



COUNCIL REGULAR SESSION

Wednesday, February 17, 2021 at 7:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Doug Morten
Councilor Patrick Birkle
Councilor Stephen R. Topaz
Councilor Jessica Chilton

LOCATION & CONTACT:

<https://zoom.us/j/5033976272?pwd=NTB4RzBwbjhHWDg4OXQrcWo5VDE3UT09>

Website | www.sthelensoregon.gov

Email | kathy@ci.st-helens.or.us

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

VISITOR COMMENTS – *Limited to five (5) minutes per speaker*

ORDINANCES – *Final Reading*

- 1. Ordinance No. 3259:** An Ordinance Renewing Solid Waste Drop Box Franchise and Repealing Ordinance No. 3140

PUBLIC COMMENT PERIOD - Purchase of Property at 2625 Gable Road

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

- Purchase of Property at 2625 Gable Road
- Contract Payments

CONSENT AGENDA FOR APPROVAL

- Council Special Session, Work Session, Executive Session, and Regular Session Minutes dated January 27 and February 3, 2021
- Animal Facility Licenses
- Declare Surplus Property - City Hall Vehicles
- Amendments to Non-Represented Job Descriptions
- OLCC Licenses
- Accounts Payable Bill Lists

WORK SESSION ACTION ITEMS

MAYOR SCHOLL REPORTS

COUNCIL MEMBER REPORTS

OTHER BUSINESS

ADJOURN

VIRTUAL MEETING DETAILS**Join Zoom****Meeting:** <https://zoom.us/j/5033976272?pwd=NTB4RzBwbjhHWDg4OXQrcWo5VDE3UT09>**Meeting ID:** 503 397 6272**Passcode:** 8675309**Dial:** 1 253 215 8782

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...Get involved with your City...Volunteer for a City of St. Helens Board or Commission!

For more information or for an application, stop by City Hall or call 503-366-8217.

City of St. Helens
ORDINANCE NO. 3259

**AN ORDINANCE RENEWING SOLID WASTE DROP BOX FRANCHISE
AND REPEALING ORDINANCE NO. 3140**

WHEREAS the City of St. Helens (the “City”), through its Council (the “City Council”), has determined that the protection and maintenance of the public health, peace, safety and welfare can best be accomplished by the provision of drop box solid waste collection services, to all residents of and businesses in the City, under the grant of a franchise; and

WHEREAS Waste Management of Oregon, Inc. (“Franchise Holder”) has held the franchise for providing such solid waste collection services pursuant to a valid franchise; and

WHEREAS the City Council has determined that it is in the City’s best interest to renew the franchise with Franchise Holder for an additional period of ten (10) years (this “Franchise”); and

NOW THEREFORE, the City does hereby ordain as follows:

Section 1. Definitions.

a) “**Drop Box(es)**” means a container used for the collection of solid waste, having not less than ten (10) cubic yards of capacity and can be placed, picked up and hauled away by truck.

b) “**Effective Date**” is defined as November 19, 2020.

c) “**Excluded Solid Waste**” means the following materials, provided, however, that Franchise Holder and the City may in the future agree in writing to include any of the following materials in the definition of Solid Waste as defined in this Franchise:

- 1) Animal manure, dead animals, and animal remains, including remains from slaughterhouses or butcher shops;
- 2) Grease waste or used cooking oil;
- 3) Sewage sludge, septic tank and cesspool pumpings, or other sludge;
- 4) Infectious waste as defined in *ORS 459.386* that is not properly containerized and stored in accordance with the requirements set forth in *ORS 459.390*;
- 5) Asbestos and asbestos-containing waste;
- 6) Universal wastes as defined in *OAR 340-113-0020(4)* and *40 CFR § 273.9*, including batteries, pesticides, mercury-containing equipment, and universal waste lamps as defined therein;

- 7) Other waste that requires specialized disposal and/or treatment under state or federal law;
- 8) Hazardous Waste (as defined below); and/or
- 9) Other wastes that the City and Franchise Holder agree to in writing, are to be excluded from this Franchise.

d) **“Franchise Area”** means: (i) the entire territory included within the City limits as of the Effective Date; and (ii) any additional area as may thereafter become included within the City limits, from time to time, due to annexation, incorporation, or other means, but only from and after the time as Franchise Holder is able to provide collection services in any such additional area.

e) **“Hazardous Waste”** means waste that is defined as hazardous waste or any other radioactive, volatile, corrosive, flammable, explosive, bio-hazardous, or toxic waste, substance or material, as defined by or listed or characterized under applicable federal, state, or local laws or regulations, including, but not limited to, the federal *Resource Conservation & Recovery Act*, 42 U.S.C. §§ 6901 *et seq.*, the *Toxic Substances Control Act*, 15 U.S.C. §§ 2601 *et seq.*, and the *Hazardous Materials Transportation Act*, 49 U.S.C. §§ 6901 *et seq.*

f) **“Gross Receipts”** means any and all revenue or compensation actually collected from customers by Franchise Holder pursuant to this Franchise, and in accordance with the Generally Accepted Accounting Principles (“GAAP”).

g) **“Solid Waste”** means ‘solid waste’ as defined in *ORS 459.005*, including yard debris and recyclable materials derived from residential and commercial sources located in the Franchise Area. Notwithstanding the definition of ‘solid waste’ set forth in *ORS 459.005*, the definition of Solid Waste for the purposes of this Franchise does not include those materials specifically identified herein as “Excluded Solid Waste”, unless the City and Franchise Holder subsequently agree in writing to include such material(s) within the definition of Solid Waste for the purposes of this Franchise.

Section 2. Collection of Solid Waste. Unless exempted as provided in this Franchise, or the City’s general solid waste disposal ordinance, no person and/or business shall provide within the Franchise Area solid waste collection service, Drop Box service, or provide for the collection or transport of recycled materials for compensation or offer to provide or advertise for the performance of such services unless said person and/or business has a City-issued franchise.

Section 3. Grant. There is, granted by the City to Franchise Holder, the exclusive right, privilege and franchise to collect, convey and transport Solid Waste from Drop Boxes within the Franchise Area, subject to any restrictions hereinafter set forth, and any provisions contained in City ordinances, as such provisions exist as of the Effective Date or as may be hereafter amended or adopted.

Section 4. Duties. Franchise Holder hereby agrees to collect and dispose of, in a good and workmanlike manner, Solid Waste from Drop Boxes in the Franchise Area for the purposes of promoting the cleanliness and health of the City and to provide Franchise Holder's customers with an "opportunity to recycle", as such term is defined in *ORS 459A.005*. Franchise Holder agrees to comply with all laws and regulations pertaining to its activities, as provided by any agency or department of the United States of America, the State of Oregon, the County of Columbia or of the City, and in particular laws and regulations pertaining to the maintenance of the public health and environment protection in the Franchise Area.

Section 5. Renewal Term. The rights, privileges and franchise herein granted shall continue and be in force for a further period of ten (10) years.

Section 6. Franchise Fee. In consideration of the rights, privileges and franchise herein granted, Franchise Holder shall pay an annual franchise fee to the City equal to Seven percent (7%) of Franchise Holder's annual Gross Receipts. Franchise fees shall be paid on a quarterly basis and are due and payable within thirty (30) days of the end of each quarter. Annually, and no later than ninety (90) days following the close of Franchise Holder's fiscal year, Franchise Holder shall submit a written report to the City Administrator, that includes:

- a) a summary of Franchise Holder's previous year's customers, services provided, and new services, if any; and
- b) a calculation of Franchise Holder's Gross Receipts and the amount of franchise fees paid to the City during Franchise Holder's previous fiscal year.

Section 7. Rates. The rates to be charged for collection of Solid Waste under this Franchise are set forth at **Exhibit A** attached hereto, as the same shall be adjusted, during the term of this Franchise, in accordance with Sections 8 and 9 below.

Section 8. Annual Rate Adjustments. The rates shall be adjusted on October 1, 2021 and annually thereafter, by a percentage equal to one-half of the annual percent change in the average *Consumer Price Index for All Urban Consumers: Water and Sewer and Trash Collection Services*, or successor index ("CPI"), July to July, for West-C, all items (1982-84 = 100), (Series CUUR0000SEHG, CUUS0000SEHG), as published by the Bureau of Labor Statistics, not seasonally adjusted, and not to exceed one and one-half percent (1.5%) (<http://www.bls.gov/cpi/home.htm>) for the 12-month period ending nearest, but at least SIXTY (60) days prior to, each annual adjustment date. Franchise Holder shall notify the City of any rate adjustments hereunder at least THIRTY (30) days in advance, provided however, that Franchise Holder's failure to notify the City of such rate adjustments prior to the annual adjustment date shall not waive Franchise Holder's right to adjust rates at any time thereafter. Adjustments to the rates shall be made in units of one cent (\$0.01). Fractions less than one cent (\$0.01) will not be considered in calculating adjustments. Annual CPI adjustments shall not be negative. If the CPI index series decreases year-on-year, no CPI adjustment will occur.

Section 9. Other Rate Adjustments. Franchise Holder may at any time request a rate revision whenever a significant change in revenue or expenses occurs or is anticipated, or in the event of Uncontrollable Circumstances (see Section 15). In the event Franchise Holder requests a rate revision, the City shall consider such request in good faith and shall act upon the request without undue delay, but in no case later than SIXTY (60) days from the date the request was made. In determining reasonable rates, the City Council shall consider all relevant factors, and

the City and Franchise Holder shall work in good faith to develop and adjust the rates, as necessary, to allow Franchise Holder to earn a reasonable rate of return. The City agrees that it shall not unreasonably withhold its consent or unreasonably delay a rate review request submitted by Franchise Holder.

Section 10. Universal Service. All customers served by Franchise Holder shall be served in an impartial manner, except that Franchise Holder is not required to serve any customer who has defaulted in payment for any prior service rendered under this Franchise or in meeting reasonable service requirements set by Franchise Holder, as determined by mutual agreement between Franchise Holder and the City Council.

Section 11. Disposal Sites. Franchise Holder shall deposit all Solid Waste in a suitable place for dumping and disposing of Solid Waste, and such disposal site shall be approved by the City and any state or federal agencies that regulate such disposal areas.

Section 12. Clean-Up Projects. Nothing contained in this Franchise shall prevent City officers from utilizing persons and using vehicles for the purpose of collecting and removing Solid Waste during the city-wide clean-up sponsored by City or another public agency.

Section 13. Inspections. The hauling of Solid Waste shall be under the supervision of the City Council, and the City Council may inspect the Solid Waste hauling equipment and the manner in which Solid Waste is hauled upon City streets.

Section 14. Street Closures.

- a) The City reserves the right to vacate or to close any street(s) in the Franchise Area, used by Franchise Holder, during the course of any construction or during the course of necessary repairs thereto or in the event that any street becomes dangerous for the operation of motorized vehicles; it being understood, however, that the City shall not be held liable for damages suffered by Franchise Holder, or any of its servants or employees, during its use of any such closed streets, due to any defects in the streets or the City's failure to repair any such defects.
- b) The City reserves the right to prohibit or regulate the operation of trucks under this Franchise on any street(s) within the City, when traffic conditions, the public welfare or public convenience, in the judgment of the City Council, shall so require.

Section 15. Force Majeure. Except for the failure to make payments when due, neither party shall be in default for its failure to perform or delay in performance caused by an uncontrollable circumstance, and the affected party shall be excused from performance during the occurrence of such events. For purposes of this Franchise, "Uncontrollable Circumstances" means any act of terrorism, act of God, landslides, lightning, forest fires, storms, floods, typhoons, hurricanes, severe weather, freezing, earthquakes, volcanic eruptions, other natural disasters or the imminent threat of such natural disasters, pandemics, quarantines, civil disturbances, acts of the public enemy, wars, blockades, public riots, labor unrest (e.g., strikes, lockouts, or other labor disturbances), acts of domestic or foreign governments or governmental restraint or other causes, whether of the kind enumerated or otherwise, and whether foreseeable or unforeseeable, that are not reasonably within the control of a party.

Section 16. Hold Harmless.

- a) Franchise Holder agrees and covenants to pay for all damages for injury to real or personal property, or for any injury sustained by any person, caused by any tortuous act or deed of Franchise Holder, its agents or employees, and further agrees to hold harmless, indemnify and defend the City from and against all claims, demands, suits and actions of every name and description brought against the City for or on account of any such injuries to real or personal property caused by Franchise Holder, its agents or employees, in the exercise of any and all rights granted herein, or by or in consequence of any negligence, act or omission of Franchise Holder, its agents or employees, except that Franchise Holder shall not be liable for any claims, demands, suits and/or actions, solely arising out of the negligence, gross negligence, misconduct, act or omission of the City, or its agents or employees.
- b) Franchise Holder shall be solely responsible for obtaining all approvals, permits, licenses, insurance, and authorizations from the relevant Federal, State, and local authorities, or other entities, that may be necessary to collect and dispose of Solid Waste or other materials as contemplated by this Franchise. The City has no duty, responsibility or liability for requesting, obtaining, ensuring, or verifying Franchise Holder's compliance with applicable state or federal agency or other approval requirements. This Franchise shall not be interpreted as a waiver, modification, or grant of any local, state or federal agency or other permits or authorizations.
- c) Franchise Holder expressly agrees to promptly replace or repair or pay the cost of any such necessary replacement or repair, of any public facility that it damages.
- d) If any aspect of the indemnity contained in this Section shall be found to be illegal or invalid, for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the indemnification.

Section 17. Insurance. Franchise Holder shall carry, maintain and keep in full force and effect, throughout the term of this Franchise, a policy or policies of insurance, on terms and conditions, as specified in **Attachment A** attached hereto and incorporated herein by reference.

Section 18. Complaint. Franchise Holder shall maintain a telephone number for the receipt of service calls or complaints and shall be available for such calls on all working days. Any complaints must be given prompt and courteous attention, and, in case of missed scheduled collections, Franchise Holder shall investigate and, if verified, shall arrange for pickup of such missed collection within twenty-four (24) hours after the complaint is received.

Section 19. Default.

- a) If Franchise Holder fails to collect Solid Waste within the Franchise Area, due to any cause(s) within its control, and any such failure continues for a period of TEN (10) days, or if Franchise Holder fails to perform the conditions, agreements, provisions, or acts herein mentioned, for any reason, then after TEN (10) days of receipt from the City of a notice of such default, the right

herein granted shall cease, and Franchise Holder shall surrender and forfeit any right and privilege granted by this Franchise; provided, however, that Franchise Holder shall not be liable for interruption and/or suspension of its operations hereunder due to any Uncontrollable Circumstances (see Section 15).

- b) Should Franchise Holder, except for in the case of the occurrence of Uncontrollable Circumstances, fall further than ONE (1) week behind in its regular collection schedule, the City may, at its option, cause such uncollected Solid Waste to be collected and disposed of, or the City Administrator may issue a written demand to Franchise Holder to immediately cause such uncollected Solid Waste to be collected and disposed of properly. If Franchise Holder fails to respond with a plan sufficient to collect and dispose of the uncollected Solid Waste and/or fails to commence such collection within SEVENTY-TWO (72) hours of receipt of notice, the City may collect and dispose of the uncollected Solid Waste using City resources. The City Engineer, or his or her designee, shall keep an itemized account of the actual expenses incurred by the City or its contractor, and Franchise Holder shall be billed for all costs as they are incurred. The financial responsibility of Franchise Holder under this Section shall continue until a new franchise ordinance authorizing a new franchise holder is adopted or until NINETY (90) days after the date of default, whichever occurs sooner. Franchise Holder shall pay such costs as are billed under this Section in full within SIXTY (60) days of receipt of a bill from the City. In the event such a bill is not paid in full when due, Franchise Holder expressly agrees that the City may elect to reduce said charges to a lien against any real property of Franchise Holder, cause the same to be duly recorded and/or seek collection of said charges as a personal obligation of Franchise Holder, using any available legal remedies. Any liens imposed may be foreclosed pursuant to state law.

