

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of Ordinance No. 645 to Reclassify the Purchasing Officer to Central Services Manager, the Facilities Maintenance Worker II to Senior Facilities Maintenance Worker, a Finance Technician to a Buyer and an Engineering Technician to a Traffic Signal Technician within the City's Classification and Compensation Plan		
DEPARTMENT:	Administrative Services; Human Resources; Public Works		
PRESENTED BY:	Robert Hartwig, Administrative Services Director Mark Relph, Public Works Director Marci Wright, Human Resources Director		
ACTION:	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	--

PROBLEM/ISSUE STATEMENT:

Staff is proposing reclassifications resulting from 1) a reorganization combining the fleet and facilities functions (currently in Public Works) with the purchasing function (in Administrative Services) into one division located in Administrative Services; and 2) a decision to take the operational design and management of traffic signals (currently this service is contracted through King County) in-house within Public Works.

Council is scheduled to discuss this proposal at its meeting of July 9, 2012 and this staff report assumes Council direction consistent with staff's recommendation. If Council direction following the July 9 meeting is different from what is anticipated, staff will amend the proposal to be consistent with Council direction.

RESOURCE/FINANCIAL IMPACT:

1) Fleet/Facilities/Purchasing Reorganization

This reorganization has a net cost to the City of \$144 in 2012 (assuming an October 1, 2012 hiring date for the Central Services Manager). Funds are available for this change in the Administrative Services Department budget due to salary savings during the current Purchasing Officer vacancy. The additional cost for 2013 is estimated at \$615 and will need to be funded during the 2013 budget process. No budget amendment is required as a result of this change.

2) Traffic Reclassification

The annual salary increase for the proposed reclassification is estimated to be between \$5200 and \$6323. (Note: Because the previous incumbent in the position had been at the top step of their salary classification for several years, there may be no actual increase in the budget for the next few years, assuming a new employee is likely to be

hired at or near step 1 of the proposed salary range). No additional funds are anticipated to be needed in 2012.

RECOMMENDATION

Staff recommends Council adopt Ordinance No. 645 to reclassify the Purchasing Officer to Central Services Manager, the Facilities Maintenance Worker II to Senior Facilities Maintenance Worker, a Finance Technician to a Buyer and an Engineering Technician to a Traffic Signal Technician within the City's Classification and Compensation Plan

Approved By: City Manager **JU** City Attorney **IS**

BACKGROUND

1) Reorganization Combining Fleet & Facilities with Purchasing

In order to more efficiently and effectively deliver internal services, the City Manager has a goal of consolidating internal services into one central department. As part of that initiative, staff has been considering transferring the fleet and facilities functions (currently in Public Works) to Administrative Services and combining it with the purchasing function. The voluntary resignation of the City's Purchasing Officer earlier this year presented the opportunity to seriously consider taking that step at this time.

Staff is recommending that we make this transfer at this time. Implementation of this reorganization involves City Council approval of reclassification of existing positions.

The table below lists the recommendation for staffing the resulting new division within Administrative Services:

Existing Structure		Resulting Staffing in New Division	
Classification	Dept	Classification	Note
Purchasing Officer	ASD	Central Services Manager	Vacant position
Fleet, Facilities & Property Management Supervisor	PW	Management Analyst	Reclassification; no Council action required
Facilities Maintenance Worker II	PW	Senior Facilities Maintenance Worker	Reclassification; Council action required
Facilities Maintenance Worker I	PW	Facilities Maintenance Worker I	No Change
Finance Technician (.75)	ASD	Buyer (.75)	Reclassification; Council action required
Administrative Assistant II	PW	Administrative Assistant II	No Change

2) Assuming Traffic Signal Management In-House

Staff is also recommending another initiative that has been identified as a desirable future step--the assumption of traffic signal management in-house within Public Works. The recent voluntary resignation of the incumbent Engineering Technician within the traffic unit creates the opportunity to re-define the work performed by this position to align it with the new responsibilities that come due to taking this function in-house.

DISCUSSION

1) Reorganization Combining Fleet & Facilities with Purchasing

In exploring whether to proceed with the proposed reorganization at this time, staff focused on whether change could result in improved internal service and efficiency without demanding a significant increase in resources.

The table below shows the resources/organization currently performing these functions:

Fleet/Facilities			
Dept	Position	Salary Range	Reports to
Public Works	Fleet, Facilities & Property Management Supervisor	52	PW Operations Manager
	Facilities Maintenance Worker II	39	Fleet/Fac/Prop Mgt Supervisor
	Facilities Maintenance Worker I	35	Fleet/Fac/Prop Mgt Supervisor
	Administrative Assistant II	35	Fleet/Fac/Prop Mgt Supervisor
Purchasing			
Admin Services	Purchasing Officer	48	ASD Director
	Finance Technician (.75)	35	Purchasing Officer

(Property management is currently combined with the Public Works Fleet & Facilities Supervisor, but through this reorganization property management would remain within Public Works)

With the Purchasing Officer vacancy comes the opportunity to reclassify this position to add management responsibility for fleet and facilities. In addition, by forming the newly created division, sufficient resources exist to take on the existing tasks and to also further centralize purchasing and contracting functions (freeing up time currently spent on these tasks in the other City departments).

