



JACKSON PARISH POLICE JURY

Jackson Parish Courthouse
500 East Court Street, Room 301
Jonesboro, Louisiana 71251-3446

Phone: (318) 259-2361

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www.jacksonparishpolicejury.org

Notice Posted:

Monday, July 20, 2020, 4:30 PM

July 23, 2020 Policy & Personnel Committee Meeting

MEMBERS

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District 4

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MEETING DATE:

Thursday, July 23, 2020

MEETING TIME:

7:30 PM

PLACE OF MEETING:

**Jackson Parish Courthouse
500 E. Court Street, Room 301
Jonesboro, LA 71251**

AGENDA:

Call to Order

Invocation & Pledge of Allegiance

Public Comments

Agenda Items

1. Discuss and recommend action on new hire recommendation
2. Discuss and recommend action on amended COVID-19 Policy
3. Discuss and recommend action on Telecommuting Policy
4. Discuss and recommend action for Maintenance Department staffing
5. Discuss and recommend action on Maintenance Supervisor classification

Adjourn

Committee:

Ms. Tarneshala Cowans, **Chairman**

Mr. Lewis Chatham

Ms. Regina Rowe

Gina M. Thomas, Secretary-Treasurer

Jackson Parish Police Jury

500 E. Court Street, Room 301, Jonesboro, LA. 71251

(318) 259-2361 extension 203

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Gina Thomas at (318) 259-2361, extension 203 describing the assistance that is necessary.

It is possible that a quorum of the Police Jury may be in attendance at the meeting, but no action of the Police Jury as a whole will be taken.



Jackson Parish Police Jury

Covid-19 (Coronavirus) Policy

Adopted by the Jackson Parish Police Jury effective 3/20/2020

PURPOSE: In response to the global pandemic of Coronavirus (COVID-19) and in the interest of protecting our employees and residents of Jackson Parish, the Jackson Parish Police Jury has established a policy for paid time off for employees that are required to self-quarantine in order to slow the spread of the virus.

SCOPE: This policy applies to all full-time and part-time employees of the Jackson Parish Police Jury, including hourly, salary exempt, and salary non-exempt classifications.

PROCEDURES

- A. If an employee tests positive for COVID-19, they must remain at their residence for a 30-day mandatory self-quarantine.
- B. If a member of an employee's household tests positive for COVID-19, the employee must remain at their residence for a 15-day mandatory self-quarantine.
- C. The mandatory quarantine time will be paid at the employee's regular rate of pay, consistent with the Emergency Day Policy.
- D. After the quarantine period, the employee is to contact their Superintendent to arrange reporting back to work.



Jackson Parish Police Jury

Telecommuting Policy

Adopted by the Jackson Parish Police Jury effective _____ TBD _____

PURPOSE: Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The Jackson Parish Police Jury considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the Jackson Parish Police Jury.

SCOPE: This policy applies only to eligible full-time and part-time employees of the Jackson Parish Police Jury, including hourly, salary exempt, and salary non-exempt classifications that have been approved for telecommuting and have been supplied the proper supplies and materials to perform a meaningful service from a remote location.

POLICY STATEMENT: Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made may be discontinued at will and at any time at the request of either the telecommuter or the Police Jury. Every effort will be made to provide 30 days' notice of such change to accommodate commuting and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

PROCEDURES

A. Eligibility

- a. Individuals requesting formal telecommuting arrangements must be employed with the Jackson Parish Police Jury for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.
- b. Before entering into any telecommuting agreement, the employee and Department Superintendent, with the assistance of the Secretary-Treasurer, will evaluate the suitability of such an arrangement, reviewing the following areas:
 - i. Employee suitability: The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
 - ii. Job responsibilities: The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
 - iii. Equipment needs, workspace design considerations, and scheduling issues: The employee and manager will review the physical workspace needs and the appropriate location for the telework.
 - iv. Tax and other legal implications: The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.



