



MEETING AGENDA

District 1
Matthew Wilson

District 2
Raevan Howard
Alternate

District 3
Norman Crow

District 4
Lee Busby

District 5
Kip Tyner
Member

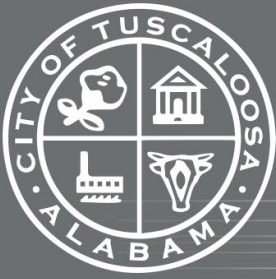
District 6
John Faile
Chairperson

District 7
Cassius Lanier
Vice Chairperson

Council Administration and Policy Committee Meeting Agenda

Tuesday, August 16, 2022 Daugherty Conference Room 4:00 p.m.

TOPIC	PRESENTER	SUPPORTING MATERIAL
Approval of Minutes		
NEW BUSINESS		
1. Ordinance authorizing the operation of medical cannabis dispensing sites	Scott Holmes	3-4
2. Approval of IT Service Desk Manager job classification	LaShonda Kemp Jason Foster	5-8
3. Upgrade Security Analyst job classification	LaShonda Kemp Jason Foster	9-11
4. Approval of Director, Codes and Development Services job classification	LaShonda Kemp Ashley Crites	12-15
5. Approval of Manager of Codes and Development Services job classification	LaShonda Kemp Ashley Crites	16-19
6. Approval of Senior Code Enforcement Officer job classification	LaShonda Kemp Ashley Crites	20-23
7. Upgrade of Code Enforcement Officer job classification	LaShonda Kemp Ashley Crites	24-27
8. Ordinance amending Section 2-100 of the Code of Tuscaloosa	LaShonda Kemp	28-29
9. Approval of Executive Director, Water & Sewer job classification	LaShonda Kemp Brendan Moore	30-33



MEETING AGENDA



10. Approval of Executive Director, Construction, Facilities and Grounds job classification	<i>LaShonda Kemp Brendan Moore</i>	34-37
11. Approval of Executive Director, Public Works job classification	<i>LaShonda Kemp Brendan Moore</i>	38-41
ADJOURN		

APPROVED AS TO FORM

Office of the City Attorney

Prepared By: SBH/cr

Requested: Admin Committee Date: 8/16/22

Council Presentation on: 8/23/22

Suspension of Rules: No

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE OPERATION OF
MEDICAL CANNABIS DISPENSING SITES
(A22-0798)

WHEREAS, in 2021 legislative session the Alabama legislator passed Act No. 21-450 legalizing and creating a regulatory framework for medical cannabis and,

WHEREAS, the Alabama legislator made a number of findings of fact including:

“Medical research indicates that the administration of medical cannabis can successfully treat various medical conditions and alleviate the symptoms of various medical conditions.”

“There are residents in Alabama suffering from a number of medical conditions whose symptoms could be alleviated by the administration of medical cannabis products if used in a controlled setting under supervision of a physician licensed in this state.”

“Establishing a program providing for the administration of cannabis derivatives for medical use in this state will not only benefit patients by providing relief to pain and other debilitating symptoms, but also provide opportunities for patients with these debilitating conditions to function and have a better quality of life and provide employment and business opportunities for farmers and other residents of this state and revenue to state and local governments,”; and

WHEREAS, this act requires the governing body of any municipality by ordinance to authorize the operation of the dispensing sites within the corporate limits of the municipality; and

WHEREAS, a dispensary would be required to purchase a business license and pay sales tax to the City of Tuscaloosa, thus increasing revenue; and

WHEREAS, the City of Tuscaloosa wishes to authorize the operation of medical cannabis dispensing sites within the corporate limits of the City of Tuscaloosa to assure its citizens can benefit from the medical and economic benefits of medical cannabis.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF TUSCALOOSA that, in accordance with Alabama Code § 20-2A-51 a holder of a license granted by the State of

Alabama pursuant to Act 21-450 is hereby authorized to operate a medical cannabis dispensing site within the corporate limits of the City of Tuscaloosa subject to the provisions of Act 21-450 and any relevant provisions of the code of the City of Tuscaloosa.

NOW, THEREFORE, BE IT FURTHER ORDANINED, any business license or sales tax revenue generated by medical cannabis dispensaries authorized by this ordinance shall be deposited to the public safety fund. The funds collected shall not be comingled with other funds of the city.

FUNDING REQUIRED: Yes No

By: _____
Chief Financial Officer

COUNCIL ACTION

Resolution _____
Ordinance _____
Introduced _____
Passed _____
2nd Reading _____
Unanimous _____
Failed _____
Tabled _____
Amended _____
Comments: _____

**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 4993
Grade: 34
FLSA: Exempt**

IT SERVICE DESK MANAGER

SUMMARY

The purpose of this classification is to provide supervisory and technical management of the information technology service desk. This position also acts as the manager for the end user computing group within the department of information technology, which includes telecommunications, printer, desktop, laptop, and mobile device support.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Supervises, directs and evaluates assigned staff; processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Oversees and supervises departmental projects and workload; assigns work; develops employee work schedules to provide adequate coverage; monitors status of work activities; coordinates availability of equipment, tools, and materials needed for work; coordinates with divisions involved in joint projects.

Assists in planning departmental budget; reviews price quotes for needed equipment/supplies; orders necessary materials.

Manages configuration and setup of asset management system; updates inventory locations, asset assignments and performs asset inventory and reconciliation

Keeps track of maintenance, availability and cleanliness of information technology department fleet vehicles.

Takes ownership and oversight of technical support functions delivered by the information technology department to ensure such services are delivered in an effective and timely fashion.

Manages configuration and functionality of the service desk ticketing application and ensure this platform is supportive of technology users.

Establishes service level agreements (SLA) and key performance indicators (KPI) that will define the terms of and measurement of technical service delivery.

Takes ownership of service desk tickets and ensures this work is triaged in a logical fashion and delivered to ensure timely and effective resolutions.

Performs daily monitoring of the service desk ticketing application to ensure SLA's are being met; mitigate SLA's that are out of compliance and work to resolve issues generating out-of-compliance status.

