

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, December 5, 2023 Daugherty Conference Room 4:00 p.m.

TOPIC	PRESENTER	SUPPORTING MATERIAL
<p>Approval of Minutes</p> <p>NEW BUSINESS</p> <ol style="list-style-type: none"> 1. Chemical Spray Technician job classification 2. Ordinance amending Section 19-14(b) of the Code of Tuscaloosa 3. Application to expand occupancy limit at Spades <p>ADJOURN</p>	<p><i>Eric Thompson</i> <i>LaShonda Herbert</i></p> <p><i>Jimbo Woodson</i></p> <p><i>Scott Holmes</i></p>	<p>2-5</p> <p>6</p>

CHEMICAL SPRAY TECHNICIAN

SUMMARY

The purpose of this classification is to perform work functions associated with maintaining city parks, buildings, grounds, landscaping, and building maintenance.

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.

Performs manual work functions associated with groundskeeping and maintenance tasks, specifically: planting, fertilizing, watering, mowing, edging, raking, trimming, or weeding landscaped areas; removing trash/branches from grounds; cleaning/sweeping walkways and parking lots; digging holes/trenches and maintaining sprinkler system.

Must attend chemical seminars to maintain a commercial applicator's permit to keep license current.

Responsible for identifying chemicals and ensuring proper disposal of excess.

Responsible for mixing herbicides and chemicals for the purpose of spraying roadsides, parkways, rights-of-ways, ditches, easements, ornamental plants.

Maintains proper chemical storage and mixing areas that comply with local and federal regulations. Maintains an inventory of equipment, materials and supplies; acquires and distributes chemicals as necessary.

Operates sprayers and spreaders to treat specific insect and landscape disease and nutritional deficiencies. Utilizes sprays, dusts, vapors, and soil incorporation on lawns or landscapes to preserve trees, shrubs, and botanical crops.

Responsible for the application of herbicides, pesticides, insecticides, chemicals, and fertilizers in one or more of the following areas: roadsides, parkways, rights-of-ways, ditches, easements and ornamental plants; operates a fertilizer spreader; performs seeding and over seeding.

Maintains accurate daily records of areas sprayed in compliance with EPA regulations; documents description of area, time of day, temperature, rate of chemical, wind condition, type of chemical; amount applied; and related costs associated with each sprayed area.

Prepares and/or receives forms, reports or other documents, forwards as appropriate.

Performs construction, maintenance and repair to buildings, equipment and tools, specifically: cleaning, painting, light carpentry, trash disposal, replacing light bulbs, and paper products.

Performs housekeeping tasks, specifically: cleaning/maintaining restrooms, cleaning shop areas, sweeping parking lots/walkways, emptying trash containers, vacuuming, sweeping, mopping, or waxing floor surfaces, dusting

furniture, and cleaning windows.

Operates/maintains various machinery, equipment and tools used in maintenance activities, specifically: service trucks, tractors, mowers, bush hogs, weed eaters, blowers, sprayers, hoes, shovels, zero turn mower, slope mower, rakes, chainsaws, edgers, carpenter's tools, and cleaning tools/supplies.

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.

Performs preventative maintenance tasks, specifically: cleaning and servicing trucks and equipment; reports faulty equipment and broken tools for repair or replacement.

Maintains inventory of cleaning and groundskeeping supplies.

Performs maintenance on service trucks, specifically: cleaning, maintaining fluid level, and checking tires.

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

Transports equipment, supplies, and parts.

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

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.

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

MARGINAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED required; two years of experience in herbicide, pesticides, insecticide, and chemical spray operations; or any equivalent combination of training and experience which provides a knowledge of turf and ornamental types and their reaction to various chemicals; two years of experience in general landscaping, construction, and/or maintenance work preferred. Must obtain and maintain a State of Alabama commercial/custom applicators license within 12 months of date 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.

PHYSICAL REQUIREMENTS: Must be able to operate a variety of equipment including carpenter's tools, mechanics tools, service truck, tractors, bush hog, shovels, zero turn mower, weed eaters, blowers, cleaning tools, etc. 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 procedural 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: Requires ability to read a variety of groundskeeping 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 groundskeeping 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 groundskeeping and maintenance equipment and to operate a motor vehicle.

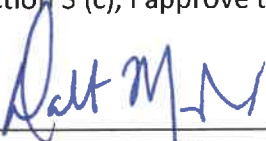
MANUAL DEXTERITY: Requires the ability to handle a variety of items, groundskeeping and maintenance equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating opposite hand with different activities. Must have average levels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

APPROVED AS TO FORM

Prepared By: JPW/rd

Requested: Admin Comte Date: xx/xx/2023

Council Presentation on: xx/xx/2023

Suspension of Rules: No

Office of the City Attorney

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 19-14(b)
OF THE CODE OF TUSCALOOSA
(OCA-23-1492)

BE IT ORDAINED BY THE CITY COUNCIL OF TUSCALOOSA that Section 19-14(b) of the Code of Tuscaloosa be and is hereby amended to read as follows:

“Sec. 19-14 . Accident review board.

- (b) ARB shall consist of representatives from the following departments:
 - (1) **Fire Rescue**—One member;
 - (2) Human Resources—Two members to include the safety director;
 - (3) Police Department—One members;
 - (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.
 - (9) **Environmental Services – One Member”**

FUNDING REQUIRED: Yes No

By: _____
Chief Financial Officer

COUNCIL ACTION

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