In addition to gaining efficiencies in a newly consolidated division and the resulting freeing up of staff time in the other departments, creation of the new division also begins to set the City up for the expanded purchasing, contracting, facilities and fleet responsibilities that will result from the upcoming assumption of utilities.

The reclassification of the Purchasing Officer leads to the following additional recommended reclassifications:

- **Fleet, Facilities & Property Manager Supervisor:**
 - Reclassification to—**Management Analyst** (because this reclassification is to an existing classification, this action does not require City Council approval)
 - Reason--with the consolidation of the functions, it is no longer necessary for the City to have two managers/supervisors in this area. As a result, we are recommending this downgrade of the position to handle a variety of analytical and administrative tasks for this division
- **Facilities Maintenance Worker II**
 - Recommended Reclassification to —**Senior Facilities Maintenance Worker**
 - Reason--with the shift of this work to the new division in Administrative Services, this position will be required to work more independently on a day to day basis. Although not supervising the Facilities Maintenance Worker I, this position will serve as a “lead” position—responsible for day to day scheduling, work planning and giving needed direction on tasks

- **Finance Technician (.75 FTE)**

- Recommended Reclassification to—**Buyer (.75 FTE)**
- Reason—with the creation of the new division, this position will be working more independently and taking on more responsibility within the purchasing/contracting function

The other transferring classifications would remain unchanged.

Staff is recommending the following salary range placements for the reclassified positions:

Existing Classification	Salary Range	New Classification	Salary Range	Basis for Recommendation
Purchasing Officer	48	Central Services Manager (Attachment B)	59	Same range as comparable division managers in ASD, CSD, PRCS, PCD
Finance Tech	35	Buyer (Attachment C)	39	Same range as administrative, technical classifications with a similar level of autonomy and responsibility
Facilities Maintenance Worker II	39	Senior Facilities Maintenance Worker (Attachment D)	41	5% increase based on addition of “lead” duties to the existing classification

2) Assuming Traffic Signal Management In-House

The City has 45 signalized intersections and each one requires a set of specific programs to operate efficiently for the amount of traffic and turning movements for a given time of day. As traffic conditions change, so does the need to adjust the traffic signal programs. Currently, the City contracts this function with King County, but their organizational structure and recent changes have created delays and problems with implementing timely changes to the signal system. This simply leads to driver frustration and unnecessary delay at intersections.

In bringing the traffic signal management work in-house in Public Works, there is a need for two types of work to be added to the current functions: the technical in-the-field work of installing and maintaining the traffic signal’s software programming and the professional engineering level programming work to design and coordinate the traffic flow.

The vacant Engineering Tech position creates the opportunity to reclassify the position to add the technical field work elements to its other technical traffic-related functions. The reclassification will allow the recruitment of an individual who can bring these skills and experience to the City’s workforce.

The professional engineering elements are planned to be added to the Associate Engineer position; the incumbent in that position will be provided required training to enable him to add the necessary skill-set to perform the new elements of the job. Staff will monitor the skills and experience involved, and, if a reclassification appears warranted, will bring the reclass proposal to the City Council at that time.

Staff is recommending the following salary range placements for the reclassified position:

Existing Classification	Salary Range	New Classification	Salary Range	Basis for Recommendation
Engineering Technician	40	Traffic Signal Technician (Attachment E)	44	Same range as Senior Engineering Technician which performs duties of a comparable level

RESOURCE/FINANCIAL IMPACT

1) Fleet/Facilities/Purchasing Reorganization

Staff's recommendation centralizes these services into one department that provides services to all other City departments. Administrative Services is generally seen as a department that normally provides these services to all departments, so the change is a good fit. Purchasing is also a natural fit with Fleet and Facilities since these two areas along with capital projects are the heaviest users of purchasing services. This change also positions us well for the transition of utilities to the City beginning with the Ronald Wastewater assumption in 2017.

This reorganization has a net cost to the City of \$144 in 2012, assuming an October 1, 2012 hiring date for the Central Services Manager. Funds are available for this change in the Administrative Services Department budget due to salary savings during the current Purchasing Officer vacancy. The additional cost for 2013 is estimated at \$615 and will need to be funded during the 2013 budget process. No budget amendment is required as a result of this change.

2) Assuming Traffic Signal Management In-House

The proposed reclassification is 10% higher than the existing classification. At the bottom of the salary ranges the annual salary difference would be a \$5200 increase; at the top of the salary ranges the annual salary difference would be a \$6323 increase. (Because the departing incumbent was at the top of the Engineering Technician salary range, there is likely to be an actual salary savings the first few years, assuming the new employee is hired at or near step 1 of the salary range) No additional funds are anticipated to be needed in 2012.