- Performs reporting at specified intervals to monitor service desk ticketing application KPI's and statistics.
- Leads weekly or as-needed meetings with technical support staff to ensure service desk targets are being identified and met.
- Makes recommendations regarding repair, replacement, or upgrade of hardware and software.
- Tests/evaluates new software and hardware platforms.
- Responsible for user onboarding and off boarding procedures including account management and asset assignments.
- Responds to questions, problems, and requests for information/assistance from employees, officials or other persons.
- Communicates with supervisor, co-workers, other departments, vendors, and other individuals as needed to discuss work in progress, exchange information, resolve problems, coordinate equipment needs, and provide operational support.
- Acquires a general understanding of the functions, procedures, and workflow of city departments as they relate to computer operations/support; provides computer support to departments.
- Maintains a working knowledge of a variety of operating systems and software programs to operate hardware in an efficient and effective manner.
- Maintains an awareness of new products, trends, and advances in the profession; reads professional literature; attends workshops and training sessions.
- Operates a motor vehicle to conduct work activities.
- Recommends policies and procedures that guide and support the provision of quality services by the department.
- Incorporates continuous quality improvement principles in day-to-day activities.
- Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.
- Must meet regular attendance requirements.
- Must be able to maintain good interpersonal relationships with staff, co-workers, and managers.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Information Systems, Business Administration, Computer Science, MIS, GIS, or a closely related field; five years of experience performing computer system administration, computer programming, database design/maintenance, technology training, IT management; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job. A Master's degree or Ph.D. may substitute for experience year for year. Preferred experience and background as a team lead or manager is desirable. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be physically able to operate a motor vehicle and a variety of computer equipment, office machines, tools, and network equipment. Must be able to use body members to work, move or carry objects or materials. Tasks may require the ability to exert moderate physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight. Must be able to climb & work from ladder. Must be able to work from bucket truck or automated lift as necessary.

DATA CONCEPTION: Requires the 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.

INTERPERSONAL COMMUNICATION: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

LANGUAGE ABILITY: Requires the ability to read a variety of informational and technical documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to exercise judgment, 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.

VERBAL APTITUDE: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

NUMERICAL APTITUDE: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items visually for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using equipment and operating motor vehicles.

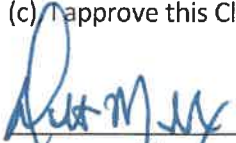
MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c) I approve this Classification Specification.



Walter Maddox, Mayor

8-11-22

Date

SECURITY ANALYST

SUMMARY

This classification supports the Chief Information Security Officer by performing the installation, configuration and management of cyber security infrastructure, including hardware, software and policies which protect the integrity of the City of Tuscaloosa's digital resources.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Develops policies and procedures to address and mitigate cyber security threats against technology infrastructure and data.

Works with relevant stakeholders across the enterprise to identify and mitigate cyber security threats that affect their departments, divisions and services.

Prepares and presents analysis, documentation, presentations and policies, which address cyber security threats and concerns.

Identifies, documents, tracks and mitigates vulnerabilities and risks to technology infrastructure; provides notifications of cyber security breaches or issues; recommends and implements solutions, which protect against such threats or mitigate the effects of such threats.

Develops and implements system configurations for all endpoint equipment to ensure adherence to standards and to mitigate cyber security threats; this may include, but not be limited to, computer endpoints, peripheral equipment and core infrastructure such as servers or network equipment.

Acts as a change agent and leader for the purposes of developing a security-conscious culture and work environment for the City of Tuscaloosa.

Works with technology department leadership to strategically assess and plan for cyber security initiatives, including evaluation, assessment, development of implementation plans and budgets.

Monitor and respond to security alerts or threats which may impact technology infrastructure or services; report to senior level staff and stakeholders as required.

Develop and perform scheduled reviews of technology infrastructure and associated assets that may include, but not be limited to, user accounts, data shares, applications, or equipment.

Review log information related to security or other monitoring systems that impact cyber security efforts. Identify and implement best practices, policies and change management documentation that impacts and improves cyber security.

Develop and implement strategies that ensure technology users have awareness of cyber security issues and concerns and can properly respond to such threats; provide such awareness and training on a repetitive basis.

Assist senior staff with the implementation of cyber security platforms and use such platforms to monitor and manage cyber security threats.

Substitutes for coworkers when necessary.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Recommends policies and procedures that guide and support the provision of quality services by the department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; vocational/technical school diploma in Data Processing, Computer Science, Business Management, or related field; two years of experience in computer system administration, information security, computer programming, database design/maintenance, technology training, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must obtain and maintain CompTIA Security+ certification within 24 months of employment. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

DATA UTILIZATION: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

HUMAN INTERACTION: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

EQUIPMENT, MACHINERY, TOOLS, AND MATERIALS UTILIZATION: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

VERBAL APTITUDE: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

MATHEMATICAL APTITUDE: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

FUNCTIONAL REASONING: Requires the 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.

SITUATIONAL REASONING: Requires the ability to exercise judgment, 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.

PHYSICAL ABILITY: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

SENSORY REQUIREMENTS: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

ENVIRONMENTAL FACTORS: Essential functions are regularly performed without exposure to adverse environmental conditions.

**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 7005
Grade: 38
FLSA: Exempt**

DIRECTOR, CODES AND DEVELOPMENT SERVICES

SUMMARY

The purpose of this classification is to perform managerial and administrative work functions associated with directing the activities of Code Enforcement and Development Services. Work includes the inspection and enforcement of all applicable codes and the coordinated development of land use regulations and ordinances. Work is performed with wide latitude for independent judgment and action is reviewed by the Executive Director of Urban Development.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Directs all activities of Codes and Development Services; allocates workload; monitors status of work activities.

Develops division policies and procedures to ensure compliance with city and federal guidelines; counsels citizens and developers on provisions and requirements of city/federal ordinances and regulations. Develops proposed ordinances and ordinance amendments as needed.

Manages and coordinates code compliance programs and activities among various City departments, divisions, neighborhood associations, public agencies, and/or private sector representatives or judicial/law enforcement agencies.

Coordinates with Building and Inspections and Planning to ensure adequate and proper issuance of permits; works with the Chief Building Official in the release of certificate of occupancy and other permits and issuing stop work orders.

Plans, organizes and directs the activities of the Codes and Development Services Division; supervises and participates in the preparation of comprehensive reports based upon careful research and study; performs spatial analysis and utilizes data for proactive efforts.

Collaborates with Director, Planning when an interpretation of the Zoning Ordinance is necessary or when a revision is necessary to the Zoning Ordinance.