Jackson Parish Police Jury

- c. If the employee and manager agree, and the Secretary-Treasurer concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a determined trial period (not to exceed 30 days) will commence.
- d. Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings (if able) to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.
- e. An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

B. Equipment

- a. On a case-by-case basis, the Police Jury will determine, with information supplied by the employee and the Department Manager, the appropriate equipment needs (including hardware, software, modems, phone and data lines, and other office equipment) for each telecommuting arrangement. The Secretary-Treasurer and information system provider will serve as resources in this matter. Equipment supplied by the Police Jury will be maintained by the Police Jury. Equipment supplied by the employee, if deemed appropriate by the Police Jury, will be maintained by the employee. The Police Jury accepts no responsibility for damage or repairs to employee-owned equipment. The Police Jury reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Police Jury is to be used for business purposes only. The telecommuter must sign an inventory of all Police Jury property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Police Jury property will be returned to the Police Jury, unless other arrangements have been made.
- b. The Police Jury will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Police Jury will also reimburse the employee for business-related expenses that are reasonably incurred in carrying out the employee's job.
- c. The employee will establish an appropriate work environment within their home for work purposes. The Police Jury will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

C. Security

- a. Consistent with the Police Jury's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.



Jackson Parish Police Jury

D. Safety

- a. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The Police Jury will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the Police Jury's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.
- b. Telecommuting is not designed to be a replacement for appropriate childcare. The focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

E. Time Worked

- a. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Police Jury's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

F. Ad Hoc Arrangements

- a. Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, business travel, or other special needs. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.
- b. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.
- c. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.



Jackson Parish Police Jury

Assessment: Employee Suited for Telecommuting

The following tool can be used by a Department Superintendent as a basis for discussing the option and appropriateness of teleworking for a particular employee.

Please rate your employee using the following scale:

	1 – Never	2 – Rarely	3 – Sometimes	4 – Usually	5 - Always
1. Employee works without regular monitoring/supervision.					
2. Employee is comfortable working alone.					
3. Employee independently identifies required work tasks, issues, and solutions.					
4. Employee resolves issues with minimal guidance.					
5. Employee is self-motivated and self-disciplined.					
6. Employee is successful in their current position.					
7. Employee communicates hindrances to successful completion of a task or project in sufficient time to allow for alterations that improve the opportunity for success.					
8. Employee is knowledgeable about organization’s procedures/policies.					
9. Employee meets deadlines.					
10. The employee’s residence has an appropriate work environment conducive for teleworking.					
11. Employee is computer literate, (as required by this position).					
12. Employee is fully aware of departmental information technology security.					

Total Score: _____



Jackson Parish Police Jury

Telecommuting Site Worksheet

This worksheet is to be completed *prior to* the finalization of the Short-Term Telecommuting Agreement.
When setting up a telework space, ergonomics and safety are of primary importance.

Item	Yes	No
Safety Evaluation:		
Workspace area accommodates all equipment and related materials.		
Sufficient electrical outlets are available.		
All electrical plugs, cords, panels, and receptacles are in good condition.		
Three-prong, grounded outlets are used. Note: Two-prong outlets that require plug adaptors do not provide adequate protection for computers.		
Equipment is fitted with surge protectors and overload fuses.		
Equipment is placed close to electrical outlets. Electrical cords/wires are configured so there are no tripping hazards. Note: Extension cords should not be used.		
There is a working smoke detector in or near the workspace.		
A home multipurpose fire extinguisher is available. Employee is familiar with use.		
Heating and ventilation systems are adequate and in good repair.		
There is an established evacuation plan in the event of a fire.		
Furnishings appear sturdy.		
Workstation Set-up – Workstation and equipment are ergonomically appropriate		
Computer desk and chair are ergonomically sound and sturdy.		
Keyboard, mouse, external speakers, etc. are in working order.		
Computer screen(s)/monitor(s) are correctly positioned and connected.		
Workspace lighting is adequate and appropriate for tasks.		
Adequate accessibility to phone lines, internet connection, electrical capabilities, etc.		
Work documents, data, and confidential information are secured.		
Workspace is separate from major family activity areas and is devoted to work needs.		
Other Items of Note:		

For more detailed information on setting up an ergonomic computer workstation, visit:

<https://www.osha.gov/SLTC/etools/computerworkstations/>

Telecommuting Employee: _____

Employee #: _____

Temporary work location: _____

Site Evaluator (Department Superintendent or Secretary-Treasurer): _____

Date of inspection: _____

Signature of Evaluator: _____



Jackson Parish Police Jury

Short-Term Telecommuting Agreement

Employee Information:

Name: _____ Employee #: _____ Hire date: _____
 Job title: _____ Department: _____
 Manager: _____
 FLSA status: Exempt Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

- The employee will remain accessible and productive during scheduled work hours.
- The employee will record all hours worked and meal periods taken using the Police Jury’s timekeeping system in accordance with regular timekeeping practices.
- Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.
- The employee will report to the employer’s work location as necessary upon directive from their supervisor.
- The employee will communicate regularly with their supervisor and co-workers, which includes a weekly written or electronic report of activities.
- The employee will comply with all Police Jury rules, policies, practices, and instructions that would apply if the employee were working at the employer’s work location.
- The employee will maintain satisfactory performance standards.
- The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.
- The employee will maintain a safe and secure work environment at all times.
- The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by the organization.
- The employee will report work-related injuries to his or her manager as soon as practicable.

The Jackson Parish Police Jury will provide the following equipment: _____

The employee will provide the following equipment: _____

The employee agrees that Police Jury equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on Police Jury equipment. The employee understands that all tools and resources provided by the Police Jury shall remain the property of the parish at all times.

The employee agrees to protect company tools and resources from theft or damage and to report theft or damage to their manager immediately.



Jackson Parish Police Jury

The employee agrees to comply with Police Jury policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.

The Jackson Parish Police Jury will reimburse employee for the following expenses: _____

The employee will submit expense reports with attached receipts in accordance with the Police Jury's expense reimbursement policy.

The employee understands that all terms and conditions of employment with the Police Jury remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return Police Jury equipment and documents within five days of termination of employment.

Employee Name (Print)

Date

Employee Signature

Superintendent Name (Print)

Date

Superintendent Signature

Secretary-Treasurer Signature

Date



Jackson Parish Police Jury

Equipment Acceptable Usage Agreement

Employee Name: _____ Employee #: _____

Address: _____

Home Phone: _____ Mobile: _____

JPPJ Asset Tag #	Serial/VIN #	Description of Equipment/Devise	Approximate \$ Value

Title to Property: Legal title/ownership of the above listed technology devices are and will remain at all times with Jackson Parish Police Jury (hereafter Police Jury).

Right to Use Property: Right of use and possession of these devices are limited and are based on full compliance with all Police Jury policies. Right of use of this device may be terminated at any time for violation of this agreement or any Police Jury policy or procedure.

Term of Possession: The limited right to possession of these technology devices begins with the checkout of these devices to the eligible employee and terminates no later than the employee’s last day of telecommunication work per the Telecommuting Agreement. Should the employee fail to return any of the devices in a timely manner in accordance with this agreement, the Police Jury is entitled to take possession of the device(s) at the location listed in the Telecommuting Agreement.

Terms of This Agreement: This agreement terminates on the last day of telecommunication work per the Telecommuting Agreement unless terminated earlier by the Police Jury. All devices must be returned to the Police Jury by the termination of this agreement.

Loss or Damage: If any of the devices are lost or damaged due to negligence, the employee is responsible for reasonable cost of repair or replacement at fair market value on the date of loss. Loss of, damage to, or theft of any device must be reported to the department superintendent immediately after the occurrence. If a device is stolen, a police report must be filed by the employee within 48 hours of the incident. Leaving a device vulnerable to theft or damage may be negligence depending upon the circumstances.

Unlawful Possession: Failure to return any device in accordance with this agreement and without written consent of the Police Jury may be considered unlawful possession and/or appropriation of Parish property.

