

MEETING AGENDA

District 1
Matthew Wilson

District 2
Raevan Howard
Alternate

District 3
Norman Crow

District 4
Lee Busby

District 5
Kip Tyner
Member

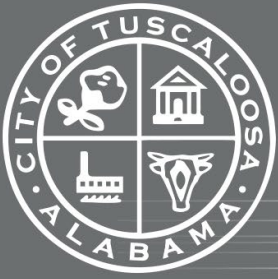
District 6
John Faile
Chairperson

District 7
Cassius Lanier
Vice Chairperson

Council Administration and Policy Committee Meeting Agenda

Tuesday, November 1, 2022 Daugherty Conference Room 4:00 p.m.

TOPIC	PRESENTER	SUPPORTING MATERIAL
Approval of Minutes		
NEW BUSINESS		
1. Create Airport Maintenance Supervisor job classification	Jeff Powell LaShonda Herbert	3-7
2. Create Airport Maintenance Specialist job classification	Jeff Powell LaShonda Herbert	8-10
3. Create Director, Landscape Management job classification	Brendan Moore LaShonda Herbert	11-15
4. Upgrade Buyer/Warehouse Supervisor job classification	Craig Thorpe LaShonda Herbert	16-20
5. Requesting approval for the Fire Promotional Contract with Industrial Organized Solutions	LaShonda Herbert	
6. Ordinance amending Section 19-14(b) of the Code of Tuscaloosa	Jimbo Woodson	21
7. Requesting readoption of the National Incident Management Systems	Scott Holmes	
8. Sidewalk Queuing permit review	Chief Brent Blankley Jimbo Woodson	



MEETING AGENDA



9. Short-term rental ordinance goals

***Council President
Tyner***

ADJOURN



MEMORANDUM

TO: Walter Maddox, Mayor

THROUGH: LaShonda Kemp, Chief Human Resources Officer

FROM: *Melissa Adcox*
Melissa Adcox, Human Resources Officer

DATE: October 21, 2022

SUBJECT: Airport Job Requests

A handwritten signature in black ink, appearing to read 'LaShonda Kemp', written over the 'THROUGH:' line.

The Airport Director has requested the following two new job classifications for specialized maintenance operations work and supervision at the Tuscaloosa National Airport.

- Create Airport Maintenance Supervisor at Pay Grade 18.
- Create Airport Maintenance Specialist at Pay Grade 12.

These jobs will provide specific classifications to reflect the broad work functions and special skill sets required by positions at the airport. Subsequent employee reclassifications would follow upon approval.

Per Section 19-54 (b) (1) and (4) of the City Code, new job classifications require Mayor and City Council approval to amend in the City's pay plan. If you approve, these items will be placed on the next Administration and Policy Committee agenda for their consideration.

If you have any questions, please let me know.



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AIRPORT MAINTENANCE SUPERVISOR

SUMMARY

The purpose of this classification is to supervise and work with a specialized group of airport maintenance employees performing work functions associated with maintaining a safe, efficient, and progressive operation of the airport.

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.

Ensures staff are aware of and follow all City safety policies and procedures. Ensures on-job hazards are mitigated and staff have and are wearing the proper personal protective equipment. Consults with Safety Director to ensure proper safety training is provided to staff and when a question arises involving mitigating safety hazards.

Oversees and supervises a medium sized group of work crews primarily engaged in maintenance and repair assignments; directs and participates in performing work functions associated with maintaining a safe, efficient, and progressive operation of the airport.

Formulates a work plan to accomplish assigned tasks efficiently and safely based on available personnel and equipment; assigns tasks to crews and workers; obtains equipment, tools, and materials required for the project.

Trains and assists staff in performing manual work functions associated with assigned maintenance and repair projects.

Become trained and qualified to perform necessary FAA Part 139 responsibilities.

Become trained and remain qualified to communicate with air traffic control.

Perform all necessary job tasks safely around aircraft operations.