RECOMMENDATION

Staff recommends Council Approval of Ordinance No. 645 to reclassify the Purchasing Officer to Central Services Manager, the Facilities Maintenance Worker II to Senior Facilities Maintenance Worker, a Finance Technician to a Buyer and an Engineering Technician to a Traffic Signal Technician within the City's Classification and Compensation Plan

ATTACHMENTS

Attachment A--Ordinance No. 645

Attachment B—Classification Specification for Central Services Manager

Attachment C— Classification Specification for Buyer

Attachment D— Classification Specification for Senior Facilities Maintenance Worker

Attachment E— Classification Specification for Traffic Signal Technician

ORDINANCE NO. 645

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, RECLASSIFYING THE PURCHASING OFFICER TO CENTRAL SERVICES MANAGER, THE FINANCE TECHNICIAN TO BUYER, THE FACILITIES MAINTENANCE WORKER II TO SENIOR FACILITIES MAINTENANCE WORKER, AND THE ENGINEERING TECHNICIAN TO TRAFFIC SIGNAL TECHNICIAN AND AMENDING THE 2012 BUDGET BY AMENDING THE 2012 EXEMPT AND NON EXEMPT SALARY TABLES

WHEREAS, the 2012 Budget for the City of Shoreline was adopted by Ordinance No. 622 and amended by Ordinance No. 628; and

WHEREAS, City staff have determined it is appropriate to reclassify four positions to new classification specifications:

- Purchasing Officer to Central Services Manager
- Finance Technician to Buyer
- Facilities Maintenance Worker II to Senior Facilities Maintenance Worker
- Engineering Technician to Traffic Signal Technician; and

WHEREAS, due to the reclassifications, the salary ranges for the positions should be adjusted; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Amendment to the 2012 Budget. The Exempt and Non Exempt Salary Tables of the 2012 Budget as adopted by Ordinance No. 622 and amended by Ordinance No. 628, as shown on Exhibit A and Exhibit B, respectively, attached hereto, are amended as follows:

The classification “Purchasing Officer” is deleted from Range 48 and a new classification “Central Services Manager” is added to Range 59.

The classification “Finance Tech” is deleted from Range 35 and a new classification “Buyer” is added to Range 39.

The classification “Facilities Maintenance Worker” is deleted from Range 39 and a new classification “Senior Facilities Maintenance Worker” is added to Range 41.

The classification Engineering Technician is deleted from Range 40 and a new classification “Traffic Signal Technician” is added to Range 44.

Section 2. Publication and Effective date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and the ordinance shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL ON JULY 16, 2012.

Mayor Keith McGlashan

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

Date of Publication:
Effective Date:

EXHIBIT A

City of Shoreline
Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 01 - EXEMPT

Mkt Adj 1.00%
 Effective Jan 1, July 17, 2012

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
1		Annual	19,085	19,848	20,642	21,468	22,326	23,220
2		Annual	19,588	20,372	21,187	22,034	22,916	23,832
3		Annual	20,036	20,838	21,671	22,538	23,439	24,377
4		Annual	20,540	21,361	22,216	23,105	24,029	24,990
5		Annual	21,072	21,914	22,791	23,703	24,651	25,637
6		Annual	21,603	22,467	23,366	24,301	25,273	26,284
7		Annual	22,163	23,049	23,971	24,930	25,927	26,965
8		Annual	22,723	23,632	24,577	25,560	26,582	27,646
9		Annual	23,254	24,184	25,152	26,158	27,204	28,292
10		Annual	23,870	24,825	25,818	26,850	27,924	29,041
11		Annual	24,430	25,407	26,423	27,480	28,579	29,722
12		Annual	25,045	26,047	27,089	28,172	29,299	30,471
13		Annual	25,689	26,716	27,785	28,896	30,052	31,254
14		Annual	26,332	27,386	28,481	29,620	30,805	32,037
15		Annual	26,976	28,055	29,177	30,344	31,558	32,821
16		Annual	27,676	28,783	29,934	31,131	32,377	33,672
17		Annual	28,375	29,510	30,691	31,918	33,195	34,523
18		Annual	29,047	30,209	31,417	32,674	33,981	35,340
19		Annual	29,774	30,965	32,204	33,492	34,832	36,225
20		Annual	30,530	31,751	33,021	34,342	35,716	37,144
21		Annual	31,286	32,537	33,838	35,192	36,600	38,064
22		Annual	32,097	33,381	34,716	36,105	37,549	39,051
23		Annual	32,881	34,196	35,564	36,986	38,466	40,004
24		Annual	33,720	35,069	36,472	37,931	39,448	41,026
25		Annual	34,532	35,913	37,349	38,843	40,397	42,013
26		Annual	35,399	36,815	38,288	39,819	41,412	43,068
27		Annual	36,295	37,746	39,256	40,826	42,460	44,158
28		Annual	37,218	38,707	40,255	41,865	43,540	45,281
29		Annual	38,142	39,667	41,254	42,904	44,620	46,405
30		Annual	39,093	40,657	42,283	43,974	45,733	47,563
31		Annual	40,072	41,675	43,342	45,076	46,879	48,754

EXHIBIT A

City of Shoreline
Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 01 - EXEMPT