Section 20. Notices. All written notification required herein shall be effective upon receipt and delivered by certified US mail, return receipt requested, overnight delivery by a nationally recognized courier/delivery service, or by hand delivery to the party's address shown below, as may be amended by the parties from time to time:

If to the City: City Administrator
City of St. Helens
265 Strand Street
St. Helens, OR 97051

If to Franchise Holder: Senior Legal Counsel
Waste Management of Oregon, Inc.
720 Fourth Ave., Suite 400
Kirkland, WA 98033

Copy to: Waste Management of Oregon, Inc.
Attn: Dave Huber, District Manager
1525 B Street
Forest Grove, OR 97116

And: Waste Management of Oregon, Inc.
Attn: Nicolas Ries, Operations Manager
34240 Johnson Landing Road
Scappoose, OR 97056

Section 21. Assignment and Subcontractors. Franchise Holder shall not assign or transfer this Franchise, or any right, license, or privilege granted herein except upon the express written consent of the City Council. Any performance under this Franchise shall be by Franchise Holder, its employees or agents, and no part of any of Franchise Holder's operations as herein contemplated shall be performed or furnished by any contractor or subcontractor except with the express written consent of the City Council, and upon compliance with such terms as it shall specify. If the City Council's consent is obtained, the provisions of this Franchise, and any additional terms that the City Council may require, shall be binding upon Franchise Holder, its assignees, contractors and subcontractors. Notwithstanding the foregoing, Franchise Holder may assign this Franchise to a subsidiary or corporate affiliate of Franchise Holder without the prior consent of the City Council, and this Franchise shall be binding upon the parties and their respective successors and assigns.

Section 22. Acceptance. Franchise Holder shall indicate its acceptance of the terms and conditions of this Franchise in writing prior to the Effective Date of the Ordinance, for this Franchise to be in effect upon such date.

Section 23. Construction. Any finding by any court of sufficient jurisdiction that any portion of this Franchise is unconstitutional or invalid shall not invalidate any of the other provisions of this Franchise.

Section 24. Repeal. Ordinance No. 3140 is hereby repealed.

Read the first time: February 3, 2021
Read the second time: February 20, 2021

* * *

APPROVED AND ADOPTED this 20th day of February 2021 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

ATTACHMENT A

INSURANCE REQUIREMENTS

Franchise Holder and its subcontractors shall carry, maintain and keep in full force and effect, throughout the term of this Franchise, a policy or policies of insurance that provide, at a minimum, the following coverages and limits:

TYPE OF INSURANCE	LIMITS OF LIABILITY	
General Liability	Each occurrence	\$2,000,000
	General Aggregate	\$3,000,000
	Products/Comp Ops Aggregate	\$2,000,000
	Personal and Advert. Inj.	\$2,000,000
<i>Please indicate if Claims Made or Occurrence</i>		
Automobile Liability	Combined Single – covering any vehicle used on City business	\$2,000,000
	Combined Aggregate	\$3,000,000
Workers' Compensation	Per Oregon State Statutes	

The coverages and policies detailed in the above table shall not be canceled, modified or revoked without providing the City thirty (30) days advance written notice. Franchise Holder shall provide to the City certificates of insurance evidencing such insurance, in the manner set forth in Section 19 (Notices) of this Franchise and prior to Franchise Holder's commencement of performance of the services set forth in this Franchise.

Franchise Holder shall name the City, its officers, agents and employees as additional insureds under its Commercial General Liability and Automobile Liability policies, but only to the extent of Franchise Holder's indemnity obligations set forth in Section 15 of this Franchise.

The certificate of insurance for Franchise Holder's Workers' Compensation policy need not name the City as an additional insured but must list the City as a 'certificate holder'.

The procuring of such required insurance shall not be construed to limit Franchise Holder's liability hereunder. Notwithstanding said insurance, Franchise Holder shall be obligated for the total amount of any damage, injury or loss caused by negligence or neglect by Franchise Holder in its performance of this Franchise. It is agreed that any insurance maintained by the City shall apply in excess of, and not contribute toward, insurance held by Franchise Holder.

EXHIBIT A

RATES FOR DROP BOX SERVICES
(Effective as of October 1, 2020)

Container Size	Rate
10-Yard Drop Box Haul	\$ 134.00
20-Yard Drop Box Haul	\$ 140.70
30-Yard Drop Box Haul	\$ 148.12
40-Yard Drop Box Haul	\$ 148.12
Compactor Haul	\$ 282.12
Rental Per Day - All sizes	\$ 4.51
Rental Per Month - All sizes	\$ 90.27
Mileage - All sizes	\$ 1.78
Disposal Rate, per ton	\$ 90.70

Plus 7% franchise fee added to total monthly charge

CONTRACT PAYMENTS

City Council Meeting
February 3, 2021

Emery & Sons Construction Group, LLC

Project: N. Vernonia Road Sidewalks (PR#2) \$ **298,620.82**

Keller Associates, Inc.

Project: P-511 Stormwater Master Plan Update (PR#2) \$ 48,304.12

Project: P-511 Sanitary Sewer Master Plan Update (PR#2) \$ 45,672.27

Total \$ **93,976.39**



City of St. Helens
Department of Public Works - Engineering Division
265 Strand Street, St. Helens, OR 97051
Phone: 503.397.6272 Fax: 503.366.3782

CONTRACTOR:

Emery & Sons Construction Group, LLC

P.O. Box 13069
Salem, OR 97309

APPROVED FOR PAYMENT

INIT _____ DATE _____
ACCOUNTS PAYABLE _____
FINANCE 2-9-21
SUPERVISOR 2-9-2021
205-000-53019

Payment Request #2

Item #3.

PROJECT: **N. VERNONIA ROAD SIDEWALK (ST. HELENS)**

PROJECT #: R-687

DATE: 2/9/2021

DEPARTMENT: Public Works Department - Engineering Division

Original Contract Amount	\$590,149.50	Previous Contract Payments			
Total Change Order Amounts	\$28,800.00	PR#	Previous Contractor Billing	Retainage Held	Previous Amount Paid
Adjusted Contract Amount	\$618,949.50	1	\$ 123,411.00	\$ 6,170.55	\$ 117,240.45
Total Earned To-Date	\$403,828.71				Invoice Date
Total Earned This Month	\$314,337.71				12/28/2020
Less 5% Retainage This Month.....	\$15,716.89				
Not-to-Exceed Contract Amount	\$649,164.00				
Amount Remaining on Contract	\$215,120.80				
Percent of Project Complete	65%				
		Total Previous Amount Paid		\$ 117,240.45	Total Retainage Held To-Date: \$ 21,887.44

PAYMENT DUE

\$298,620.82

Contract Bid Items

Item #	Description	Unit	Qty	Unit Price	Contract Price	Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Contract Earned This Pay Period	Remaining or Over	(or Over)
TEMPORARY FEATURES AND APPURTENANCES											
1	MOBILIZATION	LS	1	\$ 49,500.00	\$ 49,500.00	1.00	\$ 49,500.00		\$ -	0	\$ -
2	TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC	LS	1	\$ 11,000.00	\$ 11,000.00	0.16	\$ 1,760.00	0.59	\$ 6,490.00	0.25	\$ 2,750.00
3	TEMPORARY SIGNS	SF	200	\$ 16.00	\$ 3,200.00		\$ -	200.00	\$ 3,200.00	0	\$ -
4	TEMPORARY BARRICADES, TYPE III	EA	4	\$ 32.00	\$ 128.00		\$ -	4.00	\$ 128.00	0	\$ -
5	STRIPE REMOVAL	FT	30	\$ 13.00	\$ 390.00		\$ -		\$ -	30	\$ 390.00
6	FLAGGERS	HR	750	\$ 60.00	\$ 45,000.00	200.50	\$ 12,030.00	354.50	\$ 21,270.00	195	\$ 11,700.00
7	EROSION CONTROL	LS	1	\$ 7,500.00	\$ 7,500.00	0.25	\$ 1,875.00	0.50	\$ 3,750.00	0.25	\$ 1,875.00
8	CHECK DAM, TYPE 3	EA	8	\$ 50.00	\$ 400.00	8.00	\$ 400.00		\$ -	0	\$ -
9	INLET PROTECTION, TYPE 3	EA	12	\$ 80.00	\$ 960.00	12.00	\$ 960.00	1.00	\$ 80.00	-1	\$ (80.00)
10	INLET PROTECTION, TYPE 10	EA	1	\$ 80.00	\$ 80.00	1.00	\$ 80.00		\$ -	0	\$ -
11	POLLUTION CONTROL PLAN	LS	1	\$ 650.00	\$ 650.00	1.00	\$ 650.00		\$ -	0	\$ -
ROADWORK											
12	CONSTRUCTION SURVEY WORK	LS	1	\$ 16,000.00	\$ 16,000.00	0.75	\$ 12,000.00	0.25	\$ 4,000.00	0	\$ -
13	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	\$ 2,300.00	\$ 2,300.00	1.00	\$ 2,300.00		\$ -	0	\$ -
14	ASPHALT PAVEMENT SAW CUTTING	FT	200	\$ 5.00	\$ 1,000.00		\$ -	122.00	\$ 610.00	78	\$ 390.00
15	CLEARING AND GRUBBING	LS	1	\$ 11,500.00	\$ 11,500.00	0.25	\$ 2,875.00	0.75	\$ 8,625.00	0	\$ -
16	GENERAL EXCAVATION	CY	520	\$ 42.00	\$ 21,840.00		\$ -	793.49	\$ 33,326.58	-273.49	\$ (11,486.58)
DRAINAGE AND SEWER											
17	24 INCH CULVERT PIPE, 5 FT DEPTH	FT	7	\$ 215.00	\$ 1,505.00		\$ -		\$ -	7	\$ 1,505.00
18	CONCRETE INLETS, TYPE G-2	EA	1	\$ 2,250.00	\$ 2,250.00		\$ -	2.00	\$ 4,500.00	-1	\$ (2,250.00)
19	ADJUSTING BOXES	EA	21	\$ 130.00	\$ 2,730.00	13.00	\$ 1,690.00	5.00	\$ 650.00	3	\$ 390.00
20	MINOR ADJUSTMENT OF MANHOLES	EA	2	\$ 600.00	\$ 1,200.00		\$ -	2.00	\$ 1,200.00	0	\$ -
STRUCTURES											
21	SIDEWALK COPING	FT	212	\$ 50.00	\$ 10,600.00		\$ -	192.00	\$ 9,600.00	20	\$ 1,000.00
22	WALL # 1	SF	400	\$ 44.00	\$ 17,600.00	312.00	\$ 13,728.00		\$ -	88	\$ 3,872.00
23	WALL # 2	SF	400	\$ 44.00	\$ 17,600.00	305.00	\$ 13,420.00		\$ -	95	\$ 4,180.00

Contract Bid Items

						Total Quantity Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Contract Earned This Pay Period	Quantity Remaining or Over	Co. (or Over)	Item #3.
Item #	Description	Unit	Qty	Unit Price	Contract Price							
24	WALL # 3	SF	350	\$ 49.00	\$ 17,150.00	207.00	\$ 10,143.00		\$ -	143	\$ 7,007.00	
BASES												
25	AGGREGATE BASE	TN	1500	\$ 38.50	\$ 57,750.00		\$ -	1,177.85	\$ 45,347.23	322.15	\$ 12,402.78	
WEARING SURFACES												
26	COMMERCIAL ASPHALT CONCRETE PAVEMENT	TN	50	\$ 240.00	\$ 12,000.00		\$ -		\$ -	50	\$ 12,000.00	
27	18 INCH ASPHALT CONCRETE PAVEMENT REPAIR	SF	43	\$ 24.50	\$ 1,053.50		\$ -		\$ -	43	\$ 1,053.50	
28	EXTRA FOR ASPHALT APPROACHES	EA	2	\$ 550.00	\$ 1,100.00		\$ -		\$ -	2	\$ 1,100.00	
29	CONCRETE CURBS, CURB AND GUTTER	FT	200	\$ 53.50	\$ 10,700.00		\$ -	126.00	\$ 6,741.00	74	\$ 3,959.00	
30	CONCRETE CURBS, STANDARD CURB	FT	80	\$ 35.00	\$ 2,800.00		\$ -		\$ -	80	\$ 2,800.00	
31	CONCRETE DRIVEWAYS	SF	900	\$ 12.25	\$ 11,025.00		\$ -	774.00	\$ 9,481.50	126	\$ 1,543.50	
32	CONCRETE WALKS	SF	18200	\$ 7.40	\$ 134,680.00		\$ -	13,766.00	\$ 101,868.40	4434	\$ 32,811.60	
33	EXTRA FOR CURB RAMPS	EA	22	\$ 700.00	\$ 15,400.00		\$ -	15.00	\$ 10,500.00	7	\$ 4,900.00	
34	TRUNCATED DOMES ON NEW SURFACES	SF	264	\$ 35.00	\$ 9,240.00		\$ -	180.00	\$ 6,300.00	84	\$ 2,940.00	
PERMANENT TRAFFIC SAFETY AND GUIDANCE DEVICES												
35	PAVEMENT BAR, TYPE B-HS	SF	48	\$ 13.00	\$ 624.00		\$ -		\$ -	48	\$ 624.00	
36	RECTANGULAR RAPID FLASHING BEACON	LS	1	\$ 19,300.00	\$ 19,300.00		\$ -		\$ -	1	\$ 19,300.00	
37	SPEED DISPLAY SIGN ASSEMBLY	EA	2	\$ 13,200.00	\$ 26,400.00		\$ -		\$ -	2	\$ 26,400.00	
RIGHT OF WAY DEVELOPMENT AND CONTROL												
38	PERMANENT SEEDING	AC	0.1	\$ 13,500.00	\$ 1,350.00		\$ -		\$ -	0.1	\$ 1,350.00	
39	SOIL CONDITIONER	CY	25	\$ 53.00	\$ 1,325.00		\$ -		\$ -	25	\$ 1,325.00	
40	DECIDUOUS TREES, 2.5 INCH CALIPER	EA	26	\$ 725.00	\$ 18,850.00		\$ -		\$ -	26	\$ 18,850.00	
41	WOOD CHIP MULCH	CY	26	\$ 53.00	\$ 1,378.00		\$ -		\$ -	26	\$ 1,378.00	
42	COMPOST MULCH	CY	8	\$ 53.00	\$ 424.00		\$ -		\$ -	8	\$ 424.00	
43	BOULDERS	EA	10	\$ 275.00	\$ 2,750.00		\$ -	10.00	\$ 2,750.00	0	\$ -	
44	ROOT BARRIER	FT	840	\$ 10.00	\$ 8,400.00		\$ -		\$ -	840.00	\$ 8,400.00	
45	CL-4R CHAIN LINK FENCE	FT	212	\$ 28.50	\$ 6,042.00		\$ -		\$ -	212	\$ 6,042.00	
46	SINGLE MAILBOX SUPPORTS	EA	4	\$ 275.00	\$ 1,100.00		\$ -		\$ -	4	\$ 1,100.00	
47	MULTIPLE MAILBOX SUPPORTS	EA	5	\$ 450.00	\$ 2,250.00		\$ -		\$ -	5	\$ 2,250.00	
48	MAILBOX CONCRETE COLLARS	EA	5	\$ 50.00	\$ 250.00		\$ -		\$ -	5	\$ 250.00	
WATER SUPPLY SYSTEMS												
49	RELOCATE 1-INCH WATER METER ASSEMBLY	EA	1	\$ 1,875.00	\$ 1,875.00		\$ -		\$ -	1	\$ 1,875.00	
					Totals:	\$ 590,149.50	\$ 123,411.00		\$ 280,417.71		\$ 186,320.80	

Contract Change Orders

Item #	Description	Unit	Qty	Unit Price	Contract Price	Total Quantity Completed To-Date	Total Contract Earned To-Date	Quantity Completed This Pay Period	Total Contract Earned This Pay Period	Quantity Remaining or Over	Cost Remaining (or Over)
C1-1	Install 18" Dia N12 Storm Drain Pipe, 0' to 5' Depth	LF	150	\$ 128.00	\$ 19,200.00		\$ -	190.00	\$ 24,320.00	-40.00	\$ (5,120.00)
C1-2	Install 6" Dia DI Storm Drain Pipe, 0' to 5' Depth	LF	40	\$ 240.00	\$ 9,600.00		\$ -	40.00	\$ 9,600.00	0.00	\$ -
C1-3	Rock Excavation	CY	0	\$ 250.00	\$ -		\$ -		\$ -	0.00	\$ -
Totals:					\$ 28,800.00		\$ -		\$ 33,920.00		\$ (5,120.00)

Contractor's Application for Payment No.