Plans, organizes and directs the activities of professional, technical and clerical personnel engaged in the compilation, analysis and interpretation of data affecting code enforcement and development services.

Maintains liaison with governmental agencies and officials in the metropolitan area.

Prepares the annual budget for the Codes and Development Services Division; monitors expenditures and revises

budget as necessary.

Attends City Council, Planning and Zoning Commission, Zoning Board of Adjustment, and Historic Preservation Commission to explain or defend code enforcement or development services-related issues when required. Schedules and/or attends public hearings to inform public of code and development services-related issues and respond to public concerns.

Briefs and advises department management, Mayor, Council, and other entities regarding code compliance administration and development services review in person and through written reports.

Develops and negotiates contracts between the City, private developers, and other governmental entities with the assistance of the Office of the City Attorney.

Responds to questions and requests for information/assistance by telephone (audio or text), email, or in person from the general public, news media, employees, and officials.

Serves on committees and attends meetings.

Prepares and gives presentations to civic and business groups.

Processes and forwards documentation related to departmental payroll.

Prepares and/or completes staff reports, memos, ordinance and regulation revisions, charts, forms, specifications, requests, and correspondence to provide information or meet reporting requirements; forwards to appropriate agencies and maintains related files.

Receives forms, plans, proposals, records, maps, blueprints, correspondence, statistical data, and other documents; signs, reviews, processes, responds, forwards, and maintains.

Schedules and attends staff meetings.

Interviews candidates for employment and recommends to Human Resource Department.

Serves as witness in court cases involving Code Enforcement and Development Services.

Consults with supervisors, department heads, accounting and finance department, the Office of the City Attorney, the mayor, city council, and other agency officials to review departmental operations, discuss problems, coordinate activities, develop long-term plans, provide technical expertise, and receive advice/direction.

Maintains a comprehensive, current knowledge and awareness of applicable laws and regulations regarding code enforcement and development services practices; reviews professional journals/publications.

Recommends policies and procedures that guide and support the provision of quality services by the Department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, and managers.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Studies, Urban Planning, Architecture, Public Administration, Criminal Justice, Civil Engineering, or related field required; Master's degree in Urban Planning, Public Administration, Criminal Justice, or related field preferred; five years of managerial experience in community planning and zoning, code inspection and enforcement, program management, public administration or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license. Supervisory experience required. Professional certification through the American Association of Code Enforcement (AACE) or Certified Code Enforcement Officer (CCEO) membership preferred.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a camera, drafting instruments, and a variety of automated office equipment including a computer, printer, calculator, copiers, facsimile machines, telephone, etc. Physical demand requirements are at levels of those for sedentary work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include maps, blueprints, legal regulations/documents, directories, procedural manuals, and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange legal, personnel, civil engineering, and financial information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public, regulatory agencies, the mayor, and city council.

LANGUAGE ABILITY: Requires ability to read a variety of legal, financial, personnel, civil engineering and comprehensive planning documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as in public speaking situations before the city council and community groups.

INTELLIGENCE: Requires the ability to learn and understand complex legal, financial, civil engineering, comprehensive planning, and personnel information, and operational principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and

percentages; utilize basic algebraic and trigonometric formulas; and generate statistics.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job-related equipment and to operate a motor vehicle.

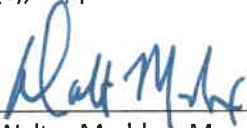
MANUAL DEXTERITY: Requires the ability to handle a variety of items, machinery, automated office equipment, control knobs, drafting instruments, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor



Date

**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 7006
Grade: 26
FLSA: Exempt**

MANAGER OF CODES AND DEVELOPMENT SERVICES

SUMMARY

The purpose of this classification is to perform supervisory-level oversight on case management work associated with code violations, development application review, and the administration of judicial, quasi-judicial, and administrative hearing programs. This position is responsible for providing oversight of code inspections, investigation, and enforcement activities, development application review, outreach programs, and personnel to ensure quality and efficiency of services. Supervises assigned staff and provides support services to code enforcement personnel, regulatory agencies, and the public regarding code enforcement and development regulations.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Assists in directing programs, projects, and activities of the division, developing and presenting educational information and training for staff development and community outreach purposes.

Assist in the development and maintenance of internal processes and procedures; prepares and recommends approval of revised and updated regulations; oversees the enforcement of applicable city codes.

Creates case management supervisory reports, evaluates case data and activity, identifies issues, develops action plans, and monitors for completion or resolution.

Contributes information to the Division manager for annual budget planning.

Performs contract development, preparation, and monitoring as assigned.

Provides assistance to the Office of the City Attorney in the preparation of cases for legislative, administrative, quasi-judicial, and judicial bodies, which may include providing witness or expert testimony.

Performs economic forecasting and evaluation of programs. Assists in the preparation of financial summaries and reports for management review, and prepares and presents technical reports, including performance metrics.

Evaluates research findings to determine appropriate compliance action and determines necessary corrective actions.

Coordinates and monitors the improvement or remedy of the violations with the property owners, violators, or other city departments, which includes re-inspections.

Evaluates program operations for effectiveness and efficiency.

Performs as an investigative and procedural resource for assigned staff, conducting quality reviews on case reports to ensure compliance with internal standards.

Serves as staff liaison on boards and commissions.

Provides technical advice and assistance to citizens, City leaders, contractors, etc.

Evaluates field investigation reports and approves cases submitted for legal enforcement and adjudication.

Complies with all applicable security and safety rules, regulations, and standards pertaining to vehicles and personal safety; ensures assigned staff are in compliance.

Utilizes tax maps and deeds as needed; coordinates with technical professional staff to update maps and databases when necessary.

Provides support services to code enforcement personnel, regulatory agencies, and the public regarding city regulations; receives and responds to inquiries, questions and concerns; writes correspondence regarding enforcement of city ordinances.

Reviews site plans, building permit applications, certificate of occupancy forms, mobile home park plans, and sign permit applications for compliance with regulations.

Conducts sites visits and takes pictures for cases; assists with staff reports and recommendations for agendas and cases; attends and assists in meetings where required.

Signs building permit applications, sign permit applications and certificate of occupancy forms for business licenses.

Monitors and reviews the work of clerical and technical staff regarding code enforcement, permitting, inspection, and investigation and related issues.