May require working nights, holidays, and/or weekends to support airport operations and/or events outside normal business hours.

Assist with airport emergency operations as necessary.

Escort personnel and groups who may need access to the Airport.

Assist in monitoring airport users and their compliance with the rules and regulations and airport security program.

Performs preventative and scheduled maintenance tasks such as maintaining the airport perimeter fencing, safety areas, airfield pavement, aircraft aprons, airport equipment, and airport facilities.

Perform preventative and basic maintenance on all assigned equipment to the airport.

Perform basic facility maintenance tasks on airport facilities as necessary.

Assist the airport director and assistant airport manager with all assigned Part 139 related tasks.

Removes trees/shrubs and trims tree limbs and removes associated debris; performs grounds keeping tasks, specifically: planting, cutting and maintaining grass, trees, and flowers.

Cuts and repairs roads, shoulders, and ditches; cleans storm drains; collects and hauls refuse.

Sands and cleans hazardous materials spills.

Inspects work sites and ensures use of safety equipment; observes condition of workers' health and welfare; ensures airfield barricades are properly placed and maintained within the associated standards.

Inspects all equipment to ensure safe and proper operating condition prior to use; inventories equipment, materials, and supplies; ensures tools and equipment remain clean and in good working order.

Inspects individuals' work and assigned projects upon completion to ensure standards are met.

Transports, loads and unloads various equipment and materials used in projects.

Prepares and/or receives forms, reports, work orders, or documentation; completes, processes, and/or forwards; maintains records.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service, after hour emergencies, and call-outs.

Responds to requests for information from employees, officials, airport users, the public, or other individuals.

Maintains inventory and related files; requests/orders needed materials; prepares budget recommendation.

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

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

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

Must meet regular attendance requirements.

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; three years of experience in equipment operations and performing construction/maintenance work or a related field. Prefer experience at an airport. Must possess and maintain a valid driver's license. Must obtain and maintain a Commercial Driver's License (CDL) (Class B) with appropriate endorsements within twelve months of employment. Supervisory experience required. This job classification is considered to be safety-sensitive and is subject to pre-employment and random drug screens.

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, calculator, photocopier, telephone, drafting instruments, measuring wheel, measuring tape, and maintenance/repair machinery, tools, and equipment such as bucket truck, backhoe, asphalt patcher and roller, dump truck, squad truck, service truck, jack hammer, tamp, lawn mower, jig saw, chain saw, concrete saw, skill saw, air compressor, pipe saw, pipe horn, metal detector, valve box locator, pump, weedeater, concrete finishing tools, shovel, ax, pipe fitting tools, post hole digger, mortar mixer, masonry tools, carpenter tools, and two-way radio as applicable to assigned department. Physical demand requirements are at levels of those for very heavy 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, forms, procedural manuals and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange personnel, mechanical and construction-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.

LANGUAGE ABILITY: Requires ability to read a variety of informational, personnel, and maintenance/repair related documentation, directions, instructions, and methods and procedures. Requires the ability to write basic 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 basic personnel, engineering, mechanical, and utility construction 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, 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, and determine time.

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

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using maintenance/repair tools and equipment, mechanical, construction or other related equipment necessary to accomplish assigned project and to operate a motor vehicle.

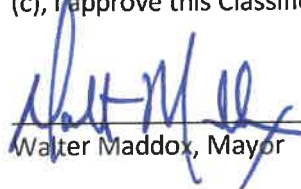
MANUAL DEXTERITY: Requires the ability to handle a variety of items, maintenance/repair tools and equipment, mechanical, construction or other related equipment, motor vehicles, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: 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 minimal 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

AIRPORT MAINTENANCE SPECIALIST

SUMMARY

The purpose of this classification is to operate motorized equipment of medium weight and complexity and to perform manual work functions associated with maintaining a safe, efficient, and progressive operation of the airport.

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.

Assist with associated tasks apart of the airport's FAA Part 139 program.

Become trained and remain qualified to communicate with air traffic control.