Mkt Adj 1.00%
Effective Jan 1, July 17, 2012

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
32		Annual	41,080	42,723	44,432	46,209	48,058	49,980
33		Annual	42,115	43,800	45,552	47,374	49,269	51,240
34		Annual	43,151	44,877	46,672	48,539	50,480	52,499
35		Annual	44,214	45,982	47,822	49,735	51,724	53,793
36		Annual	45,361	47,176	49,063	51,025	53,066	55,189
37		Annual	46,453	48,311	50,243	52,253	54,343	56,517
38		Annual	47,600	49,504	51,484	53,543	55,685	57,913
39		Annual	48,803	50,755	52,786	54,897	57,093	59,377
40		Annual	50,034	52,036	54,117	56,282	58,533	60,875
41		Annual	51,294	53,345	55,479	57,698	60,006	62,407
42		Annual	52,581	54,684	56,872	59,146	61,512	63,973
43	Assistant Planner	Annual	53,896	56,052	58,294	60,626	63,051	65,573
44		Annual	55,239	57,449	59,747	62,137	64,622	67,207
45	Executive Assistant to the City Manager	Annual	56,611	58,875	61,230	63,679	66,226	68,875
46	Budget Analyst Management Analyst Staff Accountant Recreation Coordinator I	Annual	58,010	60,330	62,743	65,253	67,863	70,578
47	Associate Planner	Annual	59,521	61,902	64,378	66,953	69,631	72,416
48	Purchasing Officer	Annual	60,976	63,415	65,952	68,590	71,333	74,187
49	Parks & Rec Project Coordinator Emergency Management Coordinator Neighborhoods Coordinator	Annual	62,515	65,016	67,616	70,321	73,134	76,059
50	Grants Coordinator Recreation Coordinator II CMO Management Analyst Senior Human Resources Analyst Budget/Financial Systems Analyst	Annual	64,054	66,616	69,281	72,052	74,934	77,932
51	Web Developer Senior Planner	Annual	65,649	68,275	71,006	73,847	76,800	79,872
52	Customer Response Team Supervisor Fleet, Facilities & Prop Mgt Supv Development Review Engineer I Construction Inspection Supervisor	Annual	67,328	70,021	72,822	75,735	78,765	81,915
53		Annual	69,007	71,768	74,638	77,624	80,729	83,958
54	PW Maintenance Supervisor	Annual	70,714	73,543	76,485	79,544	82,726	86,035

EXHIBIT A

City of Shoreline

Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 01 - EXEMPT

Mkt Adj 1.00%
Effective Jan 1, July 17, 2012

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
55	Capital Projects Manager I GIS Specialist City Clerk	Annual	72,477	75,376	78,391	81,527	84,788	88,180
56	Associate Traffic Engineer	Annual	74,324	77,297	80,389	83,605	86,949	90,427
57	Database Administrator	Annual	76,171	79,218	82,387	85,682	89,109	92,674
58		Annual	78,074	81,197	84,445	87,823	91,335	94,989
59	Recreation Superintendent Economic Development Program Mgr Finance Manager Capital Projects Manager II Community Services Manager Intergovernmental Prog Manager Development Review Engineer II Permit Services Manager Parks Superintendent Planning Manager Central Services Manager	Annual	80,033	83,234	86,563	90,026	93,627	97,372
60		Annual	82,020	85,300	88,712	92,261	95,951	99,789
61	Building Official	Annual	84,090	87,454	90,952	94,590	98,374	102,309
62	Assistant City Attorney	Annual	86,189	89,637	93,222	96,951	100,829	104,862
63	Traffic Engineer SW & Environmental Svcs Manager	Annual	88,316	91,849	95,522	99,343	103,317	107,450
64		Annual	90,555	94,177	97,944	101,862	105,936	110,174
65	Engineering Supervisor Transportation Svcs Division Mgr	Annual	92,793	96,505	100,365	104,380	108,555	112,897
66	Information Systems Manager	Annual	95,116	98,921	102,877	106,992	111,272	115,723
67		Annual	97,522	101,423	105,480	109,700	114,088	118,651
68		Annual	99,929	103,926	108,083	112,407	116,903	121,579
69	Public Works Operations Manager	Annual	102,448	106,545	110,807	115,240	119,849	124,643
70	Human Resources Director	Annual	104,994	109,194	113,562	118,104	122,828	127,741
71	City Engineer	Annual	107,625	111,930	116,407	121,063	125,905	130,942
72		Annual	110,339	114,752	119,343	124,116	129,081	134,244
73		Annual	113,081	117,605	122,309	127,201	132,289	137,581
74	Assistant City Manager Administrative Services Director Parks, Rec & Cultural Svcs Director Planning & Community Dev Director Public Works Director City Attorney	Annual	115,908	120,544	125,366	130,380	135,596	141,019
75		Annual	118,818	123,571	128,513	133,654	139,000	144,560