Refers to department operating procedures, administrative policies and procedures, regulations and standards, reference manuals and other sources in performing assigned job duties.

Recommends policies and procedures that guide and support the provision of quality services by the division or department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Urban Planning, Criminal Justice, Building Science, Construction Management, Environmental Studies, Public Administration, or related field preferred; seven (7) years of experience in code enforcement, code administration, building inspections, building construction, municipal planning, other regulatory or law enforcement capacity, or a closely related field required, including at least three (3) years of case management experience; or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a camera, drafting instruments, and a variety of automated office equipment including a computer, printer, calculator, copiers, facsimile machines, telephone, etc. Physical demand requirements are at levels of those for sedentary work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include maps, blueprints, legal regulations/documents, directories, procedural manuals, and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange legal, personnel, civil engineering, and financial information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public, regulatory agencies, the mayor, and city council.

LANGUAGE ABILITY: Requires ability to read a variety of legal, financial, personnel, civil engineering and comprehensive planning documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as in public speaking situations before the city council and community groups.

INTELLIGENCE: Requires the ability to learn and understand complex legal, financial, civil engineering, comprehensive planning, and personnel information, and operational principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages; utilize basic algebraic and trigonometric formulas; and generate statistics.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job-related equipment and to operate a motor vehicle.

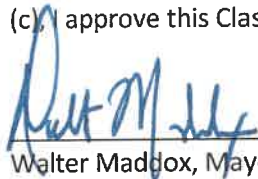
MANUAL DEXTERITY: Requires the ability to handle a variety of items, machinery, automated office equipment, control knobs, drafting instruments, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), approve this Classification Specification.



Walter Maddox, Mayor

8/11/22
Date

**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 7007
Grade: 18
FLSA: Non-Exempt**

SENIOR CODE ENFORCEMENT OFFICER

SUMMARY

The purpose of this classification is to perform specialized work functions associated with development services for the City of Tuscaloosa. Work includes a variety of technical and specialized assignments for the enforcement of applicable city codes, including permitting and the inspection, investigation, and enforcement of code violations on all property within the City’s jurisdiction. The position provides specialized information, consultation, issues citations/court summons and notices, and interprets codes, ordinances, regulations, policies, violations, and penalties to owners and occupants to facilitate resolution, corrective action, and improve compliance.

Current city employees who obtain three years of experience as a Code Enforcement Officer with the City of Tuscaloosa and/or possess and maintain certification through the American Association of Code Enforcement (AACE) or possess a Certified Code Enforcement Officer (CCEO) designation may be reclassified to Senior Code Enforcement Officer.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Advises Code Enforcement Officers through all phases of case management and field inspection.

Assists in directing programs, projects, and activities, developing and presenting educational information for staff development and community outreach purposes.

Provides information and assistance to the public, city departments, other agencies, and neighborhood groups regarding city code, ordinances, regulations, zoning regulations, application procedures, policies, and related items.

Assists public in completing permit applications; processes and reviews permit applications for compliance with applicable codes. Processes minor development applications and reviews of business licenses, building permits, sign permits, and Certificates of Occupancy for compliance with city regulations.

Utilizes databases and data to proactively assess and assist in development services and enforcement; adds to databases through documentation.

Determine if violations are present at reported properties and enforces residential, commercial, zoning complaints related to unsanitary conditions, structural maintenance, and land use and development received by the Mayor and/or City Council, departments, and other means, including civic platform.

Independently locates and investigates, in vehicle and on foot, public and private property for violations and encourages violators to comply with ordinances or regulations through verbal and written notices letters, and other means including legal action when required.

Coordinates with Building and Inspections, Tuscaloosa Police Department, Tuscaloosa Fire Rescue, Accounting and Finance, and other city departments and divisions on violation cases including the improvement or remedy of violations, ensuring appropriate methods are utilized in accordance to department policies and procedures. Coordinates the notification of property owners or violators as required by code, regulation, department policy, or State statute for any action taken.

Conducts investigations on reported violations, including inspections and interviews with tenants/occupants, neighbors, contractors, workers, or property owners to evaluate validity. Determines if violations are present at the reported property.

Responds to inquiries regarding registered complaints and results via email, phone, text message, or other appropriate means.

Prepares correspondence, reports, charts, presentations, and other materials as needed.

Maintains records of inspections and city ordinance violations; collects evidence to present in court if necessary. Assists with hearings and trials, which may include providing witness testimony. Documents all actions, complying with all department or division standards, taken from initial investigation through the attainment of compliance, abatement, or judicial/administrative referral, maintaining an activity log, preparing various records and reports for respective supervisors or other City officials.

Investigates abandoned vehicles; writes and issues citations; tows abandoned vehicles; attends and testifies in court as necessary.

Stays abreast of changes in pertinent ordinances; informs citizens of rules and regulation of related ordinances.

Responds to requests for information or assistance from employees, officials, and the public; responds to calls from the public concerning problems, complaints, or emergency situations.

Receives, reviews, and/or prepares documentation, records, reports; forwards to appropriate personnel or maintains files.

Performs preventive maintenance on vehicles and equipment used in performance of duties, specifically: maintaining fluid levels, checking tires, and cleaning vehicles.

Attends special meetings, which may include presenting/providing information related to development services and code enforcement; serves on various boards and committees and works with departments and associations

Organizes and supervises community involvement, public relations, and community service programs; assists with transportation to/from special events.

Recommends policies and procedures that guide and support the provision of quality services by the City.

Incorporates continuous quality improvement principles in day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; five (5) years of experience in code enforcement, code administration, building inspections, building construction, municipal planning, other regulatory or law enforcement capacity, or a closely related field required, including two (2) years of case management experience; Associates degree or higher from an accredited college or university with major coursework in Urban Planning, Criminal Justice, Building Science, Construction Management, or a related field preferred; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess and maintain a valid Alabama driver's license.

Current city employees who obtain three years of experience as a Code Enforcement Officer with the City of Tuscaloosa and/or possess and maintain certification through the American Association of Code Enforcement (AACE) or possess a Certified Code Enforcement Officer (CCEO) designation may be reclassified to Senior Code Enforcement Officer.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computer, printer, typewriter, calculator, copy machines, telephone, and motor vehicle. Physical demand requirements are at levels of those for light to moderate work depending on the type of duties performed at the time. Duties may involve administrative/office work or field work that could include bending, lifting, walking, carrying, etc.

