects.
6. Meets with businesses and community officials to determine overall development needs and goals; and to develop and support activities, programs, and plans.
7. Acts as an official point of contact and reference.
8. Performs research in order to assess and determine potential contacts for collaboration and engagement.
9. Contacts and engages with other entities and organizations.
10. Seeks opportunities for collaboration with partners.
11. Collaborates and engages with other entities to establish rapport and build relationships.
12. Acts as a liaison to private and public secondary sources of information, supplements secondary sources with local original research.
13. Serves as liaison to various boards and commissions.
14. Conducts presentations to various groups.
15. Responds to citizenry request and inquiries.
16. Resolves citizenry complaints.

ESSENTIAL FUNCTIONS: Marketing, Community and Public Relations. Coordinates customer communication and strategies in order disseminate information to Fairhope Public Utilities customers in an effective and timely manner.

1. Writes and edits news releases, feature stories, articles, newsletters and speeches and arranges for the dissemination of finished materials.
2. Develops and maintains the Fairhope Public Utilities strategic communications plan, and crisis communications plan.
3. Coordinates customer communications including design and development of billing inserts, social media communications, water conservation information, and water quality notifications.
4. Coordinates city and countywide public communications programs including targeted outreach and infrastructure improvements communication.
5. Participates in multi-agency regional partnership communications programs.
6. Collaborates with internal and external agencies for marketing campaigns including professional video, printed materials, and social media.
7. Manages day to day communications in emergency situations which may include water main breaks, sanitary sewer overflows, power outages, hurricane/disaster recovery events, and water quality related press releases.
8. Assists consultants and vendors engaged in communications related activities on behalf of the Fairhope Public Utilities.
9. Develops and updates website content as needed.
10. Collects and analyzes survey and statistical data related to public outreach programs.
11. Writes educational and informational copy on special topics; sets up feature stories and pictorial layouts.
12. Conducts field and office research in obtaining materials to be used in feature articles.
13. Meets with departmental staff, civic organizations and the general public for the purpose of discussing and securing information to be used in writing articles.
14. Orders and designs promotional pieces for the Fairhope Public Utilities such as banners, pens, and pencils.
15. Attends trade shows and gathers promotional materials.

NON-ESSENTIAL FUNCTIONS:

Performs all other duties as required or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

(*Can be acquired on the job)

- *Knowledge of City rules, regulations, policies, and procedures.
- *Knowledge of City geography, road, and bridge systems.
- Knowledge of the community and regional layout in order to collaborate with local businesses.
- Knowledge of utilities crisis communication plans and protocols.
- Knowledge of the functions, needs, policies, laws, ordinances, and regulations governing the operation of cities.
- General knowledge of water, wastewater, gas and electrical systems and operations.
- Working knowledge of marketing and finance.

- Knowledge of appropriate computer application and software
- Knowledge of the operations of local, state, federal governments
- Knowledge of research resources and techniques
- Verbal communication skills to communicate with the general public.
- Ability to communicate effectively in verbal, written, graphic and visual form;
- Ability to deliver presentations, negotiate, counsel, issue instruction, answer questions, interact with, and respond to a variety of people.
- Ability to relate productively to external groups including business/community groups, state and local officials and the general public.
- Ability to understand and respond to present and emergency policy issue concerns.
- Ability to develop and maintain effective working relationships with key figures in government, agencies, or the general public.
- Ability to meet the public in a courteous and tactful manner.
- Ability to obtain information and to give clear and concise explanations of city ordinances and regulations.
- Ability to maintain office records.
- Ability to maintain professional attitude.
- Ability to handle account for monies.
- Ability to use a multiline telephone.
- Ability to deal with all contacts in a courteous and patient manner.
- Ability to handle irate individuals.
- Ability to handle dynamic situations in a calm and courteous manner,
- Ability to maintain strict confidentiality dealing with personnel records.
- Ability to prioritize work projects and multi-task.
- Ability to organize files and work projects.
- Ability to drive.
- Ability to work weekends and nights.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited four-year college or university with a bachelor's degree in public administration, Business Administration, or a related field.
2. One (1) year of similar previous professional work experience in public relations or marketing.
3. Possession of a valid and current driver's license; must be insurable.
4. Ability to work irregular hours and attend overnight meetings as duties demand.
5. Ability to pass a pre-employment background check.

PHYSICAL DEMANDS

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as

papers, books, small parts, driving an automobile, etc. No special physical demands are required to perform the work.

WORKING CONDITIONS AND ENVIRONMENT

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences, commercial vehicles, eg., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.