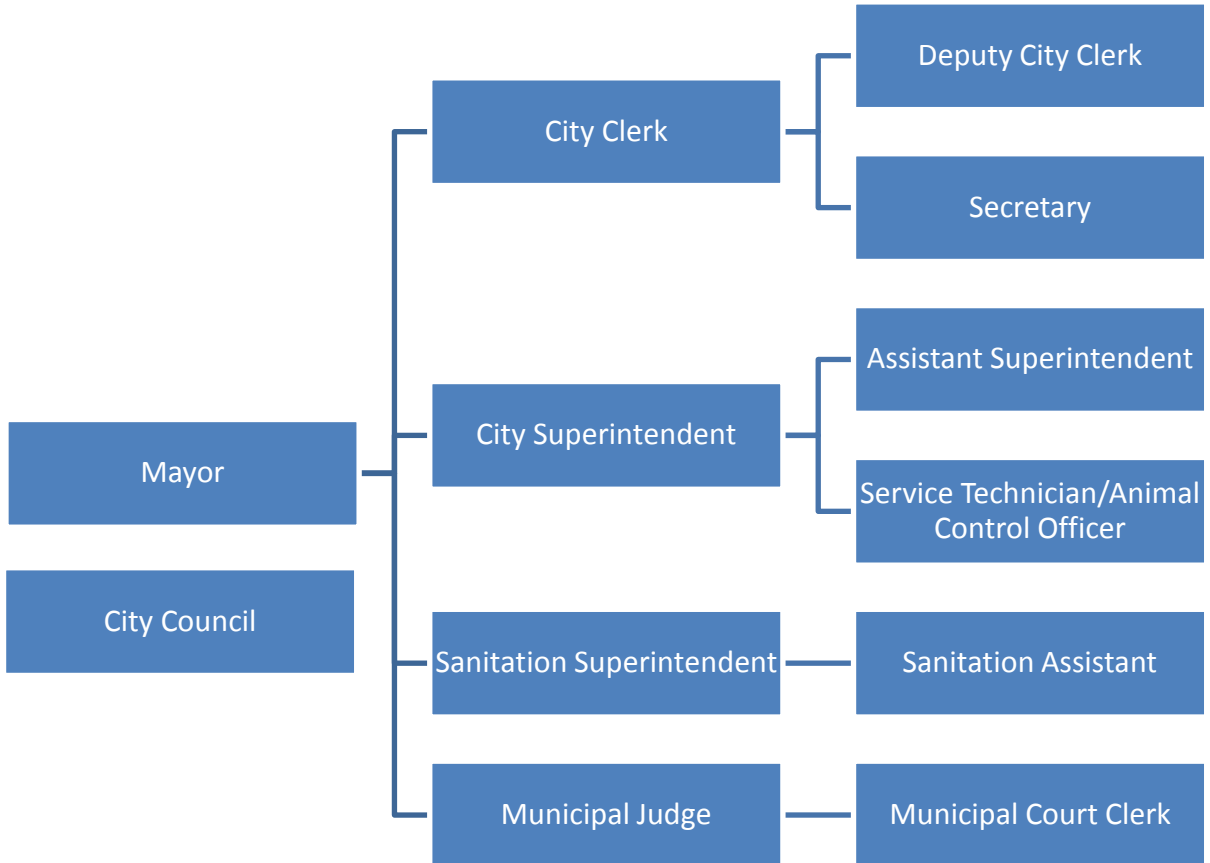




CITY OF LEOTI

Council Meeting
1st & 3rd Monday – 7:00 p.m.





CITY OF LEOTI

Council Meeting
1st & 3rd Monday – 7:00 p.m.

City Administrator Job Description

Department: Administration
Reports to: Governing Body

Position Type: Full-time
Retirement Plan: KPERs

Position Summary

Under the supervision of the Governing Body, the City Administrator is an exempt position under FLSA. This individual manages all city departments and oversees the finances, personnel, and short & long-range planning of the City of Leoti. This employee should possess excellent public relation, communication, supervisory, and organizational skills.