Perform all necessary job tasks safely around aircraft operations.

May require working nights, holidays, and/or weekends to support airport operations and/or events outside normal business hours.

Assist with airport emergency operations as necessary.

Escort personnel and groups who may need access to the Airport.

Assist in monitoring airport users and their compliance with the rules and regulations and airport security program.

Performs preventative and scheduled maintenance tasks such as maintaining the airport perimeter fencing, safety areas, airfield pavement, aircraft aprons, and airport facilities.

Perform preventative and basic maintenance on all assigned equipment to the airport.

Perform basic facility maintenance tasks on airport facilities as necessary.

Operates and maintains light equipment and machinery used in construction, maintenance and repair of airport grounds, roads, or drainage systems, specifically: squad truck, pick-up truck, bush hog, tractors, weed eaters, leaf blower, chain saw, mixer, and air compressor.

Sprays chemicals, mows right-of-ways and grass on airport property, rakes leaves, removes trees and limbs, and plants shrubs, trees, flowers, and grass.

Places and retrieves airport barricades, loads and unloads truck, lights, and flags.

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 equipment, machinery and tools, which may include a boom truck, bucket truck, backhoe, sweeper, highlift, sidearm mower, sewer truck, rod truck, jet truck, fuel truck, sanitation truck, knuckleboom truck, flusher truck, slope mower, or dump truck, chain saw, two-way radio, mechanics tools. Physical demand requirements for some positions within this classification may at times be at levels of those for heavy 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 work orders, maps, and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange 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: May require ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write basic job related documentation and reports with proper format, punctuation, spelling and grammar, using all parts of speech. May require ability to speak with others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively basic mechanical 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, and determine time and weight.

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

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using medium to heavy equipment and to operate a motor vehicle.

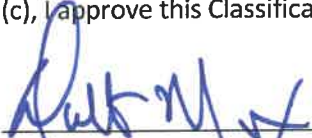
MANUAL DEXTERITY: Requires the ability to handle a variety of items, medium to heavy equipment, motor vehicles, control knobs, switches, mechanics tools, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have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

COLOR DIFFERENTIATION: 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 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



MEMORANDUM

TO: Walter Maddox, Mayor

THROUGH: LaShonda Kemp, Chief Human Resources Officer

FROM: *Melissa Adcox*
Melissa Adcox, Human Resources Officer

DATE: October 18, 2022

SUBJECT: Director, Landscape Management Job Classification

A handwritten signature in black ink, appearing to read 'LaShonda Kemp', written over the 'THROUGH' line of the memorandum.

Attached is the proposed class specification for Director, Landscape Management.

Should you approve, please sign where flagged and return to me.

If you have any questions, please let me know.



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

**Class Code: 9030
Grade: 40
FLSA: Exempt**

DIRECTOR, LANDSCAPE MANAGEMENT

SUMMARY

The purpose of this classification is to perform managerial and administrative work functions associated with the directing of activities of the Construction, Facilities and Grounds Department. Work includes responsibility for administering a wide variety of landscape and grounds maintenance operations and activities in city parks, street and highway right-of-ways, and around park facilities and buildings. Work is performed with wide latitude for independent judgment and action and is reviewed by the Executive Director of Construction, Facilities and Grounds

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.

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.

Works with the Executive Director of CFG to develops and establish divisional 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.

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

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.

Attends meetings, seminars, workshops, and training sessions.

Must be available for call out 24 hours a day.

Directs through division managers, the programs, operations and activities of right-of-way, landscaping, parks and grounds; formulates and implements operating procedures and reporting systems; determines the overall effectiveness of programs, operations and activities.

Supervises and assists in the development and implementation of short and long range goals and objectives, and in

the development and implementation of departmental policies and procedures.

Supervises, coordinates and evaluates the work of subordinate managers; schedules and attends staff meetings; supervises the development and implementation of staff training and safety programs.

Directs studies to determine landscape service needs; directs the planning, design, construction and modification of landscape facilities and grounds.