DATA COMPREHENSION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include maps, forms, reports, blueprints, legal ordinances/documents, directories, procedural manuals and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange legal, public relations, and personnel-related information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public, regulatory agencies, the mayor, and city council.

LANGUAGE ABILITY: Requires ability to read a variety of public regulations, legal, and personnel-related documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as in public speaking situations before the city council, courts, community groups, and the general public.

INTELLIGENCE: Requires the ability to learn and understand legal, public relations, and planning information and operational principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, such as in a public speaking situation, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages, determine time and weight, and utilize basic geometric formulas.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape, using job related equipment, which includes drafting instruments, standard measuring devices, and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job-related equipment; required to operate motor vehicles.

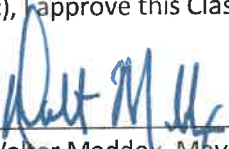
MANUAL DEXTERITY: Requires the ability to handle a variety of items, machinery, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: Requires the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. The worker needs to relate to people in situation involving more than giving or receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor



Date

**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 5022
Grade: 14 16
FLSA: Non-Exempt**

CODE ENFORCEMENT OFFICER

SUMMARY

~~The purpose of this classification is to perform work functions associated with inspecting assigned area and investigating complaints and violations of Section 13, Article IV, Littering, Refuse Accumulations, Junk, Section 16, Article IV, Solid Waste Collections; and other City Codes as applicable for the City of Tuscaloosa. To enlighten and educate the citizens of the City of Tuscaloosa as to the laws, codes, ordinances and policies pertaining to the environment and thus make the City of Tuscaloosa a safer and healthier place to live.~~

The purpose of this classification is to perform work functions associated with development services for the City of Tuscaloosa. Work includes a variety of technical assignments for the enforcement of applicable city codes, including permitting and the inspection, investigation, and enforcement of code violations on all property within the City's jurisdiction to help improve awareness and compliance for littering, refuse accumulations and junk, solid waste collection, short-term rentals, and zoning. The position provides information, consultation, issues citations/court summons and notices, and interprets codes, ordinances, regulations, policies, violations, and penalties to owners and occupants to facilitate resolution, corrective action, and improve compliance.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Provides information and assistance to the public, city departments, other agencies, and neighborhood groups regarding city code, ordinances, regulations, zoning regulations, application procedures, policies, and related items.

Processes minor development applications and reviews of business licenses, building permits, sign permits, and Certificates of Occupancy for compliance with city regulations.

Determine if violations are present at reported properties and enforces residential, commercial, and multifamily complex nuisance complaints and zoning complaints related to unsanitary conditions, structural maintenance, and land use and development. Investigates and processes citizen complaints received by the Mayor and/or City Council, and departments, and other means, including civic platform.

Independently locates and investigates public and private property for violations and encourages violators to comply with ordinances or regulations through verbal and written notices letters, and other means including legal action when required.

Coordinates with Building and Inspections, Tuscaloosa Police Department, Tuscaloosa Fire Rescue, Accounting and Finance, and other city departments and divisions on violation cases.

Utilizes databases and data to proactively assess and assist in development services and enforcement; adds to databases

through documentation.

Conducts investigations on reported violations, including inspections and interviews with tenants/occupants, neighbors, contractors, workers, or property owners to evaluate validity. ~~Inspects an assigned area, interviews residents, and investigates reports of neglect, excessive litter, water theft, and presence of unsightly or hazardous refuse. Determines if violations are present at the reported property.~~

Identifies and resolves difficulties; ensures the appropriate methods ~~re~~ are utilized in accordance to department policies and procedures. Coordinates the notification of property owners or violators as required by code, regulation, department policy, or State statute for any action taken.

Responds to inquiries regarding registered complaints and results.

Prepares correspondence, reports, charts, presentations, and other materials as needed.

Maintains records of inspections and city ordinance violations; collects evidence ~~or samples of waste for analysis to~~ present in court if necessary. Assists with hearings and trials, which may include providing witness testimony.

Investigates abandoned vehicles; writes and issues citations; tows abandoned vehicles; attends and testifies in court as necessary.

Stays abreast of changes in pertinent ordinances; informs citizens of rules and regulation of related ordinances.

Patrols assigned areas in vehicle and on foot; reports emergencies.

Responds to requests for information or assistance from employees, officials, and the public; responds to calls from the public concerning problems, complaints, or emergency situations.

Receives, reviews, and/or prepares documentation, records, reports; forwards to appropriate personnel or maintains files.

Performs preventive maintenance on vehicles and equipment used in performance of duties, specifically: maintaining fluid levels, checking tires, and cleaning vehicles.

Assists public in completing permit applications.

Attends special meetings, which may include presenting/providing information related to development services and code enforcement; serves on various boards and committees and works with departments and associations

Organizes and supervises community involvement, public relations, and community service programs; assists with transportation to/from special events.

Recommends policies and procedures that guide and support the provision of quality services by the City.

Incorporates continuous quality improvement principles in ~~day-to-day~~ day-to-day activities.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Documents all actions, complying with all department or division standards, taken from initial investigation through the

attainment of compliance, abatement, or judicial/administrative referral, maintaining ~~Maintains~~ an activity log, preparing ~~prepares~~ various records and reports for respective supervisors or other City officials.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; two (2) years of experience in customer service, code enforcement, code administration, building inspections, building construction, municipal planning, other regulatory or law enforcement capacity, or a closely related field required; Associates degree or higher from an accredited college or university with major coursework in Urban Planning, Criminal Justice, Building Science, Construction Management, or a related field preferred; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess and maintain a valid Alabama driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computer, printer, typewriter, calculator, copy and facsimile machines, telephone, and motor vehicle. Physical demand requirements are at levels of those for light work while performing administrative tasks to moderate work depending on the type of duties performed at the time. Duties may involve administrative/office work or field work that could include bending, lifting, walking, carrying, etc.

DATA COMPREHENSION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include maps, forms, reports, blueprints, legal ordinances/documents, directories, procedural manuals and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange legal, public relations, and personnel-related information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public, regulatory agencies, the mayor, and city council.

LANGUAGE ABILITY: Requires ability to read a variety of public regulations, legal, and personnel-related documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as in public speaking situations before the city council, courts, community groups, and the general public.

INTELLIGENCE: Requires the ability to learn and understand legal, public relations, and planning information and operational principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, such as in a public speaking situation, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages, determine time and weight, and utilize basic geometric formulas.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape, using job related equipment, which includes drafting instruments, standard measuring devices, visually with office equipment and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job-related automated office equipment; required to operate motor vehicles.

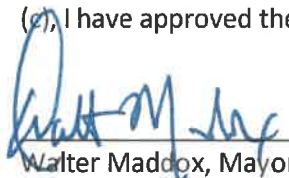
MANUAL DEXTERITY: Requires the ability to handle a variety of items, machinery, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: Requires the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. The worker needs to relate to people in situation involving more than giving or receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I have approved the underlined and/or struck through changes to this Classification Specification.


Walter Maddox, Mayor

8-11-22
Date

APPROVED AS TO FORM

Office of the City Attorney

Prepared By: JPW/rd

Requested: Admin Comte Date: 08/16/2022

Council Presentation on: 08/23/2022

Suspension of Rules: No

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 2-100
OF THE CODE OF TUSCALOOSA
(A22-0830)

BE IT ORDAINED BY THE CITY COUNCIL OF TUSCALOOSA that Section 2-100 of the Code of Tuscaloosa be, and the same is hereby amended to read as follows:

“Sec. 2-100. –Departments and department heads of the city.

The following shall be the departments and corresponding department heads of the city:

- (1) *Accounting and finance.* The duly appointed chief financial officer shall be the head of accounting and finance.
- (2) *Urban development.* The duly appointed executive director of urban development shall be the head of urban development.
- (3) *Police.* The duly appointed chief of police shall be the head of the police department.
- (5) *Fire and rescue service.* The duly appointed chief of the fire and rescue service shall be the head of the fire and rescue service.
- (4) *Office of the city attorney.* The duly appointed city attorney shall be the head of the office of the city attorney.
- (5) *Office of Community and Neighborhood Services.* The duly appointed executive director of the office of community and neighborhood services shall be the head of the office of community and neighborhood services.
- (6) *Human resources.* The duly appointed director of human resources shall be the head of human resources.
- (7) *Information technology.* The duly appointed chief information officer shall be the head of information technology.
- (8) *Municipal court.* The duly appointed municipal court administrator shall be the head of municipal court.
- (9) *Arts and entertainment.* The duly appointed director of arts and entertainment shall be the head of arts and entertainment.
- (10) *Operations.* The duly appointed chief operations officer shall be the head of operations.
- (11) *Strategic communications.* The duly appointed executive director of strategic communications shall be the heard of strategic communications.

- (12) Water and Sewer. The duly appointed executive director of water and sewer shall be the head of water and sewer.
- (13) Public Works. The duly appointed executive director of public works shall be the head of public works.
- (14) Construction, Facilities and Grounds. The duly appointed executive director of construction, facilities and grounds shall be the head of construction, facilities and grounds
- (15) Office of the City Engineer. The duly appointed city engineer shall be the head of the office of the city engineer.”

FUNDING REQUIRED: Yes No

By: _____
 Chief Financial Officer

COUNCIL ACTION

Resolution _____

Ordinance _____

Introduced _____

Passed _____

2nd Reading _____

Unanimous _____

Failed _____

Tabled _____

Amended _____

Comments: _____

**City of Tuscaloosa Human Resource Department
Classification Specification**

**Class Code: 2700
Grade: 49
FLSA: Exempt**

EXECUTIVE DIRECTOR, WATER & SEWER

SUMMARY

The purpose of this classification is provide leadership and perform managerial and administrative work functions associated with planning, developing, organizing, overseeing, and implementing activities within the Water and Sewer Department to include, but not limited to, water and sewer plants, lakes, accounts billing, meters, capital projects, distribution, collections, etc.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Maintains and ensures the operation of the City's water and wastewater plants and related systems in an efficient and effective manner in order to meet the daily and yearly demands as well as regulatory permitting limits, maintaining adequate water storage supplies, and meeting anticipated daily demands.

Oversees and directs all customer service activities within the department to include utility billing and meter reading.

Leads, supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, recommending disciplinary action and completing employee performance appraisals.

Develops and establishes departmental goals, objectives, policies and procedures to ensure compliance with state and federal guidelines; plans and organizes departmental projects and workload; assigns work; develops employee work schedules to provide adequate coverage; monitors and reviews status of work activities and develops succession plans.

Monitors and oversees the operations and activities of the water and sewer utilities department; monitors and reviews procedures and operations; initiates problem resolution.

Exhibits decision-making skills to promptly resolve acute and chronic issues facing the water and sewer system to include customer service, billing and collection, and metering operations; ensures department and employee accountability and responsiveness.

Provides capital planning analysis and recommendations to insure the long-term needs of the water and sewer system are met; reviews activities, condition assessments, policy needs and any other relevant information to direct in developing short and long-term capital planning needs for all divisions of the water and sewer system.

Must exhibit ability to be a dynamic, self-motivated leader and change agent; utilizes data to inform in decision-making.

Consults with and/or coordinates work of engineering consultants, contractors and other department heads regarding design and construction of projects.

Prepares department budget; monitors expenditures and revises as necessary.

Develops short-term and long-range plans and specifications for expansion, modification and construction programs.

Prepares and/or completes permits, correspondence, forms, reports, or other documents to meet state reporting requirements; forwards or maintains.

Directs the preparation of division reports to all agencies; receives reports, charts, blueprints, forms, correspondence, and contracts; monitors water quality from operational and chemical reports/data; reviews, processes or forwards as appropriate; maintains documentation for reference.

Responds to calls from the public concerning water system problems, complaints, or emergency situations; directs water and sewer questions/problems to appropriate division.

Maintains an awareness of new trends/advances in the profession; investigates and approves the use of new materials, methods and processes, in conjunction with engineers, department heads and regulatory agencies.

Consults with supervisors, regulatory agency personnel, engineers, contractors, and other agency officials to review departmental operations, discuss problems, coordinate activities, develop long-term plans, provide technical expertise, and receive advice/direction.