Essential Functions

- Responsible for personnel management;
- Responsible for the city's financial management and investments;
- Develops and implements policies and recommendations for the City of Leoti ;
- Performs public relations for the City of Leoti;
- Responsible for short and long-range planning;
- Responsible for reserve budget planning;
- Writes grants for the city;
- Responsible for economic development and local promotions;
- Works with local organizations regarding city activities, developments, and concerns;
- Fields questions, concerns, and complaints from the general public;
- Prepares necessary reports;
- Prepares weekly City Council agendas;
- Records and maintains files of ordinances, resolutions, contracts, and committees;
- Attests mayor's signature on official documents;
- Completes financial reports for the federal and state government;
- Publishes ordinances, charter ordinances, and resolutions;
- Records special assessment resolutions and deeds at the Register of Deeds office;
- Certifies special assessments to the county;
- Provides citizen assistance by fielding questions, concerns, and complaints from the public;
- performs oaths of office;

Marginal Functions

- Makes presentations to organizations;
- Performs other duties as deemed necessary or assigned.



CITY OF LEOTI

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Professional Skills: Four to six years of similar or related experience is preferred. The employee must possess a thorough knowledge of computer hardware, software and mathematics. The ability to operate computers, calculators, telephone systems, printers and other office equipment is necessary. The employee must be able to accurately prepare reports, memos and other documents, to interpret data, anticipate problems and read and interpret written instructions. Excellent organizational skills, time management and prioritizing skills are required.

Knowledge: Bachelor of Arts/Sciences is preferred. The ability to learn and adapt to new situations is necessary. The employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Managerial Skills: The employee should possess excellent administrative skills. The position works under the direction of the Governing Body and exercises occasional control over subordinate personnel. Decision making and problem solving relating to personnel issues are frequently encountered by this position.

Budget/Finance Skills: This position involves a great deal of financial accountability. A thorough knowledge of bond regulations, forecasting, grant writing and accounting is required. The ability to read and interpret budget documents and financial documents is necessary. Decision making and problem solving relating to budget constraints, city investments and budget planning are frequently encountered by this position. The employee is responsible for department equipment and resources. This position has the authority to purchase necessary equipment and supplies. Participation in the annual budget process is expected.

Communication Skills: Excellent oral and written communication skills are required. Daily contact with the general public, subordinate personnel, supervisory personnel and the Governing Body is expected. The employee will be expected to receive and respond to citizen complaints with tact and diplomacy.

Personal Traits: The position requires a high degree of motivation and a strong work ethic. The ability to work in both as a team and independently is necessary. The employee must strive for excellence, be dependable, and conduct him/herself in a professional manner. The City Administrator must always strive for the betterment of the City of Leoti and its residents.



CITY CLERK

City of Leoti

Administration Department

Position Summary

Under the supervision of the mayor and City Council, the City Clerk is a non-exempt position under FLSA. This employee is responsible for maintaining official city records, ordinances, resolutions, and contracts. Supervising subordinate personnel and serving as the City of Leoti's Chief Financial Officer is required. The City Clerk should possess excellent communication, organizational, supervisory, and public relation skills.

ESSENTIAL FUNCTIONS

- Attends all City Council meetings and maintains records of meetings;
- Prepares and distributes agenda and information packets for City Council members;
- Gathers, interprets, and prepares information for reports and recommendations to City Council;
- Serves as the City of Leoti's Chief Financial Officer;
- Manages the City Clerk's Office and supervises subordinate personnel;
- Serves as custodian of official city records and public documents;
- Responsible for the maintenance of all city records as required by statute;
- Ensures compliance of all laws and ordinances;
- Catalogs and files all city records;
- Fields questions, questions, concerns and complaints from the general public;
- Prepares the annual budget, monitors revenues and expenditures of all departments for budget compliances, and administers adopted budget;
- Formulates, maintains, and presents official plans, policies and procedures to staff and general public;
- Makes presentations to the City Council, boards, commissions, civic groups, and the general public;
- Advises the City Council of the City's financial condition and current and future needs;
- Seals and attests by signature ordinances, resolutions, contracts, deeds, bonds and other documents;
- Administers the issuances of municipal licenses including animal tags, liquor and cereal malt beverage licenses, and amusement and business licenses;
- Administers Oath of Office to public officials;
- Maintains all financial records, establishes and maintains internal control procedures;
- Responsible for the investment of city funds;
- Maintains the city's cafeteria plan, insurance policies, and inventory;
- Enforces department policies and procedures;
- Enforces safety procedures and practices.

MARGINAL FUNCTIONS

- Supervises the collection of utility receipts, taxes, and fees;
- Oversees daily deposits and balancing of cash drawer;
- Assists with grant preparation and administration;
- Assists with bond issuance;
- Serves as Notary Public;
- Performs other duties as deemed necessary or assigned.



CITY CLERK POSITION REQUIREMENTS

Experience: four to six years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED and a technical degree or some college credit in bookkeeping, accounting, or computers is required. This employee must be able to become a Certified Municipal Clerk within the proper time limits.

Technical Skills: A thorough knowledge of bond regulations, office procedures, laws, ordinances, and regulations of the city, and a working knowledge of computers and mathematics is required. This employee must be able to operate computers, printers, calculators, telephone systems, base radio, and other office equipment. The ability to prepare reports, memos, agendas, and other documents, to interpret data, to understand and anticipate problems, and to read and interpret ordinances, agendas, and other written instructions is required. This employee should possess excellent supervisory, public relation, organizational and oral and written communication skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with citizen concerns and complaints, personnel issues, and budget and time constraints.

Decision Making: Decision making is a factor in this position. This employee makes decisions about investment of city funds, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

Supervision: This position is subject to occasional supervision from the Mayor and City Council, and exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is responsible for department resources and equipment, does have the authority to purchase necessary department supplies, and does participate in the annual budget process.

Personal Relations: Daily contact with the general public, subordinate personnel, and supervisory personnel, and frequent contact with the Organization's governing body is expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

Physical Requirements: Physical activity associated with working in an office setting is required to perform the daily duties of this position.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.



CITY OF LEOTI

Council Meeting
1st & 3rd Monday – 7:00 p.m.

DEPUTY CITY CLERK

City of Leoti

Administration Department

POSITION SUMMARY

Under the supervision of the City Clerk, the Deputy City Clerk is a non-exempt position under FLSA which performs clerical and bookkeeping duties. This position provides citizen assistance, receives utility payments and performs data entry duties, accounts payables, and payroll. Processing utility orders and citizen inquiries is required. This employee should possess excellent communication, office, organizational, and public relation skills.

ESSENTIAL FUNCTIONS

- Responsible for utility billing including water, sewer, trash and landfill;
- Deposits and posts cash receipts;
- Notifies customers of possible water leaks;
- Prepares work order for public work and sanitation;
- Prepares work order for customer moves, new customers, and final billed customers;
- Responsible for balancing billing and collections on a monthly basis;
- Prepares state and local sales tax reports, state water plan tax report, and annual water use report;
- Provides citizen assistance by fielding questions, concerns, and complaints from the general public;
- Sends delinquent notices to customers and generates disconnect list for shut off
- Performs duties of the City Clerk in the City Clerks absence;
- Attends meetings in the absence of the City Clerk;
- Follows department policies and procedures;
- Follows safety procedures and practices;
- Assists with issuance of municipal licenses including animal tags, liquor and cereal malt beverage, amusement and business;
- Responsible for the maintenance of city filling system;
- Inputs bills/invoices received from all City departments, prints checks (including payroll) for payments of bills, provides reports of such utility bills with applicable city accounts.

MARGINAL FUNCTIONS

- Signs licenses in the City Clerk's absence;
- Takes dog calls and informs Animal Control Officer;
- Takes water, sewer, and sanitation calls;
- Performs other duties as deemed necessary or assigned.



DEPUTY CITY CLERK POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED and a technical degree or some college credit in bookkeeping, accounting, or computers is required. Employee is expected to have become a Certified Municipal Clerk within six years of employment.

Technical Skills: A working knowledge of computers, mathematics, and office procedures is required. This employee must be able to operate computers, printers, calculators, photocopiers, and other office equipment. The ability to prepare spreadsheets, to perform word processing duties, to maintain accuracy, to perform multiple tasks, and to read and interpret reports, billing statements, and written instructions is required. This employee should possess excellent public relations, organizational, oral and written skills.

Problem Solving: Some independent problem solving is involved in this position. This employee encounters problems with citizen complaints and non-payment of bills.

Decision Making: Some independent decision making is involved in this position. This employee makes decisions about providing citizen assistance, and performing daily duties in the most efficient manner.

Supervision: This position works with occasional supervision from the City Clerk, and exercises occasional supervision over subordinate personnel.

Financial Accountability: This employee is responsible for department resources and equipment, does have the authority to purchase necessary department supplies, and does participate in the annual budget process.

Personal Relations: Daily contact with the general public, subordinate personnel, and supervisory personnel, and occasional contact with the organizations governing body is expected.

Working Conditions: NO adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

Physical Requirements: Physical activity associated with working in an office setting is required to perform the daily duties of this position.



CITY OF LEOTI

Council Meeting
1st & 3rd Monday – 7:00 p.m.

City of Leoti

SECRETARY

Administration Department

POSITION SUMMARY

Under the supervision of the City Clerk, the Secretary is a non-except position under FLSA which performs clerical and bookkeeping duties. This position provides citizen assistance, received utility payments, and performs data entry duties. Processing utility orders and citizen inquiries is required. This employee should possess excellent communications, office, organizational, and public relation skills.

ESSENTIAL FUNCTIONS

- Responsible for collections water payment;
- Prepares daily deposit;
- Answers the telephone and directs calls to appropriate person;
- Enters data into the computer system;
- Makes copies of commission agendas;
- Prepares letters for correspondence;
- Performs filing, typing, copying, and other clerical duties;
- Assists with utility billings;
- Follows department policies and procedures;
- Follows safety procedures and practices;
- Assists with accounts payable and payroll.

MARGINAL FUNCTIONS

- Assists CPA with audit and data entry;
- Sells dog tags;
- Takes dog calls and informs animal control officer;
- Takes trash trucks calls;
- Performs other duties as deemed necessary or assigned.



SECRETARY POSITION REQUIREMENTS

Experience: Less than one year of similar or related experience is desired. Employee is expected to have acquired the necessary information and skill to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is preferred. A technical degree or some college credit in bookkeeping, accounting, or computers is also preferred.

Technical Skills: A working knowledge of computers, mathematics, and office procedures is required. This employee must be able to operate computers, printers, calculators, photocopiers, and other office equipment. The ability to prepare spreadsheets, to perform word processing duties, to maintain accuracy, to perform multiple tasks, and to read and interpret reports, billing statements, and written instructions is required. This employee should possess excellent public relations, organizational, oral and written skills.

Problem Solving: Some independent problem solving is involved in this position. This employee encounters problems with citizen complaints and computer problems.

Decision Making: Some independent decision making is involved in this position. This employee makes decisions about providing citizen assistance, and performing daily duties in the most efficient manner.

Supervision: This position works with occasional supervision from the City Clerk and Deputy City Clerk, but has no supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is responsible for department resources, but does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel is expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

Physical Requirements: Physical activity associated with working in an office setting is required to perform the daily duties of this position.



CITY OF LEOTI

Council Meeting
1st & 3rd Monday – 7:00 p.m.

CITY SUPERINTENDENT

City of Leoti

Public Lands and Works Department

POSITION SUMMARY

Under the supervision of the Mayor and Leoti City Council, the City Superintendent is a non-exempt position under FLSA which performs administrative for Public Lands and Works Department. This position is responsible for planning and supervising the water, wastewater, and street divisions' operations, maintenance, and repair activities. This employee enforces department safety policies and procedures, and should possess excellent communication, organizational, supervisory, technical, and public relation skills.

ESSENTIAL FUNCTIONS

- Assumes responsibility for water, wastewater, and street operations, maintenance, and repairs;
- Supervises, trains, evaluates, and disciplines subordinate personnel;
- Supervises the operation and maintenance of equipment and stocks of materials used;
- Supervises the preparations and maintenance of time and equipment distribution records, personnel records, and related reports;
- Procures necessary supplies and equipment for the department;
- Fields questions, concerns, and complaints from the general public;
- Responds to emergency situations;
- Operates department equipment;
- Enforces department policies and procedures;
- Enforces safety procedures and practices.

MARGINAL FUNCTIONS

- Checks building permits;
- Assists with Christmas decoration;
- Cleans abandoned property;
- Measures property lines;
- Collects water samples;
- Plans well and water system improvements;
- Performs other duties as deemed necessary or assigned, by the Mayor and City Council.



CITY SUPERINTENDENT POSITION REQUIREMENTS

Experience: Ten or more years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A valid Kansas Commercial Driver's License (CDL), Class II Kansas Water License, and Small Systems Waste Water License is required.

Technical Skills: A thorough knowledge of equipment maintenance, road construction and repair techniques, water and wastewater treatment, and safety procedures, and a working knowledge of mathematics is required. This employee must be able to operate loaders, tractors, trucks, backhoes, street sweepers, graders, mowers, and other department equipment. The ability to understand and anticipate problems, to enforce department policies and procedures, and to interpret written instructions, maps, schematics, blueprints, reports, and manuals is required. This employee should possess excellent public relation, supervisory, organizational, oral and written communication skills.

Problem Solving: Independent problem solving is a factor in this position. This employee encounters problems with citizen complaints, equipment malfunctions, and adverse weather, project delays, and personnel issues.

Decision Making: Independent decision making is a factor in this position. This employee makes decisions about resolving citizen complaints and personnel issues, prioritizing department activities and goal, and perform daily duties in the safest and most efficient manner.

Supervision: This position works under the direction of the Mayor and City Council, and exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is responsible for department resources and equipment, does have the authority to purchase department supplies and equipment, and does participate in the annual budget process.

Personal Relations: Daily contact with the general public, subordinate personnel, co-workers, supervisory personnel, and the organization's governing body is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, and adverse weather conditions is expected. This employee is exposed to sewage and potentially infectious materials while performing daily duties.

Physical Requirements: Manual labor including lifting and carrying heavy objects, bending, kneeling, and the ability to operate departmental equipment is required daily in this position.



CITY OF LEOTI

Council Meeting
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ASSISTANT SUPERINTENDENT

City of Leoti

Public Lands and Works Department

POSITION SUMMARY

Under the supervision of the City Superintendent, the Assistant Superintendent is a non-exempt position under FLSA. This employee assists the City Superintendent in supervising, planning, and organizing the activities of the Public Lands and Works Department including water, sewer, and street maintenance. This employee should possess a strong mechanical aptitude and excellent communication, organizational, supervisory, and public relation skills.

ESSENTIAL FUNCTIONS

- Supervises subordinate personnel;
- Assists with managing and directing the activities of the water, sewer, and street divisions of the Public Lands and Works Department;
- Ensures department complies with federal, state, and local regulations;
- Fields questions, concerns and complaints from the general public;
- Ensures that job assignments are done in a timely and safe manner;
- Ensures that the City of Leoti is provided clean, safe water and streets, and sanitary sewers;
- Operates, inspects, and maintains department equipment;
- Enforces department policies and procedures;
- Enforces safety procedures and practices.

MARGINAL FUNCTIONS

- Performs grading on streets;
- Assists with Christmas decorations;
- Gathers water samples for testing;
- Measures property;
- Mows city property;
- Reads meters;
- Performs maintenance on meters and water lines;
- Performs other duties as deemed necessary or assigned.



ASSISTANT SUPERINTENDENT POSITION REQUIREMENTS

Experience: Three to five years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. A class II certification in water and small systems certification in wastewater is required. A technical degree in a related field is preferred. This employee must have a valid Kansas Driver's License.

Technical Skills: This position requires a working knowledge of water and wastewater systems, street maintenance, equipment maintenance, water system testing, welding, mechanics, plumbing and mathematics. The employee in this position must be able to operate graders, backhoes, loaders, mowers, sewer cleaning equipment, sprayers, welders, small hand tools, and computers. The ability to prepare reports, memos and other documents, to interpret data, to understand and anticipate problems, and to read and interpret maps and other written instructions are required. This employee should possess a strong mechanical aptitude and excellent public relation, organizational, oral and written communication skills, and should be able to form and maintain effective working relationships with county officials, employees, and the general public.

Problem Solving: Independent problem solving is a factor in this position. This employee encounters problems with equipment malfunctions, water and sewer leaks, and personnel issues.

Decision Making: Independent decision making is a factor in this position. This employee makes decisions about performing necessary repairs, resolving personnel issues, prioritizing daily assignments, and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with occasional supervision from the City Superintendent, exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is responsible for department resources and equipment, does have the authority to purchase necessary supplies and equipment, but does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, subordinate personnel, co-workers, and occasional contact with the organization's governing body is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, and adverse weather conditions is expected. This employee is exposed to sewage and potentially infectious materials while performing daily duties.

Physical Requirements: Manual labor including lifting and carrying heavy objects, bending, kneeling, and the ability to operate departmental equipment is required daily in this position.



SERVICE TECHNICIAN/ANIMAL CONTROL OFFICER

City of Leoti

Public Lands and Works Department

POSITION SUMMARY

Under the supervision of the City Superintendent and Assistant Superintendent, the Service Technician/Animal Control Officer non-exempt position under FLSA, which performs semi-skilled and unskilled duties. Performing repairs and maintenance to the City's water, wastewater, and street systems are the primary duties of this position. This employee should possess a strong mechanical aptitude and effective communication and public relation skills.

ESSENTIAL FUNCTIONS

- Maintains safe drinking water for the citizens of Leoti;
- Maintains the sewer system including lift station operations;
- Reads City water meters and maintains water meters;
- Mows and maintains City grounds;
- Maintains water lines, service lines and mains;
- Maintains city signs and streets;
- Responsible for turning water on and off;
- Collects water and sewer samples;
- Locates water and sewer lines for contractors;
- Performs street maintenance including laying concrete, asphalt, and patching street surfaces;
- Cleans and maintains City streets and parks;
- Performs equipment maintenance and repairs;
- Responsible for the trapping, chasing and pickup of stray dogs and animals including skunks;
- Follows department policies and procedures;
- Follows safety procedures and practices.
- Assumes responsibility for water, wastewater, and street operations, maintenance, and repairs;

MARGINAL FUNCTIONS

- Provides snow and ice removal during inclement weather;
- Responsible for cleaning out culverts;
- Maintains school lights;
- Assist with Christmas decorations;
- Performs other duties as deemed necessary or assigned.



SERVICE TECHNICIAN/ANIMAL CONTROL OFFICER POSITION REQUIREMENTS

Experience: This is an entry-level position and no prior experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. A valid Kansas Driver's License. Class II Kansas Water License, and Small Systems Waste Water License is required after 18 months of employment..

Technical Skills: A working knowledge of equipment maintenance, road construction and repairs, water and wastewater treatment and mathematics is required. This employee must be able to operate loaders, tractors, trucks, backhoes, street sweepers, graders, mowers, and other department equipment. The ability to understand and anticipate problems, to follow department policies and to interpret written instructions is required. This employee should possess a strong mechanical aptitude and effective public relation, oral and written communication skills.

Problem Solving: Limited independent problem solving is a factor in this position. This employee encounters problems with citizen complaints, equipment malfunctions, and adverse weather, project delays, and personnel issues.

Decision Making: Limited independent decision making is involved in this position. This employee makes decisions about equipment maintenance, and performing daily duties in the safest and most efficient manner.

Supervision: This position is subject to frequent supervision from the City Superintendent and Assistant Superintendent, but does not have supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is responsible for safe operation of department equipment, but does not participate in annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, and adverse weather conditions is expected. This employee is exposed to sewage and potentially infectious materials while performing daily duties. This employee also handles dogs and other wild animals and disposal thereof.

Physical Requirements: Manual labor including lifting and carrying heavy objects, bending, kneeling, walking, running and the ability to repeatedly getting in and out of City equipment.



CITY OF LEOTI

Council Meeting
1st & 3rd Monday – 7:00 p.m.

SANITATION SUPERINTENDENT

City of Leoti

Sanitation Department

POSITION SUMMARY

Under the supervision of the Mayor and Leoti City Council, the Sanitation Superintendent is an exempt position under FLSA which performs administrative and supervisory duties. This position is responsible for the collection of household and yard waste for the City of Leoti as well as supervising department employees. This employee should possess a strong mechanical aptitude and excellent communication, organizational, and public relation skills.

ESSENTIAL FUNCTIONS

- Afternoon Well Checks
- Enforces department policies and procedures;
- Enforces safety procedures and practices;
- Fields questions, concerns, and complaints from the general public;
- Maintain downtown city planters and trees;
- Maintain any vehicle assigned to City Hall;
- Operate refuse truck;
- Responsible for the maintenance of department;
- Responsible for the collection subordinate personnel in their daily duties;
- Schedules, supervises and directs subordinate personnel in their daily duties.

MARGINAL FUNCTIONS

- Performs other duties as deemed necessary or assigned, by the Mayor, City Council, City Superintendent, and City Clerk.



SANITATION SUPERINTENDENT POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonable well within six months to one year of employment.

Education: A high school diploma or GED is required. This employee must have a valid Kansas Commercial Driver's License (CDL).

Technical Skills: A working knowledge of equipment maintenance and mathematics is required. This employee must be able to operate refuse trucks, hand tools, and other department equipment. The ability to understand and anticipate problems, to interpret data, to prepare reports and documents, and to read and interpret maps, manuals, and written instructions is required. This employee should possess excellent public relation, organizational, supervisory, oral and written communication skills.

Problem Solving: Independent problem solving is involved in this position. This employee makes decisions about scheduling, prioritizing daily assignments, resolving personnel issues, and performing daily duties in the most efficient manner.

Decision Making: Independent decision making is involved in this position. This employee makes decisions about scheduling, prioritizing daily assignments, resolving personnel issues, and performing daily duties in the most efficient manner.

Supervision: This position is subject to occasional supervision from the Mayor and the Governing Body, and exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is responsible for department resources and equipment, does have the authority to purchase necessary department supplies, but does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, subordinate personnel, co-workers, and supervisory personnel, and occasional contact with the organization's governing body is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, and adverse weather conditions is expected. This employee is exposed to potentially infectious materials while performing refuse collection.

Physical Requirements: Manual labor including lifting and carrying heavy objects, bending, kneeling, and the ability to operate departmental equipment is required daily in this position.



SANITATION ASSISTANT

City of Leoti

Sanitation Department

POSITION SUMMARY

Under the supervision of the Sanitation Superintendent, the Sanitation Assistant is a non-exempt position under FLSA which performs semi-skilled and unskilled duties. This position is responsible for assisting the Sanitation Superintendent with the collection of household and yard waste. This employee should possess a strong mechanical aptitude and effective communication, and public relation skills.

ESSENTIAL FUNCTIONS

- Responsible for collecting trash and dumping trash containers;
- Responsible for cycling trash in refuse truck;
- Performs equipment maintenance;
- Operate refuse truck;
- Follows department policies and procedures;
- Follows safety procedures and practices.

MARGINAL FUNCTIONS

- Performs other duties as deemed necessary or assigned.



SANITATION ASSISTANT POSITION REQUIREMENTS

Experience: This is an entry level position and no prior experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within three months of employment.

Education: A high school diploma or GED is required. This employee must have a valid Kansas Commercial Driver's License (CDL).

Technical Skills: A working knowledge of equipment maintenance and mathematics is required. This employee must be able to operate refuse trucks, hand tools, and other department equipment. The ability to understand and anticipate problems, to follow department policies, and to interpret written instructions is required. This employee should possess strong mechanical aptitude, and effective public relation, oral and written communication skills.

Problem Solving: Limited independent problem solving is involved in this position. This employee encounters problems with citizen complaints, equipment malfunctions, and adverse weather.

Decision Making: Limited independent decision making is involved in this position. This employee makes decisions about equipment maintenance, and performing daily duties in the most efficient manner.

Supervision: This position is subject to frequent supervision from the Sanitation Superintendent, but does have occasional supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is responsible for safe operation of department equipment, but does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, and adverse weather conditions is expected. This employee is exposed to potentially infectious materials while performing refuse collection.

Physical Requirements: Manual labor including lifting and carrying heavy objects, bending, kneeling, and the ability to operate departmental equipment is required daily in this position.