Assists the Executive Director of CFG in the development of the annual department budget; maintains budget controls; directs the purchasing of equipment, materials and supplies.

Answers inquiries regarding departmental programs, operations and activities.

Attends conferences and workshops; performs related work as required.

Schedules and attends staff meetings.

Interviews candidates for employment and recommends to Human Resource Department.

Maintains a comprehensive, current knowledge and awareness of the methods, procedures and practices of landscape management and parks/grounds maintenance

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 Horticulture, Landscape Architecture, Floriculture, or related field preferred. Experience in horticulture or landscaping work; and thorough administrative and managerial experience in the administration of landscape programs; some experience supervising landscape operations and grounds maintenance; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities.

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, calculator, photocopier, telephone, drafting instruments, measuring wheel, measuring tape, and maintenance/repair machinery, tools, and equipment such as bucket truck, backhoe, dump truck, squad truck, service truck, jack hammer, tamp, lawn mower, jig saw, chain saw, concrete saw, skill saw, air compressor, pipe saw, pipe horn, metal detector, valve box locator, pump, weedeater, concrete finishing tools, shovel, ax, pipe fitting tools, post hole digger, mortar mixer, masonry tools, carpenter tools, and two-way radio as applicable to assigned department. Physical demand requirements are at levels of those for heavy 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, forms, procedural manuals and operational manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange personnel, mechanical and construction-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.

LANGUAGE ABILITY: Requires ability to read a variety of informational, personnel, and maintenance/repair related documentation, directions, instructions, and methods and procedures. Requires the ability to write basic 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 basic personnel, engineering, mechanical, and utility construction 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, 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, and determine time.

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

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using maintenance/repair tools and equipment, mechanical, construction or other related equipment necessary to accomplish assigned project and to operate a motor vehicle.

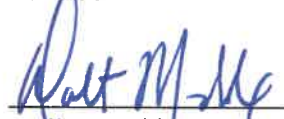
MANUAL DEXTERITY: Requires the ability to handle a variety of items, maintenance/repair tools and equipment, mechanical, construction or other related equipment, motor vehicles, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have the ability to work and/or walk on rough or uneven ground, slopes and ditches and be able to avoid or work around obstacles. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: Must be able 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 minimal 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



MEMORANDUM

TO: Walter Maddox, Mayor

THROUGH: LaShonda Kemp, Chief Human Resources Officer *LaShonda Kemp*

FROM: *Melissa Adcox*
Melissa Adcox, Human Resources Officer

DATE: October 25, 2022

SUBJECT: CFG Upgrade Request for Buyer/Warehouse Supervisor

CFG has requested the upgrade of the Buyer/Warehouse Supervisor job classification from Pay Grade 19 to 21 due to the added responsibility of supply inventory maintenance and purchasing for the Airport.

Funding for the upgrade was approved in the FY23 budget.

Per Section 19-54 (b) (1) of the City Code, upgrades existing job classifications require Mayor and City Council approval to amend the exhibits in the City's pay plan. If you approve, this item will be placed on the next Administration and Policy Committee agenda for their consideration.

Should you approve, please sign where flagged and return to me.

If you have any questions, please let me know.



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BUYER / WAREHOUSE SUPERVISOR

SUMMARY

The purpose of this classification is to perform supervisory work functions associated with inventory control, materials handling, and groundskeeping for any Infrastructure and Public Services warehouse. This classification also performs work functions associated with the preparation of material specifications and bid packages for IPS materials and equipment.

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.

Ensures staff are aware of and follow all City safety policies and procedures. Ensures on-job hazards are mitigated and staff have and are wearing the proper personal protective equipment. Consults with Safety Director to ensure proper safety training is provided to staff and when a question arises involving mitigating safety hazards.

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

Assists IPS Logistics Coordinator with compiling annual equipment budget request and establishing and maintaining standard operating procedures for division. Monitors line item expenses and stays abreast of any line items that are over budget. Determines if funds are budgeted for needed equipment; prepares specifications and bids for material and equipment.