2

To (Owner):	City of St Helens	Application Period:	1/1/2021 - 1/31/2021	Application Date:	31-Jan-2021
		From (Contractor):	Emery & Sons Construction Group	Via (Engineer):	
Project:	N. Vernonia Rd Sidewalk	Contract:			
Owner's Contract No.:	R-687	Contractor's Project No.:	74435	Engineer's Project No.:	

APPLICATION FOR PAYMENT

Change Order Summary					
Approved Change Orders					
Number	Additions	Deductions			
C1-1	\$19,200.00				
C1-2	\$9,600.00				
Totals	\$28,800.00	\$0.00			
Net Changes by Change Orders	\$28,800.00				

1. ORIGINAL CONTRACT PRICE	\$	590,149.50
2. Net change by Change Orders		\$28,800.00
3. CURRENT CONTRACT PRICE (Line 1 ± 2)	\$	618,949.50
4. TOTAL COMPLETED AND STORED TO DATE		
(From Paymaster Spreadsheet)	\$	437,748.71
5. RETAINAGE:		
a. Retainage Bond Submitted - NA		N/A
b. 0% x \$0.00 - Stored Material		N/A
c. Total Retainage (5%)	\$	21,887.44
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$	415,861.27
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application) (From Paymaster Spreadsheet)	\$	117,240.45
8. AMOUNT DUE THIS APPLICATION	\$	298,620.82
9. BALANCE TO FINISH, INCLUDING RETAINAGE		
(From Paymaster Spreadsheet + Line 5 above)	\$	224,975.67

CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:



Date: 2/8/2021

Payment of: \$298,620.82
(Line 8 or other - attach explanation of other amount)

is recommended by: _____
(Project Manager) (Date)

Payment of: \$ 298,620.82
(Line 8 or other - attach explanation of other amount)

is approved by: _____
(Owner) (Date)

Work Order
 No: R-687
 Name: N. Vernonia Rd Sidewalk

Estimate No: 2
 Pay Period: 1/1/2021 - 1/31/2021

Emery & Sons Construction Group		PROPOSED BID FROM CONTRACTOR FOR WORK TO BE COMPLETED				CO TOTAL	PREVIOUS WORK COMPLETED BY CONTRACTOR		WORK COMPLETED THIS MONTH BY CONTRACTOR		TOTAL WORK COMPLETED AND STORED BY CONTRACTOR		
ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	\$ TOTAL		UNITS COMPLETE	\$ COMPLETE	UNITS COMPLETE	Net Paid to Contractor This Month	UNITS COMPLETE	\$ TOTAL COMPLETE	Percent Complete
1	MOBILIZATION	1	LS	\$ 49,500.00	\$ 49,500.00		1.00	\$ 49,500.00		\$ -	1.00	\$ 49,500.00	100.00%
2	TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC	1	LS	\$ 11,000.00	\$ 11,000.00		0.16	\$ 1,760.00	0.59	\$ 6,490.00	0.75	\$ 8,250.00	75.00%
3	TEMPORARY SIGNS	200	SF	\$ 16.00	\$ 3,200.00			\$ -	200.00	\$ 3,200.00	200.00	\$ 3,200.00	100.00%
4	TEMPORARY BARRICADES, TYPE III	4	EA	\$ 32.00	\$ 128.00			\$ -	4.00	\$ 128.00	4.00	\$ 128.00	100.00%
5	STRIPE REMOVAL	30	FT	\$ 13.00	\$ 390.00			\$ -		\$ -	0.00	\$ -	0.00%
6	FLAGGERS	750	HR	\$ 60.00	\$ 45,000.00		200.50	\$ 12,030.00	354.50	\$ 21,270.00	555.00	\$ 33,300.00	74.00%
7	EROSION CONTROL	1	LS	\$ 7,500.00	\$ 7,500.00		0.25	\$ 1,875.00	0.50	\$ 3,750.00	0.75	\$ 5,625.00	75.00%
8	CHECK DAM, TYPE 3	8	EA	\$ 50.00	\$ 400.00		8.00	\$ 400.00		\$ -	8.00	\$ 400.00	100.00%
9	INLET PROTECTION, TYPE 3	12	EA	\$ 80.00	\$ 960.00		12.00	\$ 960.00	1.00	\$ 80.00	13.00	\$ 1,040.00	108.33%
10	INLET PROTECTION, TYPE 10	1	EA	\$ 80.00	\$ 80.00		1.00	\$ 80.00		\$ -	1.00	\$ 80.00	100.00%
11	POLLUTION CONTROL PLAN	1	LS	\$ 650.00	\$ 650.00		1.00	\$ 650.00		\$ -	1.00	\$ 650.00	100.00%
12	CONSTRUCTION SURVEY WORK	1	LS	\$ 16,000.00	\$ 16,000.00		0.75	\$ 12,000.00	0.25	\$ 4,000.00	1.00	\$ 16,000.00	100.00%
13	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	1	LS	\$ 2,300.00	\$ 2,300.00		1.00	\$ 2,300.00		\$ -	1.00	\$ 2,300.00	100.00%
14	ASPHALT PAVEMENT SAW CUTTING	200	FT	\$ 5.00	\$ 1,000.00			\$ -	122.00	\$ 610.00	122.00	\$ 610.00	61.00%
15	CLEARING AND GRUBBING	1	LS	\$ 11,500.00	\$ 11,500.00		0.25	\$ 2,875.00	0.75	\$ 8,625.00	1.00	\$ 11,500.00	100.00%
16	GENERAL EXCAVATION	520	CY	\$ 42.00	\$ 21,840.00			\$ -	793.49	\$ 33,326.58	793.49	\$ 33,326.58	152.59%
17	24 INCH CULVER PIPE, 5FT DEPTH	7	EA	\$ 215.00	\$ 1,505.00			\$ -		\$ -	0.00	\$ -	0.00%
18	CONCRETE INLETS, TYPE G-2	1	EA	\$ 2,250.00	\$ 2,250.00			\$ -	2.00	\$ 4,500.00	2.00	\$ 4,500.00	200.00%
19	ADJUSTING BOXES	21	EA	\$ 130.00	\$ 2,730.00		13.00	\$ 1,690.00	5.00	\$ 650.00	18.00	\$ 2,340.00	85.71%
20	MINOR ADJUSTMENT OF MANHOLES	2	EA	\$ 600.00	\$ 1,200.00			\$ -	2.00	\$ 1,200.00	2.00	\$ 1,200.00	100.00%
21	SIDEWALK COPING	212	FT	\$ 50.00	\$ 10,600.00			\$ -	192.00	\$ 9,600.00	192.00	\$ 9,600.00	90.57%
22	Wall #1	400	SF	\$ 44.00	\$ 17,600.00		312.00	\$ 13,728.00		\$ -	312.00	\$ 13,728.00	78.00%
23	Wall #2	400	SF	\$ 44.00	\$ 17,600.00		305.00	\$ 13,420.00		\$ -	305.00	\$ 13,420.00	76.25%
24	Wall #3	350	SF	\$ 49.00	\$ 17,150.00		207.00	\$ 10,143.00		\$ -	207.00	\$ 10,143.00	59.14%
25	AGGREGATE BASE	1500	TN	\$ 38.50	\$ 57,750.00			\$ -	1177.85	\$ 45,347.23	1177.85	\$ 45,347.23	78.52%
26	COMMERCIAL ASPHALT CONCRETE PAVEMENT	50	TN	\$ 240.00	\$ 12,000.00			\$ -		\$ -	0.00	\$ -	0.00%
27	18 INCH ASPHALT CONCRETE PAVEMENT REPAIR	43	SF	\$ 24.50	\$ 1,053.50			\$ -		\$ -	0.00	\$ -	0.00%
28	EXTRA FOR ASPHALT APPROACHES	2	EA	\$ 550.00	\$ 1,100.00			\$ -		\$ -	0.00	\$ -	0.00%
29	CONCRETE CURBS, CURB AND GUTTER	200	FT	\$ 53.50	\$ 10,700.00			\$ -	126.00	\$ 6,741.00	126.00	\$ 6,741.00	63.00%
30	CONCRETE CURBS, STANDARD CURB	80	FT	\$ 35.00	\$ 2,800.00			\$ -		\$ -	0.00	\$ -	0.00%
31	CONCRETE DRIVEWAYS	900	SF	\$ 12.25	\$ 11,025.00			\$ -	774.00	\$ 9,481.50	774.00	\$ 9,481.50	86.00%
32	CONCRETE WALKS	18200	SF	\$ 7.40	\$ 134,680.00			\$ -	13766.00	\$ 101,868.40	13766.00	\$ 101,868.40	75.64%
33	EXTRA FOR CURB RAMPS	22	EA	\$ 700.00	\$ 15,400.00			\$ -	15.00	\$ 10,500.00	15.00	\$ 10,500.00	68.18%
34	TRUNCATED DOMES ON NEW SURFACES	264	SF	\$ 35.00	\$ 9,240.00			\$ -	180.00	\$ 6,300.00	180.00	\$ 6,300.00	68.18%
35	PAVEMENT BAR, TYPE B-HS	48	SF	\$ 13.00	\$ 624.00			\$ -		\$ -	0.00	\$ -	0.00%
36	RECTANGULAR RAPID FLASHING BEACON	1	LS	\$ 19,300.00	\$ 19,300.00			\$ -		\$ -	0.00	\$ -	0.00%
37	SPEED DISPLAY SIGN ASSEMBLY	2	EA	\$ 13,200.00	\$ 26,400.00			\$ -		\$ -	0.00	\$ -	0.00%
38	PERMANENT SEEDING	0	AC	\$ 13,500.00	\$ 1,350.00			\$ -		\$ -	0.00	\$ -	0.00%
39	SOIL CONDITIONER	25	CY	\$ 53.00	\$ 1,325.00			\$ -		\$ -	0.00	\$ -	0.00%
40	DECIDUOUS TREES, 2.5 INCH CALIPER	26	EA	\$ 725.00	\$ 18,850.00			\$ -		\$ -	0.00	\$ -	0.00%
41	WOOD CHIP MULCH	26	CY	\$ 53.00	\$ 1,378.00			\$ -		\$ -	0.00	\$ -	0.00%
42	COMPOST MULCH	8	CY	\$ 53.00	\$ 424.00			\$ -		\$ -	0.00	\$ -	0.00%
43	BOULDERS	10	EA	\$ 275.00	\$ 2,750.00			\$ -	10.00	\$ 2,750.00	10.00	\$ 2,750.00	100.00%
44	ROOT BARRIER	840	FT	\$ 10.00	\$ 8,400.00			\$ -		\$ -	0.00	\$ -	0.00%
45	CL-4R CHAIN LINK FENCE	212	FT	\$ 28.50	\$ 6,042.00			\$ -		\$ -	0.00	\$ -	0.00%

Work Order No: R-687 Name: N. Vernonia Rd Sidewalk													
							Estimate No: 2 Pay Period 1/1/2021 - 1/31/2021						
Emery & Sons Construction Group			PROPOSED BID FROM CONTRACTOR FOR WORK TO BE COMPLETED				PREVIOUS WORK COMPLETED BY CONTRACTOR		WORK COMPLETED THIS MONTH BY CONTRACTOR		TOTAL WORK COMPLETED AND STORED BY CONTRACTOR		
ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	\$ TOTAL	CO TOTAL	UNITS COMPLETE	\$ COMPLETE	UNITS COMPLETE	Net Paid to Contractor This Month	UNITS COMPLETE	\$ TOTAL COMPLETE	Percent Complete
46	SINGLE MAILBOX SUPPORTS	4	EA	\$ 275.00	\$ 1,100.00			\$ -		\$ -	0.00	\$ -	0.00%
47	MULTIPLE MAILBOX SUPPORTS	5	EA	\$ 450.00	\$ 2,250.00			\$ -		\$ -	0.00	\$ -	0.00%
48	MAILBOX CONCRETE COLLARS	5	EA	\$ 50.00	\$ 250.00			\$ -		\$ -	0.00	\$ -	0.00%
49	RELOCATE 1-INCH WATER METER ASSEMBLY	1	EA	\$ 1,875.00	\$ 1,875.00			\$ -		\$ -	0.00	\$ -	0.00%
	Change Orders												
C1-1	INSTALL 18" DIAMETER N12 STORM DRAIN PIPE, 0' TO 5' DEPTH	150	LF	\$ 128.00		\$ 19,200.00		\$ -	190.00	\$ 24,320.00	190.00	\$ 24,320.00	126.67%
C1-2	INSTALL 6" DIAMETER DI STORM DRAIN PIPE, 0' TO 5' DEPTH	40	LF	\$ 240.00		\$ 9,600.00		\$ -	40.00	\$ 9,600.00	40.00	\$ 9,600.00	100.00%
TOTALS					\$ 590,149.50	\$ 28,800.00		\$ 123,411.00		\$ 314,337.71		\$ 437,748.71	
Reference Inspector Receipt #s 487859 & 487860													
							PREVIOUS PAYMENTS (less Retainage)						
TOTAL AMOUNT COMPLETE TO DATE								AMOUNT	Comments				
LESS PREVIOUS PAYMENT													
Less Retainage													
DUE THIS ESTIMATE													
PERCENT OF PROJECT COMPLETE													

487858

Item #3.

