

*Joe*

AGENDA FOR A PERSONNEL COMMITTEE MEETING  
FOR TUESDAY, DECEMBER 9, 2014, 7:00 PM  
SMALL CONFERENCE ROOM, SECOND FLOOR  
MUNICIPAL BUILDING

(Councilmen Reed, Wilcox, Reynolds, and Rockhold)

- I. CALL TO ORDER – Councilwoman Lynch, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held December 2, 2014
- IV. NEW BUSINESS
  1. Request for reclassification for the Floodwall Maintenance Mechanic Position, from H-4 to H-7. (no request for funding, as they can cover it in the current budget)
- V. ADJOURNMENT

The Personnel Committee of City Council met Tuesday, December 2, 2014 at 5:00 PM in the small conference room on the second floor of the Municipal Building.

The meeting was called to order by Ms. Lynch, Chairman, who presided over the meeting.

Members present included Councilmen Reed, Wilcox, Rockhold and Lynch. Mr. Reynolds was absent. Others attending included Mayor Newell, Pam Salvage, Rickie Yeager, Ashley Flowers, Rick Lemley, Roger Brown, JR Carpenter, Chief Taylor and Chief Martin.

MINUTES – The minutes from August 6, 2014 were approved as submitted by unanimous vote.

The committee, by unanimous vote, agreed to recommend an ordinance to Council to change the pay rate for minimum wage to \$8.00 per hour beginning January 1, 2015; and agreed to recommend adding an administrative assistant to the Finance Department as an H-4 position at \$11.69 per hour.

The meeting adjourned at 5:15 PM.

Respectfully submitted,



Connie Shaffer, City Clerk

AN ORDINANCE AMENDING AND RE-ENACTING  
THE CITY OF PARKERSBURG  
PERSONNEL POLICY AND PROCEDURE MANUAL

JS  
BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective upon passage of this ordinance that the Compensation Plan contained in Section VII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted to reflect the following re-classification:

Floodwall Maintenance Mechanic	<u>Grade</u> H-7
(previously a grade H-4)	

Sponsored by Councilpersons: Lynch, Reed, and Rockhold.



POSITION TITLE: Floodwall Maintenance Mechanic  
DEPARTMENT: Public Works  
DIVISION: Floodwall

GRADE:

**GENERAL STATEMENT OF DUTIES:** Performs a variety of skilled and semi-skilled work related to the maintenance and repair of the City's floodwall operations. Duties include, but are not limited to the following:

- 1) Maintain and repair all equipment relating to the floodwall operations including, but not limited to:
  - Valves
  - Electric motors
  - Toe drains
  - Gates
  - Mowing equipment
  - Buildings
  - Piping & flows
  - Buildings
  - Ladders
- 2) Inspect flood wall & all equipment to identify areas for repair/replacement.
- 3) Oversee / Assist with installation of floodgates.
- 4) Perform mowing, weed-eating and other maintenance operations in the area surrounding the floodwall.
- 5) Perform pre-operation inspection of all equipment.
- 6) Assist with general construction, maintenance and repair of buildings and grounds facilities and properties as needed.
- 7) Assist with grounds maintenance throughout the City as needed.
- 8) Assist with City snow removal.
- 9) Position will be in an "on-call" status whenever high water is expected.
- 10) Perform other work as required.

Reports to the Assistant Public Works Director.

**REQUIREMENTS:** High school diploma or equivalent, supplemented by formal and/or continuing education in relevant areas. Considerable experience in servicing & repairing mechanical equipment and electrical motors, with a general working knowledge of electrical, plumbing, carpentry, roofing, and masonry/concrete. Or an equivalent combination of experience and training. Must be able to interact professional with the public.

Must possess a Commercial Driver's License.

**ESSENTIAL JOB FUNCTIONS:** Ability to write, speak, hear and read; walking; lifting, reaching, & carrying; stooping, bending, & squatting; climbing & balancing; handling; heights and pits; physical coordination; driving vehicles; operating machinery; extreme heat, cold, wet or humid; noise or vibration; safety hazards; fumes, dust, or odors; equipment with moving parts.

**PHYSICAL DEMAND LEVEL:** Medium.

**FLSA CLASSIFICATION:** Non-exempt.