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EXHIBIT B

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

Mkt Adj. 1.00%
Effective Jan 1-July 17, 2012

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
1		Hourly	9.18	9.54	9.92	10.32	10.73	11.16
2		Hourly	9.42	9.79	10.19	10.59	11.02	11.46
3		Hourly	9.63	10.02	10.42	10.84	11.27	11.72
4		Hourly	9.87	10.27	10.68	11.11	11.55	12.01
5		Hourly	10.13	10.54	10.96	11.40	11.85	12.33
6		Hourly	10.39	10.80	11.23	11.68	12.15	12.64
7		Hourly	10.66	11.08	11.52	11.99	12.47	12.96
8		Hourly	10.92	11.36	11.82	12.29	12.78	13.29
9		Hourly	11.18	11.63	12.09	12.58	13.08	13.60
10		Hourly	11.48	11.93	12.41	12.91	13.43	13.96
11		Hourly	11.74	12.21	12.70	13.21	13.74	14.29
12		Hourly	12.04	12.52	13.02	13.54	14.09	14.65
13		Hourly	12.35	12.84	13.36	13.89	14.45	15.03
14		Hourly	12.66	13.17	13.69	14.24	14.81	15.40
15	Lifeguard/Instructor II	Hourly	12.97	13.49	14.03	14.59	15.17	15.78
16		Hourly	13.31	13.84	14.39	14.97	15.57	16.19
17		Hourly	13.64	14.19	14.76	15.35	15.96	16.60
18		Hourly	13.96	14.52	15.10	15.71	16.34	16.99
19		Hourly	14.31	14.89	15.48	16.10	16.75	17.42
20		Hourly	14.68	15.26	15.88	16.51	17.17	17.86
21		Hourly	15.04	15.64	16.27	16.92	17.60	18.30
22		Hourly	15.43	16.05	16.69	17.36	18.05	18.77
23		Hourly	15.81	16.44	17.10	17.78	18.49	19.23
24	Senior Lifeguard	Hourly	16.21	16.86	17.53	18.24	18.97	19.72
25		Hourly	16.60	17.27	17.96	18.67	19.42	20.20
26		Hourly	17.02	17.70	18.41	19.14	19.91	20.71
27		Hourly	17.45	18.15	18.87	19.63	20.41	21.23
28		Hourly	17.89	18.61	19.35	20.13	20.93	21.77
29		Hourly	18.34	19.07	19.83	20.63	21.45	22.31
30		Hourly	18.79	19.55	20.33	21.14	21.99	22.87
31	Teen Program Assistant Administrative Assistant I Recreation Assistant I	Hourly	19.27	20.04	20.84	21.67	22.54	23.44

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EXHIBIT B

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

Mkt Adj. 1.00%
Effective Jan 1/July 17, 2012

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
32	Public Works Maintenance Worker I Parks Maintenance Worker I	Hourly	19.75	20.54	21.36	22.22	23.10	24.03
33		Hourly	20.25	21.06	21.90	22.78	23.69	24.63
34		Hourly	20.75	21.58	22.44	23.34	24.27	25.24
35	Finance Technician Administrative Assistant II Recreation Assistant II Facilities Maintenance Worker I	Hourly	21.26	22.11	22.99	23.91	24.87	25.86
36		Hourly	21.81	22.68	23.59	24.53	25.51	26.53
37	Parks Maintenance Worker II Public Works Maintenance Worker II Accounts Payable/Payroll Technician Capital Projects Technician Legal Assistant Communication Assistant Animal Control Officer	Hourly	22.33	23.23	24.16	25.12	26.13	27.17
38	Technical Assistant	Hourly	22.88	23.80	24.75	25.74	26.77	27.84
39	Environmental Programs Assistant Facilities Maintenance Worker II Payroll Officer Administrative Assistant III Recreation and Class Prog Assistant Records Coordinator Recreation Assistant III <u>Buyer</u>	Hourly	23.46	24.40	25.38	26.39	27.45	28.55
40	Engineering Technician	Hourly	24.06	25.02	26.02	27.06	28.14	29.27
41	Surface Water Quality Specialist <u>Senior Facilities Maintenance Worker</u>	Hourly	24.66	25.65	26.67	27.74	28.85	30.00
42	Deputy City Clerk Sr. Public Works Maintenance Worker Senior Parks Maintenance Worker	Hourly	25.28	26.29	27.34	28.44	29.57	30.76
43	Environmental Educator Right-of-Way Inspector CRT Representative	Hourly	25.91	26.95	28.03	29.15	30.31	31.53
44	Plans Examiner I Senior Engineering Technician <u>Traffic Signal Technician</u>	Hourly	26.56	27.62	28.72	29.87	31.07	32.31
45								
46	Recreation Coordinator I Code Enforcement Officer Computer Network Specialist	Hourly	27.89	29.00	30.17	31.37	32.63	33.93
47	Associate Planner	Hourly	28.62	29.76	30.95	32.19	33.48	34.82
48	Plans Examiner II Combination Inspector	Hourly	29.32	30.49	31.71	32.98	34.29	35.67
49	Neighborhoods Coordinator	Hourly	30.06	31.26	32.51	33.81	35.16	36.57
50		Hourly	30.80	32.03	33.31	34.64	36.03	37.47

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EXHIBIT B

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

Mkt Adj. 1.00%
Effective Jan 1-July 17, 2012

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
51	Plans Examiner III	Hourly	31.56	32.82	34.14	35.50	36.92	38.40
52		Hourly	32.37	33.66	35.01	36.41	37.87	39.38
53		Hourly	33.18	34.50	35.88	37.32	38.81	40.36
54		Hourly	34.00	35.36	36.77	38.24	39.77	41.36
55		Hourly	34.84	36.24	37.69	39.20	40.76	42.39
56		Hourly	35.73	37.16	38.65	40.19	41.80	43.47
57		Hourly	36.62	38.09	39.61	41.19	42.84	44.55
58		Hourly	37.54	39.04	40.60	42.22	43.91	45.67
59		Hourly	38.48	40.02	41.62	43.28	45.01	46.81
60		Hourly	39.43	41.01	42.65	44.36	46.13	47.98
61		Hourly	40.43	42.05	43.73	45.48	47.30	49.19
62		Hourly	41.44	43.09	44.82	46.61	48.48	50.41
63		Hourly	42.46	44.16	45.92	47.76	49.67	51.66
64		Hourly	43.54	45.28	47.09	48.97	50.93	52.97
65		Hourly	44.61	46.40	48.25	50.18	52.19	54.28
66		Hourly	45.73	47.56	49.46	51.44	53.50	55.64
67		Hourly	46.89	48.76	50.71	52.74	54.85	57.04
68		Hourly	48.04	49.96	51.96	54.04	56.20	58.45
69		Hourly	49.25	51.22	53.27	55.40	57.62	59.92
70		Hourly	50.48	52.50	54.60	56.78	59.05	61.41
71		Hourly	51.74	53.81	55.96	58.20	60.53	62.95
72		Hourly	53.05	55.17	57.38	59.67	62.06	64.54
73		Hourly	54.37	56.54	58.80	61.15	63.60	66.14
74		Hourly	55.72	57.95	60.27	62.68	65.19	67.80
75		Hourly	57.12	59.41	61.79	64.26	66.83	69.50

CITY OF SHORELINE

CENTRAL SERVICES MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To manage the Division responsible for the effective management and maintenance of City fleet, facilities and centralized contracting and purchasing functions; to oversee ongoing maintenance of City's fleet and facilities, including custodial services for all City-owned buildings; to administer growth in the rolling stock, policies and procedures for replacement to match the needs of City departments to the equipment; to manage the centralized purchasing and contracting functions including bid processes, contract negotiation and administration and related financial reporting.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Administrative Services Director.

Exercises direct supervision over professional, maintenance and administrative staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Responsibly manages the City fleet and facilities; oversees fleet management and maintenance for the City, including overseeing the purchasing process for fleet vehicles and equipment.
2. Oversee the centralized purchasing and contracting functions of the City; develop, implement and administer policies and procedures; administer processes for procurement cards, records and files associated with centralized procurement activity.
3. Manage City facilities repair and maintenance services, including custodial services and remodeling projects, including contracted services as needed; oversee the City's annual vehicle maintenance; implement policies and procedures; oversee the operation, maintenance and repair of all mechanical systems for City facilities.
4. Manages growth in the rolling stock, policies and procedures for replacement to match the needs of City departments to the equipment, scheduling maintenance and performance options and expanding "green fleet" opportunities; responsible for City's vehicle and equipment replacement program.
5. Develop, review and manage bid specifications and bidding processes; consult with departments to ensure that specifications describe essential items or features; advertise for bids; analyze and summarize bid results; formulate bid recommendations and recommend awards; establish escrow accounts and disposition of bid bonds and security deposits; analyze and summarize bid results.
6. Analyze procurement requirements and determine procurement procedures for blanket purchase arrangements, competitive bid processes and consolidated purchases; review and approve invoices covering purchases to ensure agreement with purchase orders; work with finance staff to resolve billing problems; approve and sign purchase orders for the City.
7. Report status of fixed asset inventory items to appropriate staff; notify City departments of reusable items available; identify items with appropriate tags; dispose of surplus goods according to applicable laws and regulations
8. Select, train, motivate and evaluate assigned personnel; plan, organize, direct and coordinate the work of lower level staff; delegate authority and responsibility; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

9. Provide staff assistance to the Administrative Services Director; participate on preparing and presenting staff reports and other necessary reports and documents.
10. Oversee and participate in the development and administration of the division budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary; compile information for statistical, financial and analytical reports on budget preparation.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of assigned responsibility.
12. Administer the City's custodial services contract, the intergovernmental contract for fleet maintenance services and other contracts as needed.

Marginal Functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic operations, services and activities of a facilities maintenance and repair program.
Basic operations of fleet maintenance
Basic property management operations
Principles and practices of contract negotiation and administration.
Principles of supervision, training and performance evaluation.
Principles, practices and applications of purchasing.
Principles and practices of local budget preparation and administration.
Methods and techniques of maintaining inventory.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Modern office equipment including computers.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Coordinate and direct facilities and fleet maintenance and repair programs.
Perform property management functions
Perform invoice processes and understand purchasing rules and guidelines.
Resolve internal space planning and operational problems.
Manage and direct the City's centralized purchasing function.
Analyze procurement requirements and determine procurement procedures.
Evaluate bids and award contracts accordingly.
Negotiate with vendors and ensure contract compliance.
Oversee the operation, maintenance and repair of all mechanical systems.
Allocate limited resources in a cost-effective manner.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Select, supervise, train and evaluate staff.
Plan, organize, direct and coordinate the work of lower level staff
Delegate authority and responsibility.
Prepare clear and concise administrative and financial reports
Communicate clearly and concisely, both orally and in writing.
Interpret and apply applicable Federal, State and local policies, laws and regulations
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible applicable administrative and management experience in the assigned program areas including two years of supervisory experience

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in business administration, public administration, facilities management, property management or a related field.