CUSTOMER'S ORDER NO. <i>R-687</i>		DEPARTMENT <i>Eng</i>		DATE <i>1/6/2021</i>	
NAME <i>Emery & Sons</i>					
ADDRESS					
CITY, STATE, ZIP					
SOLD BY <i>Tim U</i>	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD. PAID OUT

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1			
2	<i>2834 (16) cancel exc</i>		
3	<i>CO 1A - CO 5A</i>		
4	<i>1ea (20) Extra AdT MH</i>		
5	<i>CO 4A - CO 5A</i>		
6	<i>1924 (24) SW CO 1A</i>		
7	<i>WALL 1, 2, 3</i>		
8	<i>220 (25) Aggregate base</i>		
9	<i>CO 2A - CO 5A</i>		
10	<i>1564 (31) PCC P/W</i>		
11	<i>CO 2A - CO 5A</i>		
12	<i>8901 (32) PCC sidewalk</i>		
13	<i>CO 2A - CO 5A</i>		
14	<i>3ea (33) Extra for curb and</i>		
15	<i>CO 2A - CO 5A</i>		
16	<i>364 (34) Truncated Dome</i>		
17	<i>CO 2A - CO 4A</i>		
18			

RECEIVED BY <i>JOHN STOTT</i>

A-5805
T-46320/46350

KEEP THIS SLIP FOR REFERENCE

Page 19

487859

CUSTOMER'S ORDER NO. <i>R-687</i>		DEPARTMENT <i>Eng</i>		DATE <i>2/02/2021</i>	
NAME <i>Emery and sons const</i>					
ADDRESS					
CITY, STATE, ZIP					
SOLD BY <i>T.M.</i>		CASH	C.O.D.	CHARGE	ON. ACCT.
					MDSE. RETD. PAID OUT
QUANTITY	DESCRIPTION			PRICE	AMOUNT
1	200' (3) Temporary signs				
2	400' (4) Temp Barricades TIL				
3	354' (6) Flaggers Thru 1/29				
4	1ea (9) Inlet Protection				
5	New inlet				
6	122' (14) Asphalt saw cutting				
7	FRANZ ST / N. VERNONIA				
8	70' (16) General Exc				
9	510.50 To Date 793' M. M. 283				
10	2ea (18) Concrete inlet				
11	N. VERNONIA R. FRANZ				
12	57' (19) Adjust Boxes w/ meters				
13	1ea (20) Minor ART M.H.				
14	512' (21) SW coating T.H. Hards				
15	952' (25) Aggregate Base				
16	126' (29) curb and gutter				
17	618' (31) concrete DRIVEWAYS				
18	1376' (32) concrete walks 7865' GF				
RECEIVED BY <i>JOHN STOPP</i>					

A-5805
T-46320/46350

KEEP THIS SLIP FOR REFERENCE



City of St. Helens
Department of Public Works – Engineering Division
265 Strand Street, St. Helens, OR 97051
Phone: 503.397.6272 Fax: 503.366.3782

APPROVED FOR PAYMENT

INIT DATE
ACCOUNTS PAYABLE
FINANCE
SUPERVISOR

Payment Request #2

Item #3.

FOR Keller Associates, Inc.
CONTRACTOR: 245 Commercial St SE, Suite 210, Salem, OR 97301

PROJECT NAME: **Stormwater Master Plan Update**

PROJECT NO: P-511

DATE: 2/3/2021

Original Contract Budget	\$155,079.00
Total Change Order Amounts	\$0.00
Adjusted Contract Amount	\$155,079.00
Total Earned To-Date	\$53,065.63
Total Earned This Pay App	\$48,304.12
Remaining on Budget	\$102,013.37

Previous Invoices Paid

Invoice No.	Invoice Date	Amount Paid
#5	1/4/2021	\$4,761.51

Total Paid To Date: \$4,761.51

Invoice No.	Invoice Date	Description	Amount Due	Comments
#1	8/28/2020	Project Mangement, Project Set Up, RFI coordination	\$ 2,546.16	
#2	10/1/2020	Project management, Kick-off, RFI data review, GIS data review, Data gaps review and summary, Basin delineation	\$ 12,898.34	
#3	10/29/2020	Project management, RFI data review, update, and coord., GIS data review, Data gaps review and summary	\$ 11,974.59	
#4	11/25/2020	Project management, RFI data review, updates, and coord., GIS data review, Site visit, Survey, Planning criteria	\$ 474.30	
#6	2/2/2021	Project management, Survey,Flow monitoring, Hydraulic model development, Basin delineation review and model methodology	\$ 20,410.73	

PAYMENT DUE

\$48,304.12

304-000-52019

PROJECT NAME: **Sanitary Sewer Master Plan Update**

PROJECT NO: P-511

DATE: 2/3/2021

Original Contract Budget	\$166,311.00
Total Change Order Amounts	\$0.00
Adjusted Contract Amount	\$166,311.00
Total Earned To-Date	\$50,872.76
Total Earned This Pay App	\$45,672.27
Remaining on Budget	\$115,438.24

Previous Invoices Paid

Invoice No.	Invoice Date	Amount Paid
#5	1/4/2021	\$5,200.49

Total Paid To Date \$5,200.49

Invoice No.	Invoice Date	Description	Amount Due	Comments
#1	8/28/2020	Project Mangement, Project Set Up, RFI coordination	\$ 2,846.86	
#2	10/1/2020	Project management, Kick-off, RFI data review, Figure Updates, GIS data review, Model setup, Population projection, Mapping review	\$ 14,871.67	
#3	10/29/2020	Project management, RFI data review and update, GIS data review, Data gaps review and summary, Pumps stations, Flow analysis	\$ 13,282.09	
#4	11/25/2020	Project management, RFI data review and updates, GIS data review, Site visit, Survey, Flow analysis, Planning criteria	\$ 474.30	
#6	2/2/2021	Project management, Survey,Flow monitoring, Model development, Lift Sta inventory, Evaluating demands	\$ 14,197.35	

PAYMENT DUE

\$45,672.27

303-000-52019

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

August 28, 2020

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

Transmitting Invoice No. 1 – St Helens – Sanitary Sewer Master Plan

City of St Helens:


Please find attached invoice in the amount of \$2,846.86. During the month of July, Keller Associates completed the following engineering services:

- Project management
- Project set-up
- RFI coordination

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.



Peter Olsen, P.E.
Project Manager

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

October 1, 2020

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

Transmitting Invoice No. 2 – St Helens – Sanitary Sewer Master Plan

City of St Helens:

Please find attached invoice in the amount of \$14,871.67. During the month of August, Keller Associates completed the following engineering services:

- Project management
- Kick-off meeting, including prep and minutes
- Review of RFI
- Figure updates
- GIS data processing
- Begin setting up model
- Population projections
- Mapping review

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.



Peter Olsen, P.E.
Project Manager

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

October 29, 2020

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

Transmitting Invoice No. 3 – St Helens – Sanitary Sewer Master Plan

City of St Helens:

Please find attached invoice in the amount of \$13,282.09. During the month of September, Keller Associates completed the following engineering services:

- Project management
- RFI data review, updates, and coordination with City
- GIS support and data review
- Review and summary of data gaps
- Process pump station data
- Flow analysis

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.



Peter Olsen, P.E.
Project Manager

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

November 25, 2020

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

Transmitting Invoice No. 4 – St Helens – Sanitary Sewer Master Plan

City of St Helens:

Please find attached invoice in the amount of \$474.30. During the month of October, Keller Associates completed the following engineering services:

- Project management
- RFI data review, updates, and coordination with City
- GIS support and data review
- Site visits with City staff
- Begin drafting planning criteria section of the report
- Continue flow analysis
- Survey sub coordination

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.



Peter Olsen, P.E.
Project Manager

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

February 2, 2021

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

#5

Transmitting Invoice No. 210241 – St Helens – Sanitary Sewer Master Plan

City of St Helens:

Please find attached invoice in the amount of \$14,197.35. During the month of December, Keller Associates completed the following engineering services:

- Project management
- Survey sub coordination and invoice
- Flow monitoring preparation, installation, and coordination
- Lift station inventory and section writeup
- Flow analysis
- Model development, connectivity, evaluating demands

Starting with our December invoices, each invoice will have a unique number assigned instead of sequential numbering for each project/task order. If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.Peter Olsen, P.E.
Project Manager

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

August 28, 2020

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

Transmitting Invoice No. 1 – St Helens - Stormwater Master Plan

City of St Helens:

Please find attached invoice in the amount of \$2,546.16. During the month of July, Keller Associates completed the following engineering services:

- Project management
- Project set-up
- RFI coordination

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.



Peter Olsen, P.E.
Project Manager

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

October 1, 2020

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

Transmitting Invoice No. 2 – St Helens - Stormwater Master Plan

City of St Helens:

Please find attached invoice in the amount of \$12,898.34. During the month of August, Keller Associates completed the following engineering services:

- Project management
- Kick-off meeting, including prep and minutes
- RFI data review
- GIS support and data review
- Review and summary of data gaps
- Basin delineation

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.



Peter Olsen, P.E.
Project Manager

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

October 29, 2020

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

Transmitting Invoice No. 3 – St Helens - Stormwater Master Plan

City of St Helens:

Please find attached invoice in the amount of \$11,974.59. During the month of September, Keller Associates completed the following engineering services:

- Project management
- RFI data review, updates, and coordination with City
- GIS support and data review
- Review and summary of data gaps

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.



Peter Olsen, P.E.
Project Manager

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

November 25, 2020

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

Transmitting Invoice No. 4 – St Helens - Stormwater Master Plan

City of St Helens:

Please find attached invoice in the amount of \$474.30. During the month of October, Keller Associates completed the following engineering services:

- Project management
- RFI data review, updates, and coordination with City
- GIS support and data review
- Site visit with City staff
- Survey sub coordination
- Planning criteria section development

If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.



Peter Olsen, P.E.
Project Manager

245 Commercial St SE, Suite 210
Salem, OR 97301

(503) 364-2002

February 2, 2021

City of St Helens
Attn: City Administrator
265 Strand St
St Helens, OR 97051

#5

Transmitting Invoice No. ~~218249~~ – St Helens - Stormwater Master Plan

City of St Helens:

Please find attached invoice in the amount of \$20,410.73. During the month of December, Keller Associates completed the following engineering services:

- Project management
- Survey sub coordination and invoice
- Flow monitoring preparation, installation, and coordination
- Hydraulic model development
- Basin delineation review and model methodology

Starting with our December invoices, each invoice will have a unique number assigned instead of sequential numbering for each project/task order. If you have any questions, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.



Peter Olsen, P.E.
Project Manager

City of St. Helens
Consent Agenda for Approval
CITY COUNCIL MINUTES

Presented for approval on this 17th day of February, 2021 are the following Council minutes:

2021

- Special Session Minutes dated January 27, 2021
- Work Session, Executive Session, and Regular Session Minutes dated February 3, 2021

After Approval of Council Minutes:

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update file name & signature block on Word document & copy Word document into Council minutes folder in Shared Drive
- ☐ Upload & publish in MuniCode
- ☐ Email minutes link to distribution list
- ☐ Add minutes to HPRMS
- ☐ Add packet and exhibits to HPRMS
- ☐ File original in Vault
- ☐ Update minutes spreadsheet

City of St. Helens

CITY COUNCIL

Special Session Summary

January 27, 2021

This meeting was held at the Recreation Center.

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Patrick Birkle, Councilor
Stephen R. Topaz, Councilor
Jessica Chilton, Councilor

Staff Present: John Walsh, City Administrator
Rachael Barry, Government Affairs & Project Support Specialist
Lisa Scholl, Deputy City Recorder

Others: None



At 5:10 p.m., Mayor Scholl opened the Special Session.

Presentation and handout materials were distributed. A copy is included in the archive packet for this meeting.

Council reviewed what they are looking forward to in 2021:

Mayor Scholl

- Getting back to normal
- Fishing
- It will get worse before it gets better
- Resiliency

Councilor Chilton

- Having sports back for her kids and herself
- Upcoming projects, such as Waterfront Property development
- Learning more about Council and representing neighbors
- Offered another position at work to do adolescent addiction counseling. She is excited about working with teens.

Councilor Birkle

- Re-opening
- Seeing his 82-year-old dad again
- Normalcy after the vaccine kicks in
- Meeting in the Council Chambers again
- Starting a new 1st grade teaching job
- Walking around St. Helens a lot with his wife
- Getting out and meeting more employees

Council President Morten

- Misses going to parties
- Misses people

- Misses eye contact
- Missed Thanksgiving and Christmas
- Happy with where the City is at
 - Additional access to the water
 - Waterfront development
- Have a great staff who works well with the Council
- Have a great mayor with enthusiasm
- He feels really good about where the City is. It took time to see the changes. Dreams have turned into reality.
- Important for new members to know they can make a difference

Councilor Topaz

- Thankful for pandemic
 - Gave Council time to take a second look at what was important
 - Saw the importance of getting together
 - Re-examined some of the things they planned
 - More interest in cleaning the Waterfront property
 - Slate has gotten bigger
 - Thinking too small in the past
 - Realization of how much we need each other
 - Realization of how much we need better schools
 - Realization of how much we need jobs

City Administrator Walsh

- Misses human interaction. It is lost with face masks.
- Increased Recreation programs
- The City did not take a lot of chances 10 years ago. We are doing that now. Public involvement helps steer the future.
- Not going to miss artificial sound in sports
- He was a builder for 10 years. He got burnt out on that and began working for local government. He has a passion for Community and Economic Development.
- He has worked for Centralia, WA; Pacific, WA; Myrtle Point, OR; and now St. Helens. Not long after he began working in St. Helens, Boise shut down.

What do you hope to get out of the retreat?

Government Affairs & Project Support Specialist Barry

- Build more 'Us' – there is so much opportunity

Mayor Scholl

- Effective Council, working on City business in a professional manner

Councilor Chilton

- Get to know everyone
- Understand boundaries and vision

Councilor Birkle

- Human adult interaction
- Keep in mind that everyone is in this for the same purpose

Council President Morten

- Building trust and respect
- Council is a team and will be together for at least a couple years

Councilor Topaz

- He tends to shake things up. He gave a brief history of what lead him to that.
 - Had to ruffle feathers to get the truth out
 - Had to work together to get a single project done
- There are a lot of needs and talent in town. People do not want to volunteer. They need to figure out how to get them involved.
- He is not a happiness type of guy but wants to get things done.

City Administrator Walsh

- A notion and culture of trust. It starts at the top and trickles down.
- Big things are exciting but little things matter.
- Leadership at the top coming together.

1. Mission, Vision, and Goals

Vision – To provide quality, effective and efficient service to our community.

Mission –

- Develop and preserve the highest possible quality of life for residents, businesses, and visitors.
- Provide a safe and healthy environment within a sound economic framework.
- Provide leadership which is open and responsive to the needs of the community and works for the benefit of all.

During disagreements or doubt, refer back to the mission.

Goals

- Effective and efficient organization.
- Community and civic engagement.
- Livable and safe community.
- Economic development.
- Long-term planning.

2. Who we serve – St. Helens demographics

- Young and growing community. Over a quarter of the population is under 19.
- How do we deliver effective services to all of our community?
- Discussion of homeless being an issue created by the State.
- Region is growing.
- Need to actively reach out to Spanish-speaking population through both documentation and speaking.
- Access and engagement to people with disabilities is important.

3. The role of cities and how we deliver services

Barry reviewed a list of city services.

Review of organizational chart. Council should contact Walsh if they have questions about departments that they do not oversee. He will obtain the information and get back to them.

Discussion of the City's tax base. We are the lowest in the County. They were able to keep the tax rate low when Boise was active. Unfortunately, a measure was created to not allow the rate to be increased without a vote of the citizens.