Employee Name (Print)

Employee Signature

Date

	Hourly Pay Rate	Education	Years of Service or Related Experience	Additional License / Certifications	Training Level	Performance
General Laborer						
Level I	\$12.24 - \$14.28	High School Diploma or Equivalent	< 1 year	N/A	Understands basic usage of equipment, tools, and parts; receiving on-the-job training	Adheres to work schedule and takes direction from Supervisor or Crew Lead; punctual and reliable; team player
Level II	\$14.28 - \$16.32	High School Diploma or Equivalent	1 - 3+ years	N/A	Advanced skills in working with required equipment, tools, and parts; can diagnose routine repairs and maintenance; can train others on basic skills	Works independently; professional and teambuilding attitude; successful communication style; solid performer
Level III	\$16.32 - \$18.36	2+ years of vocational college or related course work	5+ years	Class B CDL	Mastery of usage with equipment, tools, and parts; can train others on advanced skills; trained and qualified to perform set-up work	Leader in job performance, safety, and training; can act as a Crew Lead to make analytical decisions; excellent interpersonal skills; performs beyond expectation

Operator I						
Level I	\$14.28 - \$16.32	High School Diploma or Equivalent	< 1 year	N/A	Understands basic usage of equipment, tools, and parts; receiving on-the-job training; working knowledge of traffic laws and ordinances in the operation of equipment	Adheres to work schedule and takes direction from Supervisor or Crew Lead; punctual and reliable; team player
Level II	\$16.32 - \$19.38	High School Diploma or Equivalent	1 - 3+ years	Class B CDL	Advanced skills in working with required equipment, tools, and parts; can diagnose routine repairs and maintenance; can train others on basic skills	Works independently; professional and teambuilding attitude; successful communication style; solid performer
Level III	\$19.38 - \$21.42	2+ years of vocational college or related course work	5+ years	Class A or B CDL	Mastery of usage with equipment, tools, and parts; can train others on advanced skills; trained and qualified to perform set-up work	Leader in job performance, safety, and training; can act as a Crew Lead to make analytical decisions; excellent interpersonal skills; performs beyond expectation

Operator II						
Level I	\$16.32 - \$18.36	High School Diploma or Equivalent	< 1 year	Class A CDL	Understands basic usage of equipment, tools, and parts; receiving on-the-job training; working knowledge of traffic laws and ordinances in the operation of equipment	Adheres to work schedule and takes direction from Supervisor or Crew Lead; punctual and reliable; team player
Level II	\$18.36 - \$21.42	High School Diploma or Equivalent	1 - 3+ years	Class A CDL	Advanced skills in working with required equipment, tools, and parts; can diagnose routine repairs and maintenance; can train others on basic skills	Works independently; professional and teambuilding attitude; successful communication style; solid performer
Level III	\$21.42 - \$23.46	2+ years of vocational college or related course work	5+ years	Class A CDL	Mastery of usage with equipment, tools, and parts; can train others on advanced skills; trained and qualified to perform set-up work	Leader in job performance, safety, and training; can act as a Crew Lead to make analytical decisions; excellent interpersonal skills; performs beyond expectation

Specialty Equipment Operator						
Level I	\$16.32 - \$18.36	High School Diploma or Equivalent	< 1 year	N/A	Understands basic usage of equipment, tools, and parts; receiving on-the-job training; working knowledge of traffic laws and ordinances in the operation of equipment	Adheres to work schedule and takes direction from Supervisor or Crew Lead; punctual and reliable; team player
Level II	\$18.36 - \$21.42	High School Diploma or Equivalent	1 - 3+ years	Class B CDL	Advanced skills in working with required equipment, tools, and parts; can diagnose routine repairs and maintenance; can train others on basic skills	Works independently; professional and teambuilding attitude; successful communication style; solid performer
Level III	\$21.42 - \$23.46	2+ years of vocational college or related course work	5+ years	Class A or B CDL	Mastery of usage with equipment, tools, and parts; can train others on advanced skills; trained and qualified to perform set-up work	Leader in job performance, safety, and training; can act as a Crew Lead to make analytical decisions; excellent interpersonal skills; performs beyond expectation

Mechanic						
Level I	\$18.36 - \$20.40	High School Diploma or Equivalent	< 2 years	N/A	Basic, journey level work with diesel engines, heavy trucks and equipment; able to perform all types routine maintenance and service duties on equipment	Adheres to work schedule and takes direction from Supervisor or Crew Lead; punctual and reliable; team player
Level II	\$20.40 - \$23.46	High School Diploma or Equivalent	2 - 5+ years	A1 - A-8 certification; special tools	Advanced skills in diagnosing and repairing equipment; can train others on basic skills	Works independently; professional and teambuilding attitude; successful communication style; solid performer
Level III	\$23.46 - \$25.50	2+ years of vocational college or related course work	5+ years	ASE	Mastery of usage with equipment, tools, and parts; makes analytical decisions; can train others on advanced skills	Leader in job performance, safety, and training; can act as a Crew Lead to make analytical decisions; excellent interpersonal skills; performs beyond expectation

Administrative Clerk						
Level I	\$15.30 - \$17.34	High School Diploma or Equivalent	< 1 - 2 years	N/A	Basic computer software knowledge and general office policies and procedures; high level of written and verbal communication skills	Adheres to work schedule and takes direction from Supervisor; punctual and reliable; team player
Level II	\$17.34 - \$20.40	2+ years of vocational college or related course work	1 - 2+ years	Scaler; Permit Officer;	Advanced computer software applications; familiar with general ledger coding and financial impacts; working knowledge of Police Jury policies and procedures; can train others on basic skills	Works independently; performs analytical and problem solving skills; professional and teambuilding attitude; successful communication style; solid performer
Level III	\$20.40 - \$23.46	2+ years of vocational college or related course work	5+ years	CAP; OM; PHR; MOS	Mastery of computer applications and job-related processes; can train others on advanced skills; considered a subject matter expert in related department/field	Leader in job performance, safety, and training; ability to analyze budgetary decisions and department savings; excellent interpersonal skills; takes on new and challenging initiative; performs beyond expectation

	Hourly Pay Rate	Education	Years of Service or Related Experience	Additional License / Certifications	Training Level	Performance
Supervisor						
Level I	\$19.38 - \$21.42	High School Diploma or Equivalent	< 2 years	Class B CDL	Basic understanding of the inner workings of the assigned department; basic computer software knowledge; high level of written and verbal communication; can train others on basic skills	Adheres to work schedule; takes direction from direct Supervisor; punctual and reliable; able to manage staff and provide documentation; works independently; professional and team building attitude; successful communication style; team player
Level II	\$21.42 - \$23.46	2+ years of vocational college or related course work	2 - 5+ years	Class A CDL	Additional Supervisory training and continuing education in public works field; advanced knowledge of departmental functions; advanced computer software skills; working knowledge of Police Jury policies and procedures; can train others on advanced skills	Leader in job performance, safety, and training; acts as a Crew Lead to make analytical decisions; excellent interpersonal skills; challenges team to excel in performance; solid performer
Level III	\$23.46 - \$25.50	2+ years of vocational college or related course work	5+ years	Class A CDL	Advanced Supervisory training and continuing education in public works field; mastery knowledge of departmental functions; advanced computer skills; considered subject matter expert in field	Sets and measures goals of department employees; ability to analyze budgetary decisions and department savings; takes on new and challenging tasks with initiative; performs beyond expectation

Superintendent

Level I	\$25.50 - \$28.56	High School Diploma or Equivalent	< 3 years	Class B CDL; CBO	Basic understanding of the inner workings of the assigned department; basic computer software knowledge; high level of written and verbal communication; can train others on basic skills	Adheres to work schedule; takes direction from direct Supervisor; punctual and reliable; able to manage staff and provide documentation; works independently; professional and team building attitude; successful communication style; team player
Level II	\$28.56 - \$31.62	2+ years of vocational college or related course work	3 - 5+ years	Class A CDL; CBO	Additional Supervisory training and continuing education in public works field; advanced knowledge of departmental functions; advanced computer software skills; working knowledge of Police Jury policies and procedures; can train others on advanced skills	Leader in job performance, safety, and training; acts as a Crew Lead to make analytical decisions; excellent interpersonal skills; challenges team to excel in performance; solid performer
Level III	\$31.62 - \$33.66	4 year degree in Engineering with Supervisory training	10+ years	Class A CDL; CBO; PE; PMP; CBPA	Advanced Supervisory training and continuing education in public works field; mastery knowledge of departmental functions; advanced computer skills; considered subject matter expert in field	Sets and measures goals of department employees; ability to analyze budgetary decisions and department savings; takes on new and challenging tasks with initiative; performs beyond expectation

* These requirements may be reviewed on a case-by-case basis; preferred, but advancement is not contingent upon them.

* Each level is considered "in addition" to any previous levels. Skills, training, etc. listed should be considered to compound with each progression.

* Not all certifications listed are required for every department, some are specialized. This is a guide of the "type" of certifications being sought.

* Rates and ranges are to be reviewed on an annual basis during budget reviews for reasonableness. Adjustments made for cost of living are to be adjusted in these rates and the updated schedule is to be adopted by the Jury.



Jackson Parish Police Jury

Supervisor - Maintenance Department

Job Title:	Supervisor - Maintenance
Location:	Maintenance Department – 500 E. Court Street, Jonesboro, LA
Requirements:	Class E Driver's License required; progression towards Class B Commercial CDL a plus; five (5) years of journey-level experience in construction and/or maintenance work, including one year of experience in a specialty building trade and as a lead worker or supervisor or have equivalent combination of training, education, and experience that would provide the required knowledge and abilities - preferably in plumbing, electrical, building and equipment maintenance, grounds keeping, and general construction; specialized training beyond high school that can be obtained in one year or less
FLSA Status:	Non-Exempt
Work Schedule:	7:00 AM – 4:00 PM (1 hour unpaid lunch break) Monday – Friday unless scheduled for weekend work On-call, holidays, weekends, overtime, etc. required when necessary

Description:

Under administrative direction of the Maintenance Department Superintendent (or the Secretary-Treasurer in the absence of a Superintendent), this position is a working supervisor role that plans, oversees, and coordinates the various operations of employees who repair, clean, and maintain Police Jury buildings and grounds. Supervisor performs complex maintenance tasks and other related duties as required.

Responsibilities:

The responsibilities herein are intended to describe the general nature of work performed by this position, and are not to be construed as an exhaustive list of responsibilities, duties, and skills. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Jackson Parish Policy Jury.

- The Maintenance Department Supervisor is responsible for carrying out orders given by the Maintenance Superintendent which includes performing periodic (daily, weekly, monthly, etc.) inspections of assigned areas, maintaining documentation records, and following up with staff to make corrections, adjustments, etc.
- Expresses ideas clearly and concisely, both orally and in writing, to groups and individuals
- Performs periodic (daily, weekly, monthly, etc.) inspections of assigned areas and maintains documentation records; is expected to follow-up with staff to make corrections, adjustments, etc.
- Prepares work schedules, work orders, purchase orders, voucher requests, and other required forms
- Reviews, approves, and submits Maintenance Department timecards in the absence of the Superintendent
- Estimates material and labor costs for repairs, remodeling, alterations, and installation projects
- Orders and issues tools, equipment, and supplies
- Maintains material and equipment inventories; places orders when necessary while managing to budget



Jackson Parish Police Jury

- Performs complex repair and maintenance tasks
- Oversees a staff of skilled and semi-skilled workers, as well as inmate trustees, in such maintenance duties as painting, carpentry, masonry, cement work, custodial tasks, building and grounds, and general upkeep involving structures, furnishings, equipment, floor coverings, acoustical ceiling, plumbing, heating, air conditioning, electrical, and related systems
- May establish new preventive maintenance programs and procedures
- Directs and works alongside Maintenance Department staff
- Handles routine personnel matters, recommends pink slips and other disciplinary actions or customer-related items that arise to Superintendent
- Acts as fill in/backup staff in the event of absent personnel
- Acts in the absence of the Superintendent and assists in managing the Maintenance Department staff and its overall operation
- May be required to be on 24 hour call out
- Works directly with the Secretary-Treasurer in Superintendent's absence
- Attends any required Police Jury or Committee meetings, training classes, or seminars that relate to the incumbent's role within the department
- Assures that incumbent's performance meets or exceeds all Police Jury expectations
- Sets forth a professional appearance and attitude on and off the job
- May be required to lift equipment, tools or any combination in excess of 100 pounds
- Adheres to all traffic laws, applicable Federal and State health and safety rules, local ordinances, and Jackson Parish Policy Jury rules and regulations and policies and procedures
- Able to drive various pieces of equipment used by the Police Jury
- Follows safety procedures and practices as required, as well as wearing required safety equipment
- Performs other job-related duties as assigned

Distinguishing Characteristics of Job:

Supervisor is a highly responsible classification in the Maintenance Department and is distinguished from other classifications by the skills and knowledge required and the performance of more difficult tasks and licensing qualifications. Since this class is typically used as promoted level, employees are expected to have related work experience. Constant supervision is not necessary for familiar tasks that can be performed without difficulty once learned.

This work is of average difficulty. The primary responsibility is for the safe and efficient operation of maintenance, repair remodeling, installations, and similar projects for an assigned group of buildings, related facilities, furnishings, and equipment, or at a shop. Definite assignments are given by a Superintendent, and the work is checked frequently for satisfactory progress.

Assists in managing the Maintenance Department staff and its overall operation and may be responsible for supervising personnel in a variety of jobs.

Tasks routinely require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and



Jackson Parish Police Jury

crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (up to 100 pounds).

Work involves exposure to dirt, fumes, inclement weather and safety hazards. Incumbent may be required to work unscheduled overtime.

Normally works a regularly assigned shift; however, management has the ability to change the work schedule by sending members of this class home later in the same work week so that total hours actually worked in the work week will not exceed 40 hours.

Minimum Qualifications:

- Must be 18 years of age
- High school diploma, or equivalent, required
- Class E Driver's License required; progression towards Class B Commercial CDL a plus
- Requires specialized training beyond high school that can be obtained in on year or less
- Three (3) years of journey-level experience in construction and/or maintenance work, including one year of experience in a specialty building trade and as a lead worker or supervisor or have equivalent combination of training, education, and experience that would provide the required knowledge and abilities
- Must be able to lift up to 100 pounds frequently
- Able to work safely in all weather conditions, including adverse conditions
- Understands, follows, and communicates oral and written instructions
- Able to work in elevated areas, confined spaces, and on and off ladders
- Must be able to sit and stand for extended periods of time

Knowledge, Skills & Abilities:

- Basic computer skills required
- Possesses ability to comprehend and transmit complex and detailed instructions accurately
- Ability to prepare reports and schedules accurately
- Ability and skill to effectively supervise a crew
- Works independently in a fast-paced environment
- Communicates effectively and gets along with other coworkers and the public
- Punctual and reliable
- Adheres to work schedule and follows through on challenges as they arise
- Adheres to the Jackson Parish Police Jury's policies and rules that are set forth, promoting the Jackson Parish Police Jury's safety standards, and working with a sense of honesty and trustworthiness
- Maintains a feeling of pride in work; strives to achieve all goals
- Thorough knowledge of the operation and maintenance of trucks or assigned equipment
- Thorough knowledge of the occupational hazards of the work and the necessary safety precautions required for the safe operation of assigned equipment



Jackson Parish Police Jury

Licenses and Certifications:

- Class E Driver's License required; progression towards Class B Commercial CDL a plus

Competencies:

- Computer competency
- Conflict resolution
- Decision making
- Communication
- Evaluation
- Speaking and listening
- Teamwork
- Managing performance
- Personal credibility
- Time management
- Customer/client focus
- Flexible and adaptable
- Technical knowledge
- Concentration and focus

Travel:

- Travel is primarily local during the business day, but some overnight travel may be required

Supervisory Responsibilities:

- This position is considered to be a working supervisor, working with the assigned crews and has supervisory responsibilities

Work Environment:

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration.

The noise level in the work environment is usually quiet while in the office; or moderately loud when in the field.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and walk.



Jackson Parish Police Jury

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

Preferred Education and Experience:

- High school diploma, or equivalent, required
- Requires specialized training beyond high school that can be obtained in on year or less
- On-the-job training typically provided

Security Requirements:

This position is safety and security sensitive. Employee must be able to pass a background check and periodic drug screenings. Employee must be legally able to work in the United State of America.

Driving Requirements:

Valid Driver's License required. Employee must have a clean driving record and be able to transport to and from work. Ability to obtain and maintain insurance coverage by the Jackson Parish Police Jury's insurance carrier preferred. Periodic Motor Vehicle Reports are run and reviewed.

EEO Statement:

The Jackson Parish Policy Jury provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties:

Please Note: this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.