WORKING CONDITIONS**Environmental Conditions:**

Office and field environment; travel from site to site; exposure to computer screens; extensive contact with City staff and the community.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, extensive use of computer keyboard.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date

CITY OF SHORELINE

BUYER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To procure goods and services required by the City and ensuring compliance with legal requirements of the acquisition process; to administer the City's routine purchase programs and contracts; to administer bid processes, conduct bid comparisons, draft bid summaries, create purchase orders and process contracts.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Central Services Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Procures goods and services for the City using City purchasing policies, procedures and processes; prepares, reviews and implements routine purchase contracts; assists in the development and administration of centralized purchasing procedures and processes.
2. Obtains written and telephone quotes; prepares requests for proposals, purchase orders and documents; evaluates results of proposals and bid processes; places orders with vendors following procedures, processes and guidelines; maintains files and records, including computerized systems.
3. Assists with the maintenance of procurement credit cards, records, and files associated with the centralized procurement activity; trains users, trouble-shoots cardholder inquiries.
4. Assists in complex competitive bid processes; may administer and take on responsibility for certain phases of these bid processes; advertise for bids; analyze and summarize bid results; assists in formulating bid recommendations and awards, establishment of escrow accounts and disposition of bid bonds and security deposits; prepares bid reports.
5. Coordinates with suppliers to ensure proper documentations are provided or maintained (eg. insurance, bonding, prevailing wages); serves as purchasing liaison with government agencies to ensure approved changes are implemented, current labor rates are used and company/contractor debarment status are up-to-date
6. Applies procurement requirements and procedures; identifies appropriate suppliers; generates purchase orders and expedites shipping as necessary; review invoices covering purchases to ensure agreement with purchase orders; work with staff to resolve billing problems; review and sign smaller purchase orders for the City.
1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of governmental purchasing.
2. Assist in reporting status of fixed asset inventory items to appropriate staff; notify City departments of reusable items available; identify items with appropriate tags; dispose of surplus goods according to applicable laws and regulations.

Marginal Function:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

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Principles, practices and applications of purchasing.
Methods and techniques of customer service.
Methods and techniques of maintaining inventory.
Methods and techniques of contract negotiation and administration.
Principles and procedures of record keeping and reporting.
Research methods.
Modern office procedures, methods and equipment including computers.
Applicable computer software applications.
Principles of business letter writing and basic report preparation.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Apply applicable laws, regulations, policies and procedures to City's centralized purchasing and contracting function.
Gather technical data; analyze bid comparisons, administer procurement requirements and contracting procedures.
Negotiate and compare products, prices, terms, response time, supplier performance.
Operate modern office equipment including computers and applicable computer-based systems.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.
A typical way to obtain the knowledge and abilities would be:*

Experience:

Three years of increasingly responsible purchasing experience, including experience in public sector purchasing.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in purchasing or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive contact with City staff and the community.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; ability to lift 30 pounds and more; extensive use of computer keyboard.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date

CITY OF SHORELINE

SENIOR FACILITIES MAINTENANCE WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To lead, oversee, schedule and perform a variety of complex and technical construction, maintenance, remodeling and/or repair of equipment and facilities and HVAC systems; to operate a variety of maintenance vehicles, equipment and tools; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the Facilities Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level perform the most difficult and responsible types of duties assigned to classes within this series and provide lead instruction to lower level maintenance staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

General supervision is received from the Central Services Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Lead, plan, schedule and oversee the day-to-day work of other facilities maintenance staff.
2. Perform duties in a variety of the building maintenance and construction trades including HVAC, plumbing, carpentry, glazing and mechanical trades.
3. Assure buildings are maintained in a safe condition and in compliance with applicable codes.
4. Read, interpret and apply building codes, ordinances and regulations.
5. Operate a variety of equipment and tools in a safe and effective manner.
6. Estimate adequate amounts of time, labor and materials needed for projects, and meet schedules and timelines.
7. Perform heavy manual labor and lift heavy objects.
8. Prepare and maintain records, work orders and contracts
9. Perform semi-skilled and skilled construction, maintenance and repair of facilities and equipment.
10. Provide support administering the management and maintenance of the City's fleet program.
11. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures including risk management (inspection of facilities and vehicles)
12. Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly

Marginal Function:

Perform related duties and responsibilities as required.

QUALIFICATIONS**Knowledge of:**

Principles and practices of leading and training employees

Electrical and mechanical systems.

Standard tools, equipment, materials, methods and techniques used in a variety of construction and building maintenance duties and trades.

Operation and proper maintenance of tools, equipment and machinery used in the building trades, including electrical testing equipment.

Advanced construction and remodeling methods and techniques.

Preventive maintenance principles and procedures.

Applicable building codes, ordinances, fire regulations and safety precautions.

Health and safety practices, regulations and procedures.

Requirements of maintaining buildings, facilities and equipment in good repair.

Principles and practices of facilities maintenance and repair.

Methods, materials, tools and equipment used in facilities maintenance.

Basic methods and techniques of repair maintenance.

Basic methods and techniques of mechanical system installation and repair.

Basic math.

Record-keeping techniques.

Occupational hazards and standard safety practices.

Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Lead, plan, train and schedule work of employees

Interpret schematics, blue prints, sketches and diagrams.

Perform journey-level carpentry skills

Work for and effectively prioritize among multiple departments.

Work from blueprints, shop drawings and sketches.

Communicate effectively both orally and in writing.

Maintain records related to work performed.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Work cooperatively with others.

Understand and follow both oral and written instructions.

Observe legal and defensive driving practices.

Conduct routine inspections of buildings, including equipment and facilities.

Learn to operate a variety of maintenance vehicles, equipment and tools in a safe and effective manner.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible maintenance and construction experience in a variety of the building trades.

Training:

Equivalent to graduation from high school supplemented by courses in electrical, mechanical and HVAC systems.

Licenses and other requirements:

Valid Washington State Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to noise, dust, grease; potentially hazardous chemicals; inclement weather conditions; work around heavy construction equipment; work at heights on scaffolding and ladders; work on slippery or uneven surfaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; heavy, moderate or light lifting and carrying; pulling, pushing, reaching; kneeling; repeated bending; operating motorized equipment and vehicles; mid-range to distant visual acuity for inspecting facilities.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date

City of Shoreline
Traffic Signal Technician

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To provide skilled, paraprofessional technical engineering work including implementing data coordination plans; data collection and summarization; programming of traffic signal controllers; public meeting assistance, and analysis of survey work. Perform various types of mapping, surveying and engineering measurements, data collection, investigations, preparing technical reports and studies.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Traffic Engineer

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Within assigned program area, coordinate engineering with maintenance and operations work, including data collection, field measurements, and engineering record/design information; conduct thorough and complete research and analysis for staff reports, policy proposals, and proposed traffic control devices.
2. Implement Traffic Control Signal coordination plans; administer the programming of signal controller for timing and coordination of City traffic signals; oversee and participate in maintaining the signal timing database and interconnect system.
3. Provide public meeting assistance including preparation of materials, interaction with public to obtain comments, and summarizing information; assist in the investigation of traffic concerns identified by staff, citizens and other agencies.
4. Administer the programming and maintenance of school flasher time clocks; coordinate with school district for appropriate timing.
5. Develop, use and maintain engineering record systems including Autocad files, GIS, count information, accident data, and others as assigned; update and maintain applicable database systems; use survey equipment to monitor or measure project progress and document existing conditions.
6. Provide special event technical assistance for traffic planning, street closures, weather events such as flooding and windstorms, street failures, and similar events.
7. Assist in project management and coordination and facilitate team meetings for the construction of various projects within assigned program area; coordinate studies and implementation with City officials, operations staff, and other departments.
8. Update construction drawings for as-builts using manual and computer-aided drafting tools.
9. Perform civil engineering design drafting work in the preparation of construction plans and other engineering drawings for the City.
10. Assist in updating and maintaining traffic speed, volumes, and collision databases.
11. Oversee the Neighborhood Traffic Safety and School Safety programs.

12. Maintain database system tracking all work history on street assets, including signs, guardrails, curb ramps, and pavement markings.
13. Respond to inquiries and requests by members of the public and City staff; provide traffic information and explain policies, procedures and services; perform field investigation of traffic related requests.
14. Meet with contractors and City staff to identify and resolve problems; monitor and evaluate procedures and service levels.

Marginal Functions:

1. Perform a variety of office and field support duties and responsibilities as required.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic civil engineering principles, services and activities of a traffic planning and engineering program
The operation, configuration, and maintenance of applicable traffic signal controller equipment
Methods, materials, equipment, and techniques used to conduct on-site measurements, traffic data collection and analysis, operation and maintenance of traffic control device installations
Modern office procedures, methods, and equipment including computers and related software applications
Traffic control safety for field operations
Mathematics as applied to traffic engineering work
Construction management
Pertinent Federal, State, and local laws, codes and regulations

Ability to:

Create documents utilizing Autocad
Program timing plans into traffic signal controllers using applicable software programs
Read and interpret complex engineering plans, schematics, wiring diagrams, work orders, flow charts and technical manuals
Understand and utilize GIS, ARCVIEW and ARCINFO
Respond to requests and inquiries from the general public
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Read and interpret Federal, and State, and local regulatory requirements
Provide analytical review and assessment and prepare reports related to area of assignment
Prepare contracts and maintain files

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of related experience in drafting and civil engineering technician related work; with one year in signal technician related duties.

Training:

Equivalent to a two-year degree from an accredited college or university with major course work in civil engineering, drafting, sciences, or a related field.

Licenses and other requirements:

Valid Washington State Driver's License
Valid IMSA Traffic Signal Certification Level I

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; extensive public contact.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, and for conducting work-in-progress inspections; near visual acuity for the review of technical engineering plans and specifications; communication with the public. Lifting of up to 50 pounds, placing of field equipment for monitoring or measurement of conditions.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date