4. **Operating as a Council:**

- **How agendas are created**
- **Procedure, rules of order**
- **Team agreement and mantras**

Reviewed Operating Rules and Procedures.

- Emphasis to call each other by mayor and councilor, and not first name.

Discussion of holding public forums to provide community information.

- Mayor Scholl suggested having a dinner on public hearing and public forum nights. Having a long work session and an early meeting makes it difficult.
- There is a current community survey for people to give feedback on when they would prefer meetings to be held. Barry will bring those results back to Council.

Council can provide an explanation of why they voted the way they did.

Discussion of serial meetings. Barry will coordinate a training with legal advice.

- **Communications protocols**
 - **Who speaks for the City**
 - **How to represent the City**
 - **Title use**

Communications Officer Crystal King and Communications Assistant Cameron Burkhart communicate for the City.

5. **Governance:**

- **Council responsibilities**
- **Board and commission descriptions**

Barry plans to visit the board and commissions meetings to work with them on updating their Code section. It is important to clarify their boundaries.

- **Department liaison role**
- **Strategic Workplan 2020-2022**

Opportunities

- Quarterly meetings/retreats
- Review Goals every six months
- Resume monthly public hearings/forums
 - Third Wednesday of each month

Barry will schedule a follow-up retreat to continue discussions and education.

The Special Session was adjourned at 8:56 p.m.



ATTEST:

Lisa Scholl, Deputy City Recorder

Rick Scholl, Mayor



COUNCIL WORK SESSION

Wednesday, February 03, 2021

DRAFT MINUTES

MEMBERS PRESENT

Mayor Rick Scholl
 Council President Doug Morten (arrived at 1:35 p.m.)
 Councilor Patrick Birkle (left at 3:08 p.m.)
 Councilor Stephen R. Topaz
 Councilor Jessica Chilton

STAFF PRESENT

John Walsh, City Administrator
 Matt Brown, Assistant City Administrator
 Kathy Payne, City Recorder
 Lisa Scholl, Deputy City Recorder
 Mouhamad Zaher, Public Works Director
 Sue Nelson, City Engineer
 Jacob Graichen, City Planner
 Rachael Barry, Government Affairs &
 Project Support Specialist

Brian Greenway, Police Chief
 Margaret Jeffries, Library Director
 Bill Monahan, City Attorney
 Mike De Roia, Building Official
 Sharon Darroux, Engineering Project Manager
 Crystal King, Communications Officer
 Jenny Dimsho, Associate Planner
 Tina Curry, Event Coordinator

OTHERS

Judy Thompson
 Al Petersen
 Claire Catt

Brady Preheim
 Josh Brown
 Dean Kampfer

Brent Keller
 Nathan Smith
 Kanale Tumlinson

CALL WORK SESSION TO ORDER VIA ZOOM – 1: 00 p.m.

VISITOR COMMENTS - Limited to five (5) minutes per speaker

- ◆ Brady Preheim. He is here to talk about the Police Station. The Chronicle conducted a poll and 82% of the people surveyed did not approve of a utility fee to pay for it. He talked about when the new jail was being built. He was the only voice in the community that protested the jail. He stated at that time that they would come back for money. It took several years, but now we pay for it in taxes. We spend our money to house federal prisoners. The proposed police station is 10 times the size of the existing facility. This is the worst time to do it. Businesses are closed, people are unemployed, and there are record numbers at the food bank. He finds it annoying that they do not know exactly what the building will cost. It will be about \$20 million. He asked for Assistant City Administrator Brown to apologize for the classist statement about renters using more police services. He did a public records request, and nothing was on record. It was offensive.
- ◆ Nancy Whitney. She objects to the 22,000 square foot new police station. The proposed site is in a flood plain. The Ad-Hoc Committee members included people who live outside City limits. She is tired of the same people serving on these committees. There are 34 businesses in St. Helens that have shut down. This town is dying and needs help. The population has declined. The Police Department has fewer officers now than 12 years ago, plus there has been an increase in property

taxes. This can go before the people for a vote. She asked the Council to re-think what they are doing.

- ◆ Judy Thompson. She is here to talk about Main Street and SHEDCO. She became involved with them in 2013 when she began cleaning up and planting flowers in the planters around town. SHEDCO Member Steve Topaz found out she was doing that and invited her to a meeting at Kozy Korner, and she has been involved ever since. She expressed the importance of having a dedicated Main Street employee. It would help connect downtown and uptown. A functioning Main Street would also be appealing to Waterfront developers. She thanked everyone involved in the process of revitalizing the program.
- ◆ Al Petersen. He is the former SHEDCO Chair. New officers were elected at their last meeting. Dana Lathrope is the Chair, Doug Boyes is the Vice Chair, he is the Treasurer, and Judy Thompson is the Secretary. The Board chose to do that in the spirit of the intent of the MOU. The MOU was created to revitalize SHEDCO, restructure the Board, and move forward in a positive fashion. He agreed with everything Judy stated. He became involved in SHEDCO in 2007, which was shortly after it started. At that time, the meetings were held at City Hall. There were complaints from the public about it not being a City committee, so they moved the meetings to Kozy Korner. He is in favor of the MOU. He understands using the City of Independence as a model. He gave staff credit for their work and willingness to make amendments. The SHEDCO Board has tentatively approved the MOU.
- ◆ Nathan Smith. He reported a change in management at Hudson Garbage. He will be stepping away from the district. Josh Brown will be the new District Manager. Kanale Tumlinson will be the new Site Manager.
- ◆ Josh Brown. He is currently overseeing the Portland operation. Kanale will oversee the day-to-day operations and be the Site Manager. Josh grew up in the garbage service in Nevada and has been around it his whole life. He has worked for Waste Connections for 14 years, since selling their family's company. He is looking forward to working with everyone out here.
- ◆ Kanale Tumlinson. He has worked for Hudson Garbage for six years. He is the new Site Manager and will be working with the local municipalities and events. He has lived in St. Helens for 13 years. He looks forward to working closer with the City and Council. He is available by phone and email if anything is needed.
- ◆ Scott Vawter (received via email). *I have lived in St. Helens for the past 6 years, the last 3 in the McCormick Park neighborhood area. I just wanted to let you and the other members know how much we appreciate what you and the Police Force do to keep us safe. I am sure you are aware of the drug sales and usage in our area. My family and several of my neighbors are in full support of the new station and large police force in our town.*
- ◆ Jerrame Stout (received via email). *Hello, I have lived in St Helens for 15 years now. I am a current homeowner living in the McCormick park neighborhood. My family and local neighbors fully support anything we can do to support the new facility. We fully support our law officers and respect them. We have a serious problem in our neighborhood with a known drug selling trap house on Dubois Ln. Seems now our neighborhood battle has gotten more difficult with the ease of drug laws. We are looking for help. It brings a lot of unwanted traffic into our neighborhood. The problem is serious with these people poisoning our community with meth and transients*

overflowing the house. We will be fully involved with these upcoming meetings and support a bigger police presence in our community. Please forward to whom it may concern. Thank you. Backing the blue.

- ◆ Claire Catt. She loves listening to meetings and hopes more citizens will become involved and provide input. However, that is difficult when the meetings do not stream live. Not everyone has the capacity to access Zoom. She hopes there will be Facebook or YouTube access for citizens by the next meeting.

Assistant City Administrator Brown acknowledged that the YouTube link on our website is not working. Deputy City Recorder Scholl is working with Municode to repair it.

DISCUSSION TOPICS

1. Annual Report from City Forester - *Brent Keller, Mason Bruce & Girard*

1:21 p.m.

City Forester Brent Keller reviewed his report. A copy is included in the archive packet for this meeting. They have been managing the City's property since 2006.

Discussion of timber harvest and sales. The market is at a peak right now. Brent recommends cutting 50 acres. Out of 340 acres, there is 170 acres that is currently marketable.

City Administrator Walsh thanked Brent for working to move the City back to a sustainable path. The revenues have helped the City plan for the upcoming Waterfront development. He agreed with Brent's recommendation.

Discussion ensued about the amount of timber to harvest. Prior to tonight's meeting, Brent will email more information to Walsh detailing the differences with cutting more than 50 acres. There is a lot of uncertainty with the market. However, there are mills that prefer to purchase larger stands.

This will be further discussed tonight.

2. Library Department Semi-Annual Report - *Library Director Margaret Jeffries*

1:58 p.m.

Library Director Jeffries reviewed a PowerPoint presentation. A copy is included in the archive packet for this meeting.

- Modified library services during the pandemic
- Library upgrades while they are closed
- Creation of a Makerspace
- Library programs are tax supported

Councilor Topaz talked about all the work that went into the upgrades at the Library. They are planning in the midst of a pandemic. They have built some incredible screens to separate public computers.

3. Review Main Street Memorandum of Understanding (MOU) - *John/Rachael*

2:15pm

City Administrator Walsh reviewed the MOU.

- The City has supported the Main Street Program in the past.
- There are differences in the proposal from the past partnership.
- The agreement renews annually.
- SHEDCO is in the process of re-branding to St. Helens Main Street Business Alliance.
- Maintain records.
- Make recommendations and provide annual reports to the City.

- Follow the trade-marked program.
- Advocate for revitalization.
- The City will hire a half-time employee to support the program.
- Proposing an office space in the downstairs part of the Masonic Building. It will be a Tourism and Main Street shared office.
- A Council liaison will be provided.
- The City will provide funding in the annual budget.
- The City will reimburse the insurance expense.
- They will create a Board structure.
- Agree to a code of conduct.
- Assign a designated spokesperson.
- Have a nondisparaging agreement.
- Maintain records that the City has a right to review.
- Work in good faith to bring back the program.
- Nondiscrimination, accessibility, and inclusion language.

The City needs to create a job description. Walsh proposes the person begin in the new fiscal year.

Mayor Scholl talked about this proposal being based on the City of Independence. This is very different than the previous program.

Councilor Birkle is happy to see the City at this point. He attended a SHEDCO Board meeting and was impressed by the membership. They have a willingness to move ahead and work positively with the City. He is hopeful for positive things. He thanked everyone for bringing this together.

Council President Morten asked how often SHEDCO will meet. Mayor Scholl said they met once a month in the past. They will likely be the same.

Mayor Scholl reminded Council that they need a liaison. Council President Morten suggested appointing one person and having a backup as well.

The MOU will be on tonight's agenda.

4. Review Proposed Waste Management Drop Box Franchise Renewal Agreement - John

2:30 p.m.

City Administrator Walsh introduced Dean Kampfer from Waste Management. They have been working on renewing the Drop Box agreement. It was last renewed 10 years ago.

Attorney Bill Monahan reviewed the draft agreement. The company did a good job updating the agreement to make it more modern. Insurance was increased and changes were made to address issues if they arose.

There were no concerns from Council. It is on tonight's agenda for approval.

5. Review of Proposed Amended Job Descriptions - John/Kathy

2:35pm

City Administrator Walsh reviewed the memo to Council. Non-represented employees reviewed their job descriptions and made amendments. A copy of the memo and amendments are included in the archive packet for this meeting.

Councilor Topaz requested a clean copy of the old version and proposed version.

City Recorder Payne added that the amendments are to update the job descriptions to show what the employees are actually doing. It has been 18 years since some of these job descriptions have been updated.

Councilor Birkle requested more time to review the job descriptions. He wants to fulfill his responsibility to review them completely. Mayor Scholl agreed that it was difficult to read. A lot of work went into cleaning up the language. He agreed with continuing this to February 17.

Council President Morten asked Payne how time sensitive this is. Payne responded that the draft changes have been sent to the company performing the compensation study. There are no concerns putting it off for a couple weeks.

Walsh clarified that the Community Development Director position is on there to update the current practices. Council has assigned that position to the City Administrator.

6. Discuss Replacing Keith Locke on Columbia Learning Center Board

2:46 p.m.

Discussion of the Columbia Learning Center Board. Library Director Jeffries reported that she serves on the Board. She explained that their primary purpose is to award Chance to Become Scholarships to high school students. They hold the Black Tie & Blue Jean fundraiser. However, there will not be a fundraiser held until 2022, but they will continue to issue scholarships. The awards will be done virtually. There are eight or nine Board members. The Board is waiting for the City appointee to have their annual meeting in April.

Mayor Scholl and Councilor Topaz volunteered. Council President pointed out that the City-appointed position does not have to be a Council member or employee. It can be a community member.

Councilor Birkle reported that he was involved in the beginning. He is glad to see this is continuing. It was the consensus of the Council to appoint Councilor Birkle to the Board.

Break – 2:56 p.m.

Councilor Birkle left at 3:08 p.m.

7. Strategic Action Plan Updates

3:09 p.m.

Assistant City Administrator Brown reported the following updates:

- Staff has prepared some Public Safety Facility talking points. He sent an email to Council to meet with Government Affairs & Project Support Specialist Barry and Communications Officer King.
- The Public Safety Facility information page is live on the City's website. He encouraged the Council to direct people there with questions.
- An RFP for the Millard Road property is on tonight's agenda.

8. City Administrator Report

3:10 p.m.

- Working with the Riverwalk and Street Extension project consultants.
- Attorney Bill Monahan is here to lead a brief training about serial meetings.

Attorney Monahan reported that Oregon Public Meetings Law says decisions must be made in an open public setting. There needs to be notice of the public meeting, an opportunity for the public to observe the discussion, and there may be times for the public to ask questions. Questions about serial meetings have come up more lately.

He talked about a 2015 serial meetings case in Lane County. Members of the Commission communicated offline. There were phone and email discussions about the same topic. In that case, there was an

allegation that the Commission made a determination offline about releasing a public record. That case brought up a lot of questions. In 2018, there was a Tri-Met case about collective bargaining, in relation to meetings taking place without proper notice. It was perceived that decisions were made offline. A serial meeting can take place by phone, email, in-person, etc. Whenever you have a quorum of a governing body discussing the topic, it constitutes a serial meeting. League of Oregon Cities (LOC) has a session about public meetings. Serial meetings were brought up. There is a video available on their website with questions and answers. The main thing is that you do not engage in un-noticed meeting towards deliberations. You do not have to make a decision; it could be gathering information to make a decision. The simple solution is to provide notice of the meeting and give public an opportunity to participate. Council should not use "Reply All" in an email that includes other councilors.

Mayor Scholl used River Street, overlooking Grey Cliffs Park, as an example. He may call one councilor and ask them to look and see if there is a safety issue and if it needs a rail there. He may see another councilor at the store and tell them about the danger, and then ask them to look at it. Monahan explained that there is no violation for gathering information. You cannot share your comments about how to address the issue.

Discussion of State Senators not being held to the same standards. Monahan talked about Oregon Public Meetings Law. There is no mention in the statute about serial meetings. This has arisen out of the cause. The Court is concerned about side bar conversations by a governing body.

Mayor Scholl asked if they could have a conversation about ideas. Monahan said you could have those conversations between two members, but it should not involve opinions, a decision, or a third member. It needs to come back to a work session for discussion.

Discussion ensued about social events. If they are not making a decision or asking for an opinion, there is no problem. Public perception should be a concern.

Walsh thanked Monahan for the training. "Perception is reality."

OTHER BUSINESS

3:36 p.m.