Consults with Mayor, City Council and regulatory agencies; implements city and department rules, regulations, and policies; attends city council meetings; attends departmental meetings; and serves on committees as required.

Serves as liaison between city officials, city departments, local businesses, industries, institutions, and state regulatory agencies; creates/maintains positive public relations with the general public.

Creates/maintains positive public relations with the general public; provides education on water and sewer issues.

Evaluates new products and services.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in daily activities.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must meet regular attendance requirements.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor’s degree in Business Administration, Public Administration, Civil Engineering, Applied Sciences, or related field required; five years of progressively responsible supervisory or management experience in civil engineering, water and wastewater treatment, water distribution, wastewater collection, or related field required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Professional licensure and/or certifications preferred. Must possess and maintain a valid driver’s license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including a computer, copiers, fax machines, telephone, etc. Physical demand requirements are at levels of those for sedentary work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms, reports, blueprints, reference materials, legal documents, technical journals, procedural manuals, and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange civil engineering, personnel, legal, and water utility-related information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with engineers, regulatory personnel, the media, and the general public.

LANGUAGE ABILITY: Requires ability to read a variety of civil engineering, legal, and water utility-related documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as public speaking situations before the city council, community groups and the general public.

INTELLIGENCE: Requires the ability to learn and understand complex environmental engineering, legal, and water utility-related principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals, multiply and divide totals, determine percentages, determine time and weight, interpret statistical data, and utilize geometric and algebraic formulas.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment, which may include engineering scales and standard measuring devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment and to operate motor vehicles.

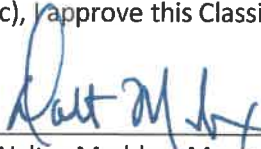
MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency. Must relate to City leaders, staff, and customers and must be approachable.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), approve this Classification Specification.



Walter Maddox, Mayor

Date

EXECUTIVE DIRECTOR, CONSTRUCTION, FACILITIES & GROUNDS

SUMMARY

The purpose of this classification is to provide leadership and direct the work functions of the Construction, Facilities and Grounds Department to include providing management over divisions that support the maintenance, cleaning, construction, energy management, and landscape of city grounds at city facilities, buildings, parks, and rights of way. In addition, this classification oversees all city building related construction projects and renovations.

ESSENTIAL FUNCTIONS

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification, but are determined by the normal requirements for the particular position.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Oversees personnel engaged in maintenance, cleaning, and repair of city facilities and buildings, parks, grounds, and landscaping; prepares work schedule; reviews and approves leave time; delegates assignments to subordinate best qualified to perform task; reviews work for accuracy and completeness.

Develops and establishes departmental goals, objectives, policies and procedures to ensure compliance with state and federal guidelines; plans and organizes departmental projects and workload; assigns work; develops employee work schedules to provide adequate coverage; monitors and reviews status of work activities and develops succession plans.

Must exhibit ability to be a dynamic, self-motivated leader and change agent; utilizes data to inform in decision-making.

Develops short and long-term use of space plans in concert with the Chief Operating Officer; coordinates with Chief Operating Officer to optimize use of space.

Ensures preventative maintenance is scheduled and completed on all building related mechanical equipment including but not limited to: air conditioning units, chillers, generators, elevators, mechanical filing systems, gas and electric heaters, and boilers located throughout the city.

Directs and oversees design of electrical circuits, motor control circuits, and data collection systems.

Monitors heating and cooling system operations; troubleshoots problems involving motor controls, HVAC controls, electrical circuits, pneumatic systems, and computer support equipment; reads applicable blueprints, performance data, and specifications to locate or diagnose problem.

Instructs employees on effective troubleshooting methods and efficient repair techniques to minimize system down time and diminish inconvenience to those affected.

Oversees testing of component parts, circuitry, machinery, equipment, and related systems for proper operation.

Oversees calibration of various instruments and equipment to include flow, temperature, pressure, conductivity, recorder, process valves, sensors, and pumps, to ensure accurate readings.

Oversees the city's property insurance program to include maintaining the building inventory, determining property values and establishing best means of loss control.

Inspects buildings/equipment to identify needed repairs; directs repair and maintenance work on air conditioning, heating, and other HVAC systems, parts and equipment.

Oversees the maintenance and repair of the airport runway lighting system at the Tuscaloosa Municipal Airport; follows Federal Aviation Administration (FAA) standards and the techniques taught through the certification program(s).

Renders technical assistance to specialized technicians performing maintenance and repair to equipment.

Supervises the removal of mechanical devices, electrical components, and plumbing fixtures to include valves, fans, and motors; repairs pneumatic systems.

Observes, implements, and adheres to all safety rules and regulations during operation of equipment and for personal/personnel safety.

Consults with supervisors, department heads, Mayor, council members, staff and other agency officials to review departmental operations, discuss problems, develop plans, coordinate activities, provide technical expertise, and receive advice/direction.

Estimates and tracks job costs; contacts vendors to discuss product quality, view demonstrations, approve product for use, and obtain pricing information; prepares requisitions for parts, materials, and equipment; makes recommendations to committees on special projects.

Serves as a contract administrator and city representative for all building related construction projects and renovations; reviews contracts and related specifications; reviews work performed and approves final payment.

Coordinates and interacts with architects and engineers on all city related building projects.

Reviews contracts, construction drawings, and related specifications; reviews and inspects work performed and approves contractor pay requests.

Creates floor plan drawings of city buildings and indicates most efficient positioning of furniture.

Responds to questions, complaints, and requests for information from vendors, utilities, contractors, elected officials, general public, and employees.

Prepares annual operating budget and fiscal spending requirements; reviews/approves requisitions for equipment, materials, and supplies based on budget allocations and control guidelines; monitors expenditures for fiscal compliance.

Monitors inventory of supplies and equipment; orders and maintains sufficient amount to ensure adequate units are available to perform daily tasks.

Composes, prepares, reviews, and/or approves forms, logs, requests, records, reports, correspondence, and documents

associated with daily responsibilities of this position; prepares and maintains administrative records and files.

Reviews all city power and gas utility invoices and makes recommendations as to the best rate structure as it applies to city buildings.

Attends meetings, seminars, workshops, and training sessions.

Must be available for call out 24 hours a day.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Incorporates continuous quality improvement principles in daily activities.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must meet regular attendance requirements.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree required; five years of progressively responsible experience in facilities or grounds management including mechanical, electrical, plumbing, and HVAC systems repair and maintenance or a related field; or any equivalent combination of experience, education, and/or training that provides the requisite knowledge, skills, and abilities for the job. Supervisory experience required. Must possess and maintain a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of automated office equipment including computer, printer, typewriter, calculator, copy and facsimile machines, telephone, and building maintenance related equipment including HVAC systems, computerized HVAC automation system, boilers, lighting controls, diagnostic instruments, ladders, mechanic, plumbing, and electrician tools, and motor vehicles. Physical demand requirements are at levels of those for light to heavy work depending on the type of duties performed at the time.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include blueprints, forms, reports, procedural manuals, and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange mechanics and electrical information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of electrical and mechanical documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex mechanical, electrical, and HVAC system related principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages, perform basic algebraic computations, and utilize basic geometry and trigonometry.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment, which may include calibrators, testing materials, drafting tools, diagnostic instruments, and other standard measuring devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using office equipment, mechanical and electrical equipment and to operate a motor vehicle.

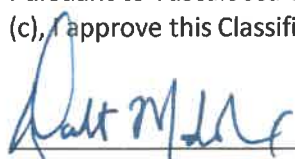
MANUAL DEXTERITY: Requires the ability to handle a variety of items, mechanical, electrical, and plumbing equipment, office equipment, diagnostic instruments, lighting controls, motor vehicles, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: Requires the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

Pursuant to Tuscaloosa City Code, Chapter 19, Section 19-54 (b) (3) c. and Alabama Act 2006-233 Section 3 (c), I approve this Classification Specification.



Walter Maddox, Mayor

Date

EXECUTIVE DIRECTOR, PUBLIC WORKS

SUMMARY

The purpose of this classification is to provide leadership and perform managerial, administrative, and technical/specialized work functions associated with planning, developing, organizing, and overseeing the Public Works Department to include, but not limited to, traffic systems, fleet maintenance, environmental services, streets and drainage, and administrative divisions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans, coordinates, and oversees daily operations and activities of the department to include traffic systems, fleet maintenance, environmental services, streets and drainage, and administrative divisions; supervises and evaluates assigned personnel; processes employee concerns and problems, directs work, counsels, recommends disciplinary action and completes employee performance appraisals.

Develops and implements immediate and long-range plans for department; establishes departmental goals and objectives; consults with Mayor, City Council, and other departments and/or agencies; implements city and departmental rules, regulations, and policies.

Must exhibit ability to be a dynamic, self-motivated leader and change agent; utilizes data to inform in decision-making.

Plans and makes recommendations for equipment and supplies; reviews and/or prepares requests and bid specifications for materials, equipment, and construction activities.

Plans and organizes projects and workload; assigns work; develops employee work schedules and cross trains to provide adequate coverage within all divisions; monitors and reviews status of work activities and develops succession plans as necessary.

Develops and implements immediate and long-range plans for traffic systems, streets and drainage, and fleet operations, maintenance, and repair of city vehicles and related equipment.

Develops and implements immediate and long-range plans for efficient and economical refuse collection routes, disposal sites, and recycling programs.

Follows State Health Department guidelines in planning and enforcing related programs.

Ensures related infrastructure such as sidewalks and roadways are maintained.

Prepares and reviews annual budget; monitors expenditures and revises as necessary.

Reviews and updates technology plans, goals, and equipment; coordinates with engineers regarding traffic, streets, drainage, environmental services, and fleet projects.

Attends meetings, serves on committees as required.

Processes documentation related to departmental payroll and personnel; completes, reviews, approves and/or forwards as appropriate; maintains records.

Compiles/analyzes data; monitors status/progress of programs; prepares/distributes reports.

Responds to questions and requests for information/assistance by telephone or in person from the general public, employees, and officials.

Coordinates divisions, departments or citywide activities in times of emergency.

Consults with supervisors, department heads, Mayor, council members, staff and other agency officials to review departmental operations, discuss problems, develop plans, coordinate activities, provide technical expertise, and receive advice/direction.

Composes, prepares, receives, reviews, and/or approves forms, requests, charts, records, blueprints, reports, correspondence, and documents associated with daily responsibilities of this position; reviews, processes, responds, forwards, maintains, and/or takes other action.

Maintains file system of departmental records, specifically: flow charts, technical study reports, documents, newspaper articles, budget reports, and personnel records.

Maintains an awareness of new trends/advances in the profession; investigates and approves the use of new materials, methods and processes, in conjunction with engineers, department heads and regulatory agencies.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature and maintains professional affiliations; attends professional development workshops.

Creates/maintains positive public relations with the general public; resolves issues and complaints; provides education on public works issues.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Recommends policies and procedures that guide and support the provision of quality services by the department.

Incorporates continuous quality improvement principles in day-to-day activities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, Civil Engineering, Applied Sciences, or related field required; five years of progressively responsible supervisory experience in civil engineering, public works, environmental services, or a related field required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Professional licensure and/or certifications preferred. Must possess a valid driver's license.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of tools and automated office equipment including a computer, printer, calculator, copiers, facsimile machines, telephone, radio communications equipment, drafting tools, engineers rule, etc. Physical demand requirements are at levels of those for sedentary work.

DATA COMPREHENSION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include maps, blueprints, directories, ordinances, engineering books, procedural manuals, and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange personnel, legal, financial, and technical information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with the general public, the Mayor, City Council, and State/Federal regulatory officials.

LANGUAGE ABILITY: Requires ability to read a variety of legal, engineering, mechanics, electrical, financial, and personnel documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as in public speaking situations before the City Council, community groups and the general public.

INTELLIGENCE: Requires the ability to learn and understand complex engineering, legal, mechanics, electrical, financial and personnel-related information, and operational principles and techniques, to understand departmental policies and procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract, multiply and divide, calculate decimals and percentages; determine time and weight, and utilize algebraic, geometric, and trigonometric formulas.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment, which includes drafting instruments and engineers rule.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using job-related equipment and to operate a motor vehicle.

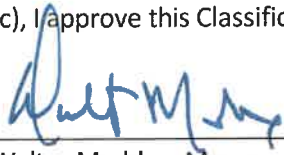
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Walter Maddox, Mayor

Date