

# 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*

## SPECIAL CALLED Council Administration and Policy Committee Meeting Agenda

Tuesday, August 30, 2022 Daugherty Conference Room 5:00 p.m.

TOPIC	PRESENTER	SUPPORTING MATERIAL
<b>Approval of Minutes</b>		
<b>NEW BUSINESS</b>		
1. Ordinance amending Section 2-100 of the Code of Tuscaloosa	<b><i>LaShonda Kemp</i></b>	2-3
2. Approval of Executive Director, Water & Sewer job classification	<b><i>LaShonda Kemp</i></b> <b><i>Brendan Moore</i></b>	4-7
3. Approval of Executive Director, Construction, Facilities and Grounds job classification	<b><i>LaShonda Kemp</i></b> <b><i>Brendan Moore</i></b>	8-11
4. Approval of Executive Director, Public Works job classification	<b><i>LaShonda Kemp</i></b> <b><i>Brendan Moore</i></b>	12-15
<b>ADJOURN</b>		

APPROVED AS TO FORM



Office of the City Attorney

Prepared By: JPW/rd

Requested: Admin Comte Date: 08/30/2022

Council Presentation on: 08/30/2022

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.
- (4) *Fire and rescue service.* The duly appointed chief of the fire and rescue service shall be the head of the fire and rescue service.
- (5) *Office of the city attorney.* The duly appointed city attorney shall be the head of the office of the city attorney.
- (6) *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.
- (7) *Human resources.* The duly appointed director of human resources shall be the head of human resources.
- (8) *Information technology.* The duly appointed chief information officer shall be the head of information technology.
- (9) *Municipal court.* The duly appointed municipal court administrator shall be the head of municipal court.
- (10) *Arts and entertainment.* The duly appointed director of arts and entertainment shall be the head of arts and entertainment.
- (11) *Operations.* The duly appointed chief operations officer shall be the head of operations.
- (12) *Strategic communications.* The duly appointed executive director of strategic communications shall be the heard of strategic communications.

- (13) Water and sewer. The duly appointed executive director of water and sewer shall be the head of water and sewer.
- (14) Public works. The duly appointed executive director of public works shall be the head of public works.
- (15) Construction, facilities and grounds. The duly appointed executive director of construction, facilities and grounds shall be the head of construction, facilities and grounds
- (16) Office of the city engineer. The duly appointed city engineer shall be the head of the office of the city engineer.
- (17) The Tuscaloosa National Airport, The airport director shall be the head of the Tuscaloosa National Airport.

FUNDING REQUIRED: Yes No

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\_\_\_\_\_

By: \_\_\_\_\_

Chief Financial Officer

COUNCIL ACTION

Resolution \_\_\_\_\_

Ordinance \_\_\_\_\_

Introduced \_\_\_\_\_

Passed \_\_\_\_\_

2<sup>nd</sup> Reading \_\_\_\_\_

Unanimous \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

Comments: \_\_\_\_\_

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

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

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**EXECUTIVE DIRECTOR, WATER & SEWER**

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**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.

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**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.

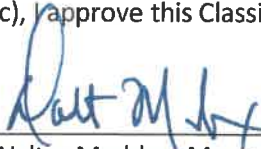
**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot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

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## **EXECUTIVE DIRECTOR, CONSTRUCTION, FACILITIES & GROUNDS**

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### **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.

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### **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.

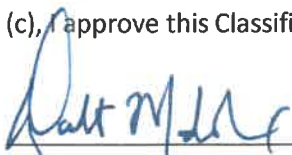
**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, mechanical, electrical, and plumbing equipment, office equipment, diagnostic instruments, lighting controls, motor vehicles, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion 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.

  
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Walter Maddox, Mayor

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Date

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**EXECUTIVE DIRECTOR, PUBLIC WORKS**

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**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.

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**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.

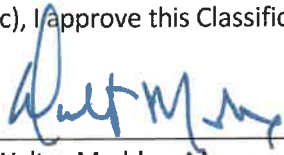
**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, machinery, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of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