Councilor Topaz reported that Habitat for Humanity wants to talk to the Council about purchasing property. Some of the staff does not want them to talk to Council. Brown clarified that he is working with Habitat for Humanity about the three pieces of property that staff was directed to contact them about. Councilor Topaz thinks that Brown acts as the gate to Council. Brown argued out that he does not keep people from speaking to the Council.

Councilor Topaz talked about earlier discussions of harbor dredging. He gave a copy of the dredging maps to Public Works Director Zaher. He asked if those copies were passed on to Mayor Scholl. Mayor Scholl reminded him that Council reports are done during the regular session.

ADJOURN – 3:39 p.m.

EXECUTIVE SESSION

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

February 3, 2021

This meeting was held electronically via Zoom.

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Stephen R. Topaz, Councilor
Jessica Chilton, Councilor

Members Absent: Patrick Birkle, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Assistant City Administrator
Kathy Payne, City Recorder
Bill Monahan, City Attorney with Jordan Ramis PC
Mouhamad Zaher, Public Works Director

Others: None



At 3:40 p.m., Mayor Scholl opened the Executive Session pursuant to the ORS numbers listed below and then gave Council roll call.

- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Potential sale of City property to Columbia County Habitat for Humanity.
- **Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)**
 - Discuss security of Executive Session meetings via Zoom with City Attorney.

At 3:46 p.m., the Executive Session was interrupted twice by Brady Preheim, therefore, the Mayor recessed. The Council opted to close out the session and begin a new one under a new Zoom meeting ID.

At 3:53 p.m., Mayor Scholl reconvened the Executive Session.

- **Real Property Transactions, under ORS 192.660(2)(e)**
 - Potential sale of City property to Columbia County Habitat for Humanity.
 - Purchase of property off Gable Road.
- **Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)**
 - Potential litigation regarding a Public Works project and holding a vendor accountable for failed work on a two-million-gallon water reservoir.
 - Update on Cascades Tissue litigation.
 - Update on an internal investigation on Councilor Topaz.

The Executive Session was adjourned at 4:10 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor



COUNCIL REGULAR SESSION

Wednesday, February 03, 2021

DRAFT MINUTES

MEMBERSPRESENT

Mayor Rick Scholl
 Council President Doug Morten
 Councilor Patrick Birkle
 Councilor Stephen R. Topaz
 Councilor Jessica Chilton

STAFF PRESENT

John Walsh, City Administrator
 Matt Brown, Assistant City Administrator
 Kathy Payne, City Recorder
 Mouhamad Zaher, Public Works Director
 Tina Curry, Event Coordinator

OTHERS

Dean Kampfer
 Judy Thompson
 Brady Preheim
 Natasha Parvey
 Al Petersen

CALL REGULAR SESSION TO ORDER VIA ZOOM – 7:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Scholl recited the Pledge of Allegiance.

VISITOR COMMENTS – *Limited to five (5) minutes per speaker*

- ♦ Brady Preheim. He thought he was unhappy about the City and the Police Station. But now, he heard that the City is making an agreement with SHEDCO. From the beginning, the agreement with SHEDCO and Sheri Stuart was for Al to resign from the Board. Al moving from Chair to Treasurer is like rearranging the deck chairs on the Titanic. There is no difference. Part of the reason for him to leave the Board was the issue of financial impropriety. He was the architecture for the grants that were issued. This makes the situation worse. Did the City receive a copy of their financials and minutes? Brady was advocating for the City to work with SHEDCO. The bylaws say Al cannot be there at all.
- ♦ Al Petersen. He disagreed with Brady's statements about the recommendations from Sheri Stuart. The recommendations were for restructuring the Board. The City and SHEDCO were to come to an agreement through an MOU. After creating the MOU, a committee was to be formed and new members nominated. The Board would be restructured based on those new members. Sheri Stuart is willing to help coordinate community outreach to obtain Board member nominations. The City and SHEDCO Board have been following the recommendations

presented. He encouraged everyone to re-read Sheri's recommendations if there is confusion. Brady's statements were false.

- ◆ (Letter read into the record by Assistant City Administrator Brown) *I am writing on behalf of my grandparents. I am reaching out to see if they can request an exception to receive an additional credit in the amount of their average bill, which is usually approximately \$100-150, compared to the excessive amount due to a water leak. Unfortunately, the leak was in the main line in the front yard and they did not even notice the leak until they received the first bill for over \$900. As soon as they noticed the leak, they turned off their water and started looking for it. Family came to assist and dug a trench in the front yard to find the leak. They had a difficult time finding a plumber to respond within a timely manner. After about a week, I stepped in and got a plumber to come out the next day. The leak was professionally fixed, in addition to the rest of the water line that ran under the house and into the washroom. They are on a limited income and Grandpa just underwent a quadruple bypass surgery on January 29. They are very overwhelmed with the \$500 bill they had to pay after the first credit. The second bill was over \$300 because of the way the billing cycle pans out and the new billing cycle begins. He is requesting the City credit the difference of their average bill. They have paid almost a year's supply of their water in two months because of the leak. They have done everything they can to find the leak and get it fixed. He appreciates their time.*

Brown reported that their first bill was \$983, and their second bill was \$562. Staff can credit up to 50% administratively, which was \$663. Any more than that must come to Council for approval. They are asking for a full adjustment of the remaining \$663.

Motion made by Council President Morten and seconded by Mayor Scholl to approve the full adjustment of the remaining \$663. Voting Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

ORDINANCES – First Reading

1. **Ordinance No. 3259:** An Ordinance Renewing Solid Waste Drop Box Franchise and Repealing Ordinance No. 3140

Mayor Scholl read Ordinance No. 3259 by title for the first time. The final reading will be held at the next regular session.

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

2. Agreement with ECONorthwest for Assistance in RFP Process for Millard Road Property
3. Contract Payments

Motion made by Councilor Topaz and seconded by Council President Morten to approve '2' and '3' above. Voting Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

CONSENT AGENDA FOR APPROVAL

4. ~~Proposed Amended Non-Represented Job Descriptions-~~
5. Council Work Session, Executive Session, and Regular Session Minutes dated January 20, 2021
6. Accounts Payable Bill Lists

Motion made by Council President Morten and seconded by Councilor Topaz to approve '5' and '6' above. Voting Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

WORK SESSION ACTION ITEMS**Timber Cut at Watershed**

Mayor Scholl would like to move forward with two cuts of about 100 acres total, based on funding for upcoming projects. Council President Morten agreed.

City Administrator Walsh reviewed the updated information received from Brent Keller. The potential cuts were broken down into three potential areas: #1 – 65 acres, #2 – 50 acres, and #3 – 50 acres. Walsh clarified that the Council is not approving the sale. They would be granting approval to prepare for a sale by getting bids for potential timber prices.

Motion made by Mayor Scholl and seconded by Council President Morten to move forward with an estimation for two cuts. Voting Yea: Mayor Scholl, Council President Morten, Councilor Birkle, Councilor Topaz, Councilor Chilton

Authorize Signature and Designate City Administrator Walsh to sign the MOU with SHEDCO for the Main Street Program

Mayor Scholl talked about Sheri Stuart's presentation. The MOU follows her recommendations.

Councilor Birkle reported that he did hear her presentation to the SHEDCO Board and the Council, prior to his service on the Council. He was very impressed with SHEDCO's willingness and positive attitude to do what needed to be done to renew their organization. They were accepting of the recommendations, although some may have seemed unfavorable to them.

Mayor Scholl said they are moving forward and not looking back. They have a roadmap that was presented by the Main Street program. The City is all about partnering. They cannot do this alone.

Consensus of Council to authorize Walsh to sign the MOU.

MAYOR SCHOLL REPORTS

- It has been quiet.
- He got out into the little bit of snow they had.
- There is a lot of new building in St. Helens. He welcomed new citizens moving into the area.
- He would like to talk about returning to the Council Chambers for meetings in-person. It is vitally needed. Virtual meetings are not efficient for serving the public. He requested staff recommend a timeline for moving forward with in-person meetings. They will have to adjust.

Councilor Topaz suggested staff work with the School District Superintendent. The school seems to have the best communication lines with what is happening in Salem. Mayor Scholl said he is receiving regular updates from the Governor's office as well.

COUNCIL MEMBER REPORTS

7:27 p.m.

Council President Morten reported...

- He was very encouraged by the City Attorney's training today. He had positive things to say about how the City gives opportunities for citizen input.
- The Parks & Trails Commission recommended use of a certain piece of property. Council has had further discussions about the property. He thanked Brown for his willingness to give an update at the next Parks & Trails Commission meeting about that property, on his behalf.

Councilor Topaz reported...

- He has been watching the news and has seen articles about Nike moving out. Can the City partner more with the Port for marketing to businesses?

Mayor Scholl said yes. He is sure the Port is keeping that in mind.

Councilor Chilton reported...

- Public outreach is ongoing for the proposed Public Safety Facility. There is a lot of great information on the City's website, including upcoming Zoom information sessions. She encouraged everyone in the community to attend.
- Police officers are participating in conversation Spanish classes to increase communication.
- The Police Department is working with C-COM to generate a list of the top service call areas in the City. This will allow them to formulate plans to reduce crime and ensure proactive policing.
- Chief Greenway continues to share positive stories demonstrating the commitment of our officers.
- There are lots of good things happening with our police force. She encouraged people to get out, asks questions, and attend Zoom meetings.

Councilor Birkle reported...

- The next Planning Commission meeting is on February 9.
- He has been trying to share information and links on his Facebook page about the proposed Public Safety Facility. Based on comments made earlier today, he clarified that the Ad-hoc Committee has not made any decisions. They made a recommendation to the Council. He honors their work, whether they are residents or not. They have been involved in our community. He values their input. The Council has not committed to building a \$20 million building. It is a proposal at this time. He encouraged residents to get involved in the process. He trusts staff to provide professional information. He also trusts himself to ask hard questions.
- The SHEDCO agreement can be used as a model for moving forward in other areas. This is a time for healing and a time for moving ahead. While he respects the former Council that led them to this point, this is a new Council. They need to put personalities aside. He is disheartened to hear personal attacks. He wants to hear the information and have that information supported in facts. While he respects the rights of all to come and express their displeasure in front of the Council, personal attacks on people are the least effective way for anybody to convince him of the position.

Mayor Scholl expressed that he really enjoyed the Council Retreat last week. It was refreshing to get back to the basics. He looks forward to reviewing the Strategic Action Plan in-depth.

OTHER BUSINESS

None

ADJOURN – 7:44 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens
Consent Agenda for Approval

ANIMAL FACILITIES

The following facilities have been inspected by City of St. Helens Police Department and are recommended for approval of an Animal Facility License:

<u>Owner Name</u>	<u>Location</u>	<u>Purpose</u>
• Kenneth Law	190 Allendale Drive	Multiple Chickens
• Katt Shrewsbury	145 N. 5 th Street	Multiple Dogs
• Holly Warchol	485 N. 9 th Street	Multiple Chickens



**CITY OF
ST. HELENS OREGON
DEPARTMENT OF POLICE**

On Friday January 29th, 2020, at approximately 1500 hours, I met with Kenneth Law at his residence at 190 Allendale Dr, in St. Helens, OR to conduct a prescheduled Animal Facility License Application inspection. This inspection is to ensure the premises is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with her application was her liability insurance rider information from Allstate Property and Casualty Insurance Company (Policy) and information regarding where they seek veterinary care for their animals, Midway Veterinary Clinic. Kenneth stated that they do not take the chickens to the vet, they do basic routine care at home.

I noticed his home is a single-family home in a residential neighborhood. Kenneth explained that the facility license is to allow him to have a larger number of chickens for egg production, not to run a shelter or boarding service. Kenneth has a total of about 15 chickens, all of whom appeared to be in good health.

I saw the residence had a spacious back yard encircled with a sturdy 6' fence. The fence was in good condition. The chickens are kept inside a coop. Separated into 3 parts each holding 5 chickens. Inside the coop there is 2 individual nesting spaces. This space has adequate runoff to prevent water pooling.

The chickens did not appear to be aggressive. The food was stored in a sealed plastic container to prevent vermin infestation. The food is served inside a container with feeding tubes attached to keep food covered; water is served in bowls. Kenneth explained that the chickens mainly stay inside of the coop.

The yard is clean and orderly. Kenneth said they have self-decomposing soil that they use as fertilizer for their garden, when and if needed they will scoop out the poop and put it into the garbage. The backyard did not have any smell of feces or urine While Kenneth does not have a quarantine area for possible diseased animals, she stressed she does not run a shelter or "rescue facility."

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding Kenneth or his residence. In my opinion I think that Kenneth Law should be granted his Animal Facility License.

Code Enforcement Officer Moreno

City of St. Helens

265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

Item #5.

Application Fee: \$40.00

RECEIVED

NOV 10 2020

CITY OF ST. HELENS

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee, copies of your dogs' licenses and a copy of your homeowners insurance. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance: 1) You meet the requirements for an animal facility license; or 2) you have only allowed animals on your property. Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept:				
Applicant Information			Alternate Contact/In Case of Emergency	
Name: <u>Kenneth W Law Sr</u>			Name: <u>Mary S. Freeman</u>	
Mailing address: <u>190 Allendale Dr</u>			Mailing address: _____	
City/State/Zip: <u>St. Helens, Or. 97051</u>			City/State/Zip: _____	
Cell phone: _____			_____	
Home phone: _____			_____	
Email: _____			_____	
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. <u>multiple chickens</u>				
2.				
3.				
4.				
5.				
6.				
Veterinarian Information				
Name: <u>Columbia Veterinary Hospital</u>			Phone: <u>503-325-2250</u>	
Address: <u>576 31st St</u>			City/State/Zip: <u>Astoria, OR 97103</u>	
Liability Insurance Information				
Agent's Name: _____			_____	
Insurance Company: _____			_____	
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s).				

AUTHORIZATION

I, Kenneth W Law Sr, understand that I am applying for an animal facility license to keep the above listed animal(s) at 190 Allendale Dr., St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Kenneth W Law Sr

Applicant Signature

11/10/20

Date Signed

FOR OFFICE USE ONLY		
Date received: <u>11/10/2020</u>	Officer assigned: <u>Officer Moreno</u>	Date forwarded to City Recorder: <u>2/5/21</u>
Received by: <u>Lisa</u>	Date/Time of inspection: <u>1/29/21</u>	Council meeting date: <u>2/17/21</u>
Receipt No.: <u>R00056461</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>11/10/2020</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: <u>Lisa</u>		Expiration date:



**CITY OF
ST. HELENS OREGON
DEPARTMENT OF POLICE**

On Thursday January 28th, 2020, at approximately 1600 hours, I met with Katt Shrewsbury at her residence at 145 N 5th St, in St. Helens, OR to conduct a prescheduled Animal Facility License Application inspection. This inspection is to ensure the premises is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with her application was her liability insurance rider information from Allstate Property and Casualty Insurance Company (Policy) and information regarding where they seek veterinary care for their animals, Columbia Veterinary Clinic. Katt stated that they do take the dogs to the vet when needed.

I noticed her home is a single-family home in a residential neighborhood. Katt explained that the facility license is to allow her to have a larger number of dogs, not to run a shelter or boarding service. Katt has a total of about, all of whom appeared to be in good health.

I saw the residence had a spacious back yard encircled with a sturdy 6' fence. The fence was in good condition. The dogs have enough space to run around and hey exercise in. This space has adequate runoff to prevent water pooling.