Prepares supply requisitions and forwards as appropriate; orders materials as approved; tracks status of purchase orders; ensures accuracy of shipments and coordinates returns when needed. Maintains equipment request and requisitions all approved equipment to appropriate crew.

Prepares and/or generates various correspondence, forms, reports, bid specifications/packages, requisitions, invoices, water quality complaint lists, vendor lists, charts, and other documents via computer; maintains and forwards as appropriate.

Maintains inventory of parts and supplies; initiates orders for new or replacement materials; assures materials meet specifications; checks shipment for accuracy; logs incoming supplies.

Contacts vendors to acquire bids, check on status of orders, and to address incorrect or damaged orders.

Organizes work-flow in/out of warehouse; prioritizes requests for materials and organizes workload.

Receives and issues equipment, materials, parts and supplies to/from work crews and contractors.

Maintains equipment service records and warranty records; posts parts and labor costs for all equipment and machinery repairs. Coordinates repairs on movable equipment with Fleet Maintenance Supervisor and ensures repairs are completed as required.

Manages groundskeeping functions to ensure upkeep of warehouses.

Receives various documentation, plans, specifications, and bids; reviews, compiles, tabulates, processes, responds, forwards, maintains, and/or takes other action as appropriate. Maintains lists of approved vendors and contractors.

Performs research functions as needed; contacts suppliers to obtain comparison prices on materials; identifies alternate sources for materials not under state or city bid; gathers data; compiles reports; ensures materials meet city specifications.

Responds to routine requests for information from supervisors, officials, employees, contractors or other departments.

Consults with supervisors, the legal department, purchasing agent, the finance department, developers, and contractors and other agency officials as needed to review departmental operations, inventory needs, discuss problems, bid activities, provide information, and receive advice/direction.

Maintains accurate inventory records in the IPS computerized maintenance management software and is responsible for monthly reporting to Accounting and Finance.

Responsible for conducting and performing inventory of warehouse(s) on the basis agreed upon with Logistics Coordinator and others involved as well as communicating with auditors as requested by Accounting and Finance.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages and/or directs calls to appropriate personnel; responds to requests for service.

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

High school diploma or GED required, supplemented by related technical training or certification; three years of experience with computerized inventory management, contract documents, and bid processes; 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.

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, printer, calculator, copiers, facsimile machines, telephone, scale master, 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, procedural manuals, and operational manuals.

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

LANGUAGE ABILITY: Requires ability to read a variety of water and sewer system engineering 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 drawing and water and sewer system design 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; and determine time.

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

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

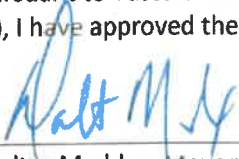
MANUAL DEXTERITY: Requires the ability to handle a variety of items, machinery, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot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

COLOR DIFFERENTIATION: 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 minimal 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

Date

APPROVED AS TO FORM

Prepared By: JPW/rd

Requested: Admin Comte Date: xx/xx/2022

Council Presentation on: xx/xx/2022

Suspension of Rules: No

Office of the City Attorney

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 19-14(b)
OF THE CODE OF TUSCALOOSA
(A22-1264)

BE IT ORDAINED BY THE CITY COUNCIL OF TUSCALOOSA as follows:

That Section 19-14(b) of the Code of Tuscaloosa be amended to read as follows:

“Sec. 19-14. Accident review board.

- (b) ARB shall consist of representatives from the following departments:
 - (1) Fire and rescue service - One member;
 - (2) Human resources - Two members to include the safety director;
 - (3) Police department - One member;
 - (4) City clerk - One member;
 - (5) Office of the city attorney - One member;
 - (6) Public works – One member;
 - (7) Water and sewer – One member;
 - (8) Construction facilities and grounds – One member.”

FUNDING REQUIRED: Yes No

By: _____

Chief Financial Officer

COUNCIL ACTION

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