



JACKSON PARISH POLICE JURY

Courthouse

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

Phone: (318) 259-2361

Fax: (318) 259-5660

www.jacksonparishpolicejury.org

MEMBERS

District 1

TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

District 2

LEWIS CHATHAM
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District 3

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Notice Posted: Friday, February 07, 2020, 9:30 AM
Notice of Public Meeting
February 10, 2020 Policy & Personnel Committee Meeting

DATE: Monday, February 10, 2020
TIME: 12:00 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 on the Operations Manager Vacancy Posting
2. Discuss and recommend on Operations Manager job description, job duties, and salary

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.

JOB VACANCY POSTING

The Jackson Parish Police Jury is accepting applications for the following open position. Please submit all applications to: Jackson Parish Police Jury, 500 E. Court Street, Room 301, Jonesboro, LA 71251. To request a detailed job description, please contact our office at (318) 259-2361 ext. 3 or by email: administration@jppi.org.

POSITION: Operations Manager

Description:

The Operations Manager position performs complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the Road, Solid Waste, and Maintenance Departments and other public works projects and programs. Responsibilities include planning, organizing, and directing, through subordinate superintendents and supervisors, the work of a staff of maintenance personnel engaged in a wide variety of public works activities. The work includes: developing work plans and cost estimates along with assigning, supervising, and inspecting the work of crews engaged in activities including maintenance of drainage areas and structures, paved and gravel roads, maintenance of solid waste landfill and off-site bin collection points, and general maintenance of Police Jury infrastructure and grounds. The work also includes responsibility for maintenance and care of all equipment. This position performs other work as required. Administrative direction is under the Secretary-Treasurer.

Minimum Qualifications:

- Permanent residence in Jackson Parish
- Must be 18 years of age
- Class E Driver's License required, Class A Commercial CDL preferred
- High school diploma from an accredited high school, or equivalent, required
- Four (4) year Bachelor's degree in Management, Public Administration, Engineering, or a related field, preferred
- Minimum of ten (10) years of progressively responsible managerial experience directing an organization or department of comparable size or with similar functions to that of road construction planning, solid waste disposal, general maintenance, permitting, logistics, and homeland security
- Working knowledge of qualifications and mandates to comply with local, state, and federal mandates, ordinances, laws, and regulations
- Must be able to lift up to 100 pounds frequently
- Ability to work safely in all weather conditions, including adverse conditions
- Can understand and follow 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

Basic Responsibilities:

- Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the operational departments
- Evaluates operational needs and formulates short and long-term plans to meet needs of all areas of responsibility such as solid waste collection, road maintenance, permitting, homeland security, and infrastructure maintenance
- Determines work procedures, prepares work schedules, and expedites workflow
- Periodically inspects the roads and ditches in the Parish Road System, solid waste bin sites, and all parish properties
- Coordinates engineering services for all departments and agencies and supervises all contracted construction work

Detailed Job Description available upon request.



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Operations Manager

Job Title: Operations Manager
Location: Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, LA
Requirements: Class E Driver's License required, Class A Commercial CDL preferred; four (4) year Bachelor's degree in Management, Public Administration, Engineering, or a related field, preferred or minimum of ten (10) years of progressively responsible managerial experience directing an organization or department of comparable size or with similar functions to that of road construction planning, solid waste disposal, general maintenance, permitting, logistics, and homeland security. Permanently resides in Jackson Parish
FLSA Status: Salary, 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:

The Operations Manager position performs complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the Road, Solid Waste, and Maintenance Departments and other public works projects and programs. Responsibilities include planning, organizing, and directing, through subordinate superintendents and supervisors, the work of a staff of maintenance personnel engaged in a wide variety of public works activities. The work includes: developing work plans and cost estimates along with assigning, supervising, and inspecting the work of crews engaged in activities including maintenance of drainage areas and structures, paved roads, and gravel roads, maintenance of solid waste landfill and off-site bin collection points, and general maintenance of Police Jury infrastructure and grounds. The work also includes responsibility for maintenance and care of all equipment. Duties of the Office of Emergency Preparedness (OEP) Director and various permitting divisions are performed as needed. This position performs other work as required. Administrative direction is under the Secretary-Treasurer.

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.

- Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the operational departments
- Evaluates operational needs and formulates short and long-term plans to meet needs of all areas of responsibility such as solid waste collection, road maintenance, permitting, homeland security, and infrastructure maintenance
- Complies with established safety regulations and policies and performs continuous reviews and evaluations to ensure safety practices and procedures
- Determines work procedures, prepares work schedules, and expedites workflow through schedules, work orders, purchase orders, voucher requests, and other required forms



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- Oversees the operation of facilities, vehicles, and equipment for repairs and maintenance
- Coordinates engineering services for all departments and agencies and supervises all contracted construction work; can review, interpret, and provide feedback on engineering drawings, mapping, and surveying information
- Has a working knowledge of local, state, and federal statutes, regulations, and ordinances that govern day-to-day operations including, but not limited to, Public Bid Law, State Transportation Act, LA DEQ certification for the landfill, Uniform Building Code, and Open Meetings Law
- Performs various inspections as needed for roads, floodplain management, and buildings
- Directs the planning, organizing, and execution of local emergency management activities
- Reviews and resolves complaints of compliance to the Police Jury Code of Ordinances, general polices, and other guidelines established by departments
- Works with Secretary-Treasurer to directs personnel transactions including interviews, appointments, employee evaluations, disciplinary actions, training, counseling, and assigning of duties
- Prepares and documents budget requests; administers approved budget in assigned areas of responsibility
- Maintains harmony among employees and resolves grievances and complaints
- Attends Police Jury and other meetings, training classes, and seminars as required to provide information and to make presentations
- Sets forth a professional appearance and attitude on and off the job
- 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
- Performs other job-related duties as assigned

Distinguishing Characteristics of Job:

Operations Manager is a highly responsible classification in the Police Jury organization and is distinguished from other classifications by the skills and knowledge required and the performance of more difficult tasks. Since this class is typically used as promoted level, employees are expected to have related work experience.

This position is approved for use of a Parish owned vehicle for the use of daily operations and related work travel. Constant supervision is not necessary for familiar tasks that can be performed without difficulty once learned. Work involves exposure to dirt, fumes, inclement weather and safety hazards. Incumbent may be required to work unscheduled overtime.

This work is of average physical difficulty. The primary responsibility is for the management of the overall direction, coordination, and evaluation of the operational departments of the Police Jury including the Solid Waste, Road, and Maintenance Departments. This position carries out supervisory responsibilities in accordance with the parish policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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



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crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (up to 50 pounds).

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:

To perform these jobs successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Permanently resides in Jackson Parish
- Must be 18 years of age
- Class E Driver's License required, Class A Commercial CDL preferred
- High school diploma from an accredited high school, or equivalent, required
- Four (4) year Bachelor's degree in Management, Public Administration, Engineering, or a related field, preferred
- Minimum of ten (10) years of progressively responsible managerial experience directing an organization or department of comparable size or with similar functions to that of road construction planning, solid waste disposal, general maintenance, permitting, logistics, and homeland security
- Work requires the ability to read technical specifications and state and federal statutes
- Understanding of DOTD and Louisiana Transportation Act regulations and requirements and comprehensive knowledge of the engineering principles and techniques involved in the construction and maintenance of highways
- Encompass technical, regulatory, administrative, and management knowledge needed to perform the duties necessary for the proper operation of a C & D solid waste management facility, Level A DEQ Title Certification preferred
- Considerable ability to plan, administer, and evaluate departmental programs; to prepare budgets; establish progress and other reports as required; to supervise and evaluate personnel; to establish and maintain effective working relationships with employees, other governmental agencies, and the general public
- Comprehensive knowledge of computers and computer programs with experience in office operation and organization; background in purchasing, budgeting, and work scheduling/planning, preferred
- Considerable ability to supervise, train, and evaluate personnel
- Ability to establish and maintain effective working relations with employees, other governmental agencies, and the general public
- Must be able to lift up to 50 pounds frequently
- Ability to work safely in all weather conditions, including adverse conditions
- Can understand, follow, and give 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
- May be required to be on 24 hour call out



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Knowledge, Skills & Abilities:

- Possess ability to comprehend and transmit complex and detailed instructions accurately
- Ability to prepare reports 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
- Expresses ideas clearly and concisely, both orally and in writing, to groups and individuals
- 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

Licenses and Certifications:

- Class E Louisiana driver's license required; Class A Commercial CDL license, preferred
- Level A DEQ Title Certification, preferred

Competencies:

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

Travel:

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

Supervisory Responsibilities:

- This position manages all employees of the Road, Solid Waste, and Maintenance Departments and is responsible for the performance and management of the employees within the departments



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Work Environment:

Work is often performed in office settings. Outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration.

The noise level in the work environment is usually moderate, but can be loud at times when operating equipment.

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.

The employee must occasionally lift and/or move up to 50 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
- Four (4) year Bachelor's degree in Management, Public Administration, Engineering, or a related field, preferred or minimum of ten (10) years of progressively responsible managerial experience directing an organization or department of comparable size or with similar functions to that of road construction planning, solid waste disposal, general maintenance, permitting, and homeland security
- Permanently resides in Jackson Parish

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.



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EEO Statement:

The Jackson Parish Police 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.



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Operations Manager Job Duties

The following is a non-exhaustive list of the general responsibilities and duties of the Operations Manager. For a detailed description of the general nature of the position, refer to the Operations Manager Job Description document.

General Responsibilities from Job Description:

- Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the operational departments
- Evaluates operational needs and formulates short and long-term plans to meet needs of all areas of responsibility such as solid waste collection, road maintenance, permitting, homeland security, and infrastructure maintenance
- Complies with established safety regulations and policies and performs continuous reviews and evaluations to ensure safety practices and procedures
- Determines work procedures, prepares work schedules, and expedites workflow through schedules, work orders, purchase orders, voucher requests, and other required forms
- Oversees the operation of facilities, vehicles, and equipment for repairs and maintenance
- Coordinates engineering services for all departments and agencies and supervises all contracted construction work; can review, interpret, and provide feedback on engineering drawings, mapping, and surveying information
- Performs various inspections as needed for roads, floodplain management, and buildings
- Directs the planning, organizing, and execution of local emergency management activities
- Reviews and resolves complaints of compliance to the Police Jury Code of Ordinances, general polices, and other guidelines established by departments
- Works with Secretary-Treasurer to directs personnel transactions including interviews, appointments, employee evaluations, disciplinary actions, training, counseling, and assigning of duties
- Prepares and documents budget requests; administers approved budget in assigned areas of responsibility
- Maintains harmony among employees and resolves grievances and complaints
- Attends Police Jury and other meetings, training classes, and seminars as required to provide information and to make presentations
- Sets forth a professional appearance and attitude on and off the job
- 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
- Performs other job-related duties as assigned

Road Department Management:

- Has a working knowledge of, and follows the State Transportation Act making sure all funds and actions are for public use only as per LRS 48:751
- Periodically inspects the roads and ditches in the Parish Road System, takes and reviews footage of road conditions, and reports findings
- Oversees the overall maintenance program for the Parish highway system, ditch system, and bridges



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- Investigates complaints from the general public regarding hazardous road conditions or activities of road crews and determines appropriate action
- Coordinates with Road Department Superintendent and employees to establish operational procedures and planning to increase efficiencies and productivity

Solid Waste Management:

- Has a working knowledge of, and follows the certification requirements in order to maintain LA DEQ certification for the C&D landfill and all off-site bin sites
- Periodically inspects the solid waste landfill and bin sites, reviews security footage, and reports findings
- Coordinates with Solid Waste Department Superintendent and employees to establish operational procedures and planning to increase efficiencies and productivity

Maintenance Management:

- Oversees the maintenance of the Police Jury's infrastructure and other records including repairs, routine maintenance, and custodial duties
- Supervises the day-to-day operations of the Courthouse facilities and coordinates major repair planning with staff, vendors, and/or engineers
- Establishes new preventive maintenance programs and procedures
- Plans and implements maintenance schedules and procedures for routine and specialty work
- Coordinates with Maintenance Supervisor and employees to establish operational procedures and planning to increase efficiencies and productivity

General Administrative and Managerial:

- Working knowledge of qualifications and mandates to comply with local, state, and federal mandates, ordinances, laws, and regulations
- Confers with department supervision and other departmental staff on established work assignments, and examines work for exactness, neatness, and conformance to policies and procedures
- Determines applicable codes, regulations, and requirements for assigned projects
- Has full understanding of Public Bid Law and requirements for advertising, establishes necessary bid specs and public notices, gathers required estimates and bids from vendors, and makes recommendations for awarding projects
- Reviews and resolves complaints of compliance to the Police Jury Code of Ordinances, general polices, and other guidelines established by departments
- Coordinates with Secretary-Treasurer to establish department policies and directives relating to all department projects and procedures; and assures compliance
- Studies and standardizes department policies and procedures in coordination with the Secretary-Treasurer to improve efficiency and effectiveness of operations
- Works with Secretary-Treasurer to direct personnel transactions including interviews, appointments, employee evaluations, disciplinary actions, training, counseling, and assigning of duties
- Capable of conducting meeting with general public, state and federal agencies, and consulting engineers



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Office of Emergency Preparedness (Homeland Security):

- Directs the planning, organizing, and execution of local Emergency Management activities, conferring as necessary with the Parish and State emergency management agencies and neighboring emergency management directors, as well, to assure that its activities are an integral and coordinated part of the overall Parish, State, and National programs
- Processes grant paperwork preparations as needed including grants for GOHSEP office (typing, mailing, filing, etc.) including, but not limited to EMPG Grants, SHSP Grants, Louisiana PA and Louisiana HM
- Coordinates with OEP Director and FEMA if needed during disasters and seeks for reimbursements

Permitting Duties:

- Road Permits:
 - Reviews issued road permits in accordance with established policies and guidelines and works in coordination with the heavy haulers, Road Department, and Sheriff's Department to resolve complaints and violations
 - Videos or still records road conditions, reviews and issues Heavy Haul Permits, and follows up of damages or violations with recommended citations and/or fines
 - Coordinates with drivers, master loggers, and/or company representatives to ensure proper compliance with Parish policies and ordinances
- Building Permits:
 - Is a Certified Building Official (CBO) or is working towards certification
 - Has a working knowledge of the requirements of the Uniform Building Code and can review and/or oversee the issued building permits
 - Performs building and plan inspections, issues certificates of occupancy, and performs all other duties of a CBO
- Flood Permits:
 - Is a Certified Floodplain Manager or is working towards certification
 - Reviews and issues flood permits as requested in compliance with the FEMA NFIP and Community Rating System (CRS) programs and the parish ordinances
 - Has a working knowledge of floodplain development requirements and can explain them to community leaders, citizens, and the general public when requested
 - Maintains records and documents including Flood Insurance Rate Maps (FIRM), floodplain management program documents, permits, variances, filed LOMAs, elevation certificates, and other documents that keep the parish eligible for NFIP and CRS
 - Provide floodplain management guidance related to community drainage improvements, flood protection, floodplain management, and flood mitigation projects
 - Serves on the Watershed Initiative Program Steering Committee(s)
 - Assists and cooperates with GOHSEP, FEMA, state and federal offices, and local law enforcement for flood mitigation or in the event of a declared emergency