The dogs did not appear to be aggressive. The food was stored in a sealed plastic container to prevent vermin infestation. The food is served inside bowls above a matt to keep bowls from being directly off of the floor. Katt stated that the dogs are mainly inside of her home.

The yard is clean and orderly. Katt said she picks up their feces and tosses them into the garbage. The backyard did not have any smell of feces or urine While Katt does not have a quarantine area for possible diseased animals, she stressed she does not run a shelter or "rescue facility."

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding Katt or her residence. In my opinion I think that ~~Kenneth Law~~ should be granted her Animal Facility License.

Katt Shrewsbury

Maiman MS

Code Enforcement Officer Moreno

City of St. Helens

265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

Application Fee: \$

Item #5.

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee, copies of your dogs' licenses and a copy of your homeowners insurance. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance: 1) You meet the requirements for an animal facility license; or 2) you have only allowed animals on your property. Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept:				
Applicant Information			Alternate Contact/In Case of Emergency	
Name: <u>Steve & Katt Shrewsbury</u>			Name: <u>Gloria Wienborn</u>	
Mailing address: <u>PO Box 1252</u>			Mailing address:	
City/State/Zip: <u>St. Helens OR 97051</u>			City/State/Zip:	
Cell p				
Email				
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. <u>Blue Heeler</u>	<u>Cindy Lon</u>	<u>F</u>	<u>9</u>	<u>1/16/22</u>
2. <u>White Shepard</u>	<u>Annie</u>	<u>F</u>	<u>3</u>	<u>1/16/22</u>
3. <u>German Shepard</u>	<u>Josie</u>	<u>F</u>	<u>10</u>	<u>1/16/22</u>
4. <u>Pomeranian Mix</u>	<u>Riggs</u>	<u>M</u>	<u>8 months</u>	<u>11/21</u>
5.				
6.				
Veterinarian Information				
Name: <u>Columbia Vet. Dr. Pilger</u>			Phone: <u>503 397 1928</u>	
Address: <u>35645 Firlock Pk. Blvd</u>			City/State/Zip: <u>St. Helens OR 97051</u>	
Liability Insurance Information				
Agent's Name:				
Insurance Compa				
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s).				

AUTHORIZATION

I, Katt Shrewsbury, understand that I am applying for an animal facility license to keep the above listed animal(s) at 145 N. 5th St., St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Applicant Signature

Date Signed 1/13/21

FOR OFFICE USE ONLY		
Date received: <u>1/14/21</u>	Officer assigned: <u>Officer Moreno</u>	Date forwarded to City Recorder: <u>2/5/21</u>
Received by: <u>LS</u>	Date/Time of inspection: <u>1/28/21</u>	Council meeting date: <u>2/17/21</u>
Receipt No.: <u>R00065955</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>1/21/21</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: <u>LS</u>		Expiration date:

Updated 1/6/21



**CITY OF
ST. HELENS OREGON
DEPARTMENT OF POLICE**

On Thursday January 28th, 2020, at approximately 1300 hours, I met with Holly Warchol at her residence at 485 N 9th St, in St. Helens, OR to conduct a prescheduled Animal Facility License Application inspection. This inspection is to ensure the premises is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with her application was her liability insurance rider information from Allstate Property and Casualty Insurance Company (Policy) and information regarding where they seek veterinary care for their animals, Midway Veterinary Clinic. Holly stated that they do not take the chickens to the vet, they do basic routine care at home.

I noticed her home is a single-family home in a residential neighborhood. Holly explained that the facility license is to allow her to have a larger number of chickens for egg production, not to run a shelter or boarding service. Holly has a total of 6 chickens, all of whom appeared to be in good health.

I saw the residence had a spacious back yard encircled with a sturdy 6' fence. The fence was in good condition. The chickens are kept inside a coop. Inside the coop there is 2 individual nesting spaces. This space has adequate runoff to prevent water pooling. Holly told me that they let the chickens out in the yard when they are outside to let them run around and exercise.

The chickens did not appear to be aggressive. The food was stored in a sealed plastic container to prevent vermin infestation. The food is served inside a container with feeding tubes attached to keep food covered; water is served in bowls. Amanda explained that the chickens mainly stay inside of the coop.

The yard is clean and orderly. Amanda said they have self-decomposing leaves, when and if needed they will scoop out the poop and put it into the garbage. The backyard did not have any smell of feces or urine. While Holly does not have a quarantine area for possible diseased animals, she stressed she does not run a shelter or "rescue facility."

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding Holly or her residence. In my opinion I think that Holly Worchal should be granted her Animal Facility License.

Code Enforcement Officer Moreno

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

RECEIVED

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

APR 16 2020

CITY OF ST. HELENS

Complete the application and return to the above address with the fee, copies of your dogs' licenses and a copy of your homeowners insurance. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance: 1) You meet the requirements for an animal facility license; or 2) you have only allowed animals on your property. Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept:				
Applicant Information			Alternate Contact/In Case of Emergency	
Name: <u>Holly Warchol</u>			Name:	
Mailing address: <u>485 N 9th Street</u>			Mailing address:	
City/State/Zip: <u>St Helens, OR 97051</u>			City/State/Zip:	
Cell ph:			Cell phone:	
Home p:			Home phone:	
Email:			Day/time of week that works best for you:	
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County Dog License Expiration Date
1. <u>Chicken</u>	<u>Missy</u>	<u>F</u>	<u>8 wks</u>	
2. <u>Chicken</u>	<u>Priscilla</u>	<u>F</u>	<u>8 wks</u>	
3. <u>Chicken</u>	<u>Ariana</u>	<u>F</u>	<u>8 wks</u>	
4. <u>Chicken</u>	<u>Jasmine</u>	<u>F</u>	<u>8 wks</u>	
5. <u>Chicken</u>	<u>Jane</u>	<u>F</u>	<u>8 wks</u>	
6. <u>Chicken</u>	<u>Mattie Betsy</u>	<u>F</u>	<u>8 wks</u>	
Veterinarian Information				
Name:			Phone:	
Address:			City/State/Zip:	
Liability Insurance Information				
Agent's Name:				
Insurance Company:				
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s).				

AUTHORIZATION

I, Holly Warchol, understand that I am applying for an animal facility license to keep the above listed animal(s) at 485 N 9th Street, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Holly Warchol
Applicant Signature

4-8-2020
Date Signed

FOR OFFICE USE ONLY		
Date received: <u>4/16/20</u>	Officer assigned: <u>Officer Moreno</u>	Date forwarded to City Recorder: <u>2/5/21</u>
Received by: <u>Lisa</u>	Date/Time of inspection: <u>1/28/21</u>	Council meeting date: <u>2/17/21</u>
Receipt No.: <u>1563343</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>4/16/20</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: <u>Lisa</u>		Expiration date:

City of St. Helens
Declare Surplus Property
City Council Meeting
February 17, 2021

If approved, the following items will be disposed of per St. Helens Municipal Code Chapter 2.04.

City Hall Shared Vehicles

2004 Chevy Trailblazer, VIN#1GNDT135242398583, E229557
2004 Chevy Blazer, VIN#1GNDT13X84K133078, E229563

Council Action Sheet

To: Mayor and City Council Members

From: Kathy Payne, City Recorder

Date: February 17, 2021

Subject: Proposed Amendments to Job Descriptions



Background

The City has hired Lane Council of Governments (LCOG) Local Government Personnel Services to conduct a compensation survey for non-represented employee positions and Patrol Officer. In an effort to make sure that the survey reflects accurately what each employee job description is, I asked that the employees review their job description and meet with their supervisor to finalize amendments.

All of the job descriptions are listed below but not all are in need of amending (see notes). Those that are highlighted are in your packet for review at the February 17 Work Session and for your approval at the February 17 Regular Session. Some of the amendments are to formatting to make the job descriptions consistent. *Please note that at the request of Councilor Topaz, this packet includes the original job description followed by the clean proposed amended job description.*

Current Job Title	New Job Title	Notes
Accountant		No changes; created 5/6/20
Assistant City Administrator		No changes; created 10/16/19
Building Official		No changes
City Administrator		
City Engineer		No changes; created 12/16/20
City Planner		
City Recorder	Human Resources Coordinator/ City Recorder	Total revamp
Community Development Director		
Deputy City Recorder		
Field Supervisor/Safety Coordinator		
Government Affairs & Project Support Specialist	Government Affairs Specialist	
IT Specialist		No changes; created 1/2/19
Library Director		
Parks Field Supervisor		
Parks & Recreation Supervisor		New job description
Patrol Officer		No changes
Police Chief		
Police Lieutenant		
Police Sergeant		
Public Works Director		

Current Job Title	New Job Title	Notes
Public Works Supervisor		
Recreation Manager		No changes
Water Filtration Facility Supervisor		
WWTP Operator IV		
WWTP Superintendent	WWTP Supervisor	

Recommendation

At your February 17, 2021 Council Regular Session, please approve the amended job descriptions under the Consent Agenda for Approval agenda item.

Thank you,
Kathy

Attachments

City of St. Helens

Job Title: CITY ADMINISTRATOR
Department: Administrative
FLSA Status: Exempt
Union: No
Date Revised: June 4, 2008

GENERAL PURPOSE

Performs a variety of routine, complex and high level administrative, technical and professional work in directing and supervising the administration of city government. City Administrator shall coordinate the activities of all departments, supervise the Administrative Department and coordinate the collaborative process described in the City of St. Helens Governing Policy.

SUPERVISION RECEIVED;

Works under the direct supervision and guidance of the City Council.

SUPERVISION EXERCISED

Exercises supervision over the Administrative Department and other staff as assigned. Must work effectively with a team-oriented, collaborative management style.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Manages and supervises the Administrative Department to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Coordinates the activities of all departments as it relates to the general administration of the City.
- Acts as the City's special projects coordinator on projects as assigned by the Council.
- Acts as the City's human resources coordinator assisting departments administer their human resources needs.
- Acts as the primary grant administrator for the City. Provides grant assistance as necessary to all departments. Seeks out financial resources available to the City and oversees any applications made for grants by department heads.
- Serves as a City representative to various internal groups, agencies and task forces. Participates in various meetings with officials, or the general public to discuss strategic planning, community indicators, benchmarking issues and citizen involvement.
- Reviews local, state and federal legislation to determine impact on administrative plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.

- Develop the annual Budget for the City in coordination with the Finance Director.
- Provides leadership and direction in the development, implementation and monitoring of short and long range plans, goals, objectives, policies and priorities; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Conducts and/or coordinates, through Department Heads City-wide strategic planning, implementation and attainment.
- Provides professional advice and assistance to the City Council and department heads on a wide variety of issues including outlining speeches, writing or editing agenda items and memorandums; makes presentations to councils, boards, commissions, civic groups and the general public.
- Fosters administrative and technical relationships with various state agencies including but not limited to OECDD, ODOT, OSMB, OPRD, DLCD, DEQ, etc; Fosters relationships with elected federal representatives; Fosters relationships with various federal, state, regional and local agencies.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances;
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Provides public records and information to citizens, civic groups, the media and other agencies as requested.
- Sees that all laws and ordinances are faithfully performed.
- Maintains positive public relations with customers and is responsive to customer needs.
- Conducts a variety of special projects as directed by the City Council.
- Performs related duties as assigned by the Council.
- Attends regular and special City Council meetings, unless excused by the Council.

PERIPHERAL DUTIES

- Recommends for adoption by the council such measures deemed necessary or expedient.
- Prepares and submits to the council such reports as may be required by that body or as manager may deem it advisable to submit.
- Responsible for all employment advertising to see it meets all EEO requirements. Maintains all personnel records.
- Serves as the City's American Disabilities Act (ADA) compliance officer.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Graduation from an accredited four-year college or university with a degree in public administration, political science, business management of a closely related field, and five years of responsible experience in municipal government. Advance degree preferred.

Necessary Knowledge, Skills and Abilities:

- a. Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development;
- b. Skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment;
- c. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public.

SPECIAL REQUIREMENTS;

Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of St. Helens

Job Title: CITY ADMINISTRATOR
Department: Administrative
FLSA Status: Exempt
Union: No
Date Revised: June 4, 2008

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **City Administrator** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____ Date: _____

Mayor Signature: _____ Date: _____



City Administrator

DEPARTMENT: Administration
DIVISION: N/A
SUPERVISOR: City Council
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of routine, complex and high level administrative, technical, and professional work in directing and supervising the administration of city government. Plans, directs, manages, and oversees the activities and operations of the City; advises and assists the City Council; and represents the City's interests with other governmental agencies, businesses, and the community at large.

SUPERVISION RECEIVED

Works under the supervision and direction of the City Council.

SUPERVISION EXERCISED

Exercises supervision over the City Departments and other staff as assigned. Must work effectively with a team-oriented, collaborative management style.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Manages and supervises City Departments and other assigned staff to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Serves as the Executive Director to the City's Urban Renewal Agency.
- Coordinates the activities of all departments as it relates to the general administration of the City.
- Acts as the City's special projects coordinator on projects as assigned by the Council.
- Oversees the City's Human Resources Coordinator assisting departments administer their human resources needs.
- Acts as the primary grant administrator for the City. Provides grant assistance as necessary to all departments. Seeks out financial resources available to the City and oversees any applications made for grants by Department Heads.
- Directs the development, presentation, and administration of the City budget; prepares and oversees the financial forecast of funding needed for staffing, equipment, materials, and supplies; monitors revenues and expenditures; implements midyear adjustments.
- Administers specific program activities by planning, organizing, and supervising activities; establishes and implements, with approval, operating policies and procedures.

- Reviews local, state, and federal legislation to determine impact on administrative plans, policies, and strategies; prepares and coordinates responses and recommendations as appropriate.
- Develop the annual Budget for the City in coordination with the Finance Director.
- Provides leadership and direction in the development, implementation and monitoring of short- and long-range plans, goals, objectives, policies, and priorities; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Conducts and/or coordinates, through Department Heads City-wide strategic planning, implementation, and attainment.
- Provides professional advice and assistance to the City Council and Department Heads on a wide variety of issues including outlining speeches, writing, or editing agenda items and memorandums; makes presentations to councils, boards, commissions, civic groups, and the general public.
- Fosters administrative and technical relationships with various state agencies including but not limited to ODOT, OSMB, OPRD, DLCD, DEQ, etc.; Fosters relationships with elected federal representatives; Fosters relationships with various federal, state, regional, and local agencies.
- Communicates official plans, policies, and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Provides public records and information to citizens, civic groups, the media, and other agencies as requested.
- Sees that all laws and ordinances are faithfully performed.
- Maintains positive public relations with customers and is responsive to customer needs.
- Conducts a variety of special projects as directed by the City Council.
- Facilitates staff development on such issues as diversity and creating a respectful working environment.
- Attends regular and special City Council meetings, unless excused by the Council.

PERIPHERAL DUTIES

- Recommends for adoption by the council such measures deemed necessary or expedient.

- Prepares and submits to the council such reports as may be required by that body or as manager may deem it advisable to submit.
- Responsible for all employment advertising to see it meets all EEO requirements. Maintains all personnel records.
- Serves as the City's American Disabilities Act (ADA) compliance officer.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from an accredited four-year college or university with a degree in public administration, political science, business management of a closely related field (advance degree preferred), and
- b. Five (5) years of responsible experience in municipal government.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development.
- b. Skill in planning, directing, and administering municipal programs; skill in operating the listed tools and equipment.
- c. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public.

SPECIAL REQUIREMENTS

- Must be bondable.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs, calculator, telephone, copy machine, and fax machine.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the City Administrator job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

City Administrator

Date

Print Name: _____

Mayor

Date

City of St. Helens

Job Title: CITY PLANNER
Department: Community Development
FLSA Status: Exempt
Union: No
Date Created: September 11, 2009

GENERAL PURPOSE

Performs a variety of routine and complex administrative, technical and professional work in the current and long range planning programs of the city related to the development and implementation of land use and related municipal plans and policies.

SUPERVISION RECIEVED

Works under the general supervision of the City Council, through the Planning Director or Planning Commissioner.

SUPERVISION EXERCISED

Supervision is not normally a responsibility of this position, however, the City Planner may be placed in charge of specialized project, personnel and departmental functions. May supervise support staff, part-time or temporary employees or volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Land use decisions at the Planning Director level.
- Reviews land use applications; notices; and staff reports.
- Makes recommendations to the Planning Commission and/or City Council on planning matters.
- Maintains up-to-date knowledge of emerging State law regulations, pending legislation and trends in planning that impact the City as well as current programs and processes.
- Conducts special studies and develops statistics for use by other planners and officials in housing, transportation and energy, and other economic and physical areas related to planning.
- Develops long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Monitors planning activities of neighboring jurisdictions; coordinates work with other affected agencies; assists in the development of regional plans, as assigned.
- Provides technical and professional advice on inquiries dealing with land use matters; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Enforces all land use laws and instructs staff on land use matters.
- Prepares a variety of studies, reports and related information for decision-making purposes. Provides proposals for updating land use laws and regulations.
- Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and long range comprehensive plans, projecting trends, monitoring socio-economic data, etc.

- Assists in the development and implementation of long range growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
- Provides staff support to the Planning Commission as needed and assigned.
- Prepares planning reports and supporting data, including recommendations or various long range planning proposals.
- Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.
- Serves when assigned as a member of a planning task force composed of City, County or State groups.
- Prepares and writes grant application components relating to geographic, maps, plats, site plans, etc.
- Assists in maintaining the data base of information for planning purposes.
- Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
- Coordinates and manages long range planning consultant contracts, as assigned.
- Other duties as required.

PERIPHERAL DUTIES

- Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
- Assists in designs for parks, streetscapes, landscapes and other municipal projects.
- Serves as a member of various staff committees as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and development in the field of municipal planning.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field, and
- b. Two years experience in municipal planning; or
- c. Any equivalent combination of education and experience, with additional education substituting on a year for year basis for the required experience.

Necessary Knowledge, Skills and Abilities:

- a. Exercise discretion and independent judgment is regularly required.
- b. Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes; Working knowledge of personal computers and GIS applications.
- c. Skill in the area of drafting and designing; Skill in the operation of the listed tools and equipment.
- d. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS:

Valid State Driver's License or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; tape measure.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The noise level in the work environment is usually quiet in the office, and moderate in the field.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the City Planner job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



City Planner

DEPARTMENT: Community Development
DIVISION: Planning
SUPERVISOR: Community Development Director or City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of routine and complex administrative, technical, and professional work in the current and long-range planning programs of the city related to the development and implementation of land use and related municipal plans and policies.

SUPERVISION RECIEVED

Works under the general supervision of the Community Development Director or City Administrator.

SUPERVISION EXERCISED

Supervision is a responsibility of this position for other Planning Division staff. The City Planner may also be placed in charge of specialized projects, personnel, and departmental functions. May supervise other support staff, part-time or temporary employees or volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Land use decisions at the Planning Director level.
- Reviews land use applications; notices; and staff reports.
- Makes recommendations to the Planning Commission, Historic Landmarks Commission, and/or City Council on planning matters.
- Maintains up-to-date knowledge of emerging State law regulations, pending legislation and trends in planning that impact the City as well as current programs and processes.
- Conducts special studies and develops statistics for use by other planners and officials in housing, transportation and energy, and other economic and physical areas related to planning.
- Develops long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Monitors planning activities of neighboring jurisdictions; coordinates work with other affected agencies; assists in the development of regional plans, as assigned.
- Provides technical and professional advice on inquiries dealing with land use matters; makes presentations to supervisors, boards, commissions, civic groups, and the general public.
- Enforces all land use laws and instructs staff on land use matters.

- Prepares a variety of studies, reports, and related information for decision-making purposes. Provides proposals for updating land use laws and regulations.
- Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and long-range comprehensive plans, projecting trends, monitoring socio-economic data, etc.
- Assists in the development and implementation of long-range growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
- Provides staff support to the Planning Commission and Historic Landmarks Commission as needed and assigned.
- Prepares planning reports and supporting data, including recommendations or various long range planning proposals.
- Prepares graphics and maps for a variety of reports, plans, grant applications, publications, or meetings.
- Serves when assigned as a member of a planning task force composed of City, County or State groups.
- Prepares and writes grant application components relating to geographic, maps, plats, site plans, etc.
- Assists in maintaining the data base of information for planning purposes.
- Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
- Coordinates and manages long range planning consultant contracts, as assigned.
- Other duties as required.
- Manages GIS software and data.
- Manages city address assignments.
- Administers the City's participation in the National Flood Insurance Program.
- Updates the St. Helens Development Code to comply with changes in state and federal laws, and to advance local initiatives.
- Manages and coordinates historical preservation efforts of locally identified resources.

PERIPHERAL DUTIES

- Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
- Assists in designs for parks, streetscapes, landscapes, and other municipal projects.
- Serves as a member of various staff committees as assigned.
- Attends professional development workshops and conferences to keep abreast of trends and development in the field of municipal planning.
- Assist staff with legal descriptions.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field, and

- a. Two years' experience in municipal planning; or
- b. Any equivalent combination of education and experience, with additional education substituting on a year for year basis for the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Exercise discretion and independent judgment is regularly required.
- b. Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes; Working knowledge of personal computers and GIS applications.
- c. Skill in the area of drafting and designing; Skill in the operation of the listed tools and equipment.
- d. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS

- Valid State Driver's License or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; tape measure.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The noise level in the work environment is usually quiet in the office, and moderate in the field.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **City Planner** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

City Planner

Date

Print Name: _____

Community Development Director or City Administrator

Date

Job Title: CITY RECORDER II
Department: Administration (Confidential)
FLSA Status: Non-Exempt
Union: No
Date Created: June 4, 2008

GENERAL PURPOSE

Performs a variety of highly responsible and complex clerical, secretarial, and administrative duties; keeps official records; provides support to the City Administrator, Councilors, and staff; and assists in the administration of the standard operating policies and procedures of the City. Serves as City Elections Officer.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over Secretary, and other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as custodian of official City records and public documents; ensures certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City certification; catalogs and files all City records.
- Attends work sessions, regular sessions, and some special sessions of the City Council, oversees the accurate recording of the proceedings, transcription and preparation of the minutes, proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested. Maintains attendance records.
- Assemble and finalize City Council meeting agendas and packets.
- Reproduce City Council packets and prepare for mailing.
- Prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.
- Acts as City Elections Officer. Prepare appropriate forms, set-up election files, accept completed candidate forms, and perform other related duties. Coordinate elections with County Elections Officer.
- Monitor and track various documents, projects and annual occurrences including but not limited to expiration of contracts/agreements and committee/board member terms.
- Ensure proper maintenance, storage and destruction of official City records and public documents in accordance with State records retention laws and established City policies.

- Responsible for recording legal documents with the County Clerk.
- Files ordinances and resolution of the council and oversees the codification of ordinances into the municipal code; maintains indexes to ordinances and resolutions.
- Maintains City website, including design, maintenance, and troubleshooting.
- Composes, types, and edits a variety of documents including minutes, ordinances, resolutions, proclamations, public and legal notices, contracts/agreements, leases, lists, advertisements, correspondence, reports, and other materials requiring judgment as to content, accuracy and completeness.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Maintains indexes for contracts, agreements and board orders.
- Maintains indexes for easements, street vacations and deeds.
- Maintains City records in accordance with established policies.
- Places job postings, accepts resumes and applications, enters applicant information in job database, and mails letters to applicants upon selection.
- Creates and maintains systems for internal tracking of various programs.
- Maintains City vehicle inventory list and collaborates with the City's insurance agent to insure coverage. Titles and renews vehicle registrations.
- Prepares and formats ordinances for posting per City Charter and for review and adoption by City Council.
- Administers annual renewal of local OLCC licenses; maintains local OLCC database.
- Administers annual employee driver certification program.
- Maintains internal contact sheets including employee contact list, departments lists, and various boards and committee lists.
- Responsible for the accomplishment of tasks for employees directly supervised and for the efficient and productive work performed.
- Responsible for excellence in customer service and will initiate training opportunities to improve employee skills.

PERIPHERAL DUTIES

- Does production typing, formats bid specifications, mails copies, prepares bid documents and letters, respond to public records requests.
- Assists contractors and consultants with various tasks when designated.

- Schedules appointments and performs other administrative and clerical duties.
- Provides back-up to other positions in work area.
- Maintains proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Provides computer assistance to fellow employees, including word processing, spreadsheet, and database software functions.

MINIMUM QUALIFICATIONS

Education and experience:

- a. Graduation from a high school with specialized course work in general office practices such as typing, filing, dictation, and transcription.
- b. Five (5) years of related experience in municipal government; or
- c. Any equivalent combination of education and progressively responsible experience which demonstrates the knowledge, skills and abilities to perform the above duties.

Necessary Knowledge, Skills and Abilities:

- a. Working knowledge of computers and applicable computer programs; working knowledge of modern office practices and procedures; meeting processes and minute taking; ability to follow complex written and verbal instructions.
- b. Ability to type a minimum of 50 words per minute; transcribe minutes from recorded meetings or dictation in a timely and accurate manner.
- c. Ability to perform complex secretarial work requiring considerable exercise of independent judgment, react resourcefully and exercise initiative as necessary.
- d. Ability to work under pressure and/or frequent interruptions; ability to handle stressful situations.
- e. Skill in operation of listed tools and equipment.
- f. Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing.
- g. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.
- h. Ability to exercise and maintain discretion and confidentiality on various matters relating to the City and/or City personnel.

Special Certification Required:

- a. Possession of Certified Municipal Clerk designation; and
- b. Possession of Notary Public Commission.

TOOLS AND EQUIPMENT USED

Computer (including word processing, spreadsheets, databases, and other related software); printer; typewriter; ten-key calculator; multi-line telephones; dictation, transcription and recording machines; copy machine; postage machine; fax machine; folding machine.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Evening work is required.

The noise level in the work environment, while usually quiet, can at times be noisy and distracting.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **City Recorder II** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____



Human Resources Coordinator / City Recorder

DEPARTMENT: Administration
DIVISION: City Recorder's Office
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a wide variety of highly responsible routine and complex administrative functions for the City Administrator, Mayor, City Council, and staff. This position serves as the City Recorder, Human Resources Coordinator, Records Manager, and Elections Officer, and other duties that involve confidential and sensitive information. Serves as a member of the City's management team.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over the Deputy City Recorder and other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

Human Resources

- Serves as primary human resources contact for employees, working in cooperation with the City Administrator.
- *Recruitment and Selection:* Coordinates activities relating to hiring or promotion to fill position vacancies; prepares recruitment announcements and job postings; and assists with development of interview questions, written or skills exams, and other testing procedures, may conduct interviews or participate in interview panels. Maintains candidate databases and candidate score sheets. Notifies all candidates of their status in the recruitment process.
- *New Employee Orientation:* Develops and updates information for new employee orientation, as necessary; conducts onboarding with new employees; prepares employment related paperwork including healthcare and other insurance benefits.
- *Classification and Compensation:* Conducts or requests wage surveys and classification studies, as necessary. Makes recommendations to City Administrator on appropriate job description, classification, and/or pay of positions.
- *Performance Management:* Oversees performance evaluations schedule and forms; sends monthly notices to management to complete evaluations; prepares Personnel Change Notice forms to implement salary and other personnel changes.
- *Training:* Coordinates City's training programs by scheduling training sessions as necessary for the City and/or individual employees, as necessary.

- *Policies:* Develops and maintains administrative and personnel policies and procedures with guidance from City County Insurance Services (CIS); interprets policy and contract questions and provides guidance to managers and employees; communicates with labor units on policy questions.
- *Labor Relations:* May represent City management with non-union staff and bargaining units; may participate as member of management negotiation team; assists in researching negotiation issues and drafting contract language; assists the Department Heads and City Administrator in responding to grievances; participates at hearings and at labor management committees.
- *Documentation:* Maintains personnel and medical files for all City employees and volunteers (if required); prepares Personnel Change Notice forms to document changes in employee status; prepares and/or processes documentation for Family Medical Leaves, Short Term Disability, criminal history checks, exit interviews, job descriptions, and related personnel documents.
- *Benefits:* Work in coordination with the Accountant to administer the City's benefits program, researching health insurance, retirement, and other benefit questions. Coordinates pay and benefit information with payroll.
- *Other:* Performs a variety of confidential and sensitive administrative tasks including gathering, interpreting, and preparing data for studies, reports, and recommendations; coordinating activities with other departments and agencies as needed; researching and preparing a variety of studies, reports, and related information for decision-making purposes.

Records Manager

- Acts as the confidential employee responsible for the integrity of City records. Maintains City records, official documents, and indexes of the City for documents such as ordinances, resolutions, deeds, leases, easements, and contracts.
- Serves as custodian of official City records and public documents; ensures certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds, or other documents requiring City certification. Indexes all records.
- Monitor and track various documents, projects, and annual occurrences including but not limited to expiration of contracts/agreements and franchises.
- Ensure proper maintenance, storage, and destruction of official City records and public documents in accordance with State records retention laws and established City policies.
- Responsible for supervising and coordinating all aspects of record management including the City's Oregon Records Management System (ORMS). Coordinates employee training on ORMS.
- Responsible for receiving Public Records Requests and processing them or forwarding them to the appropriate employee to process and fulfill the request.

- Files ordinances and resolutions of the City Council and oversees the codification of ordinances into the St. Helens Municipal Code. Maintains indexes to ordinances and resolutions.

City Council, Boards, Committees, and Commissions

- Attends all City Council meetings and other official City meetings as needed to assure recording of proceedings.
- Schedules all City Council meetings, special meetings, and assures public notice is made for all such meetings.
- Serves as support to the City Administrator, Mayor, and City Council. Duties include issuing public notices; preparing staff reports, assembling and distributing Council meeting packets; attends Council meetings and oversees the preparation of meeting minutes; may make presentations to Council or other groups as assigned; assists with preparing resolutions, ordinances, agreements, reports, and other correspondence as needed.
- Coordinates and/or schedules orientation and training opportunities for elected officials.
- Maintains the St. Helens Municipal Code and codifies legislation passed by the City Council; updates the City website with newly adopted ordinances and resolutions.
- Attests the City Administrator's or Mayor's original signatures on official documents and applies the City Seal as appropriate.
- Maintains ongoing open and effective communication with the City Administrator, City Council, and City staff.
- Maintains meeting attendance records of City Council members.
- Maintains master list of City Council and various boards, committees, and commissions of the City.

Elections Officer

- *Serves as the City's Elections Officer:* This includes conducting City elections; preparing candidate information packets; receiving candidate nominations; preparing ballot measures; certifying candidates to County election officer; researching election laws to ensure continuous compliance with legal publication and other requirements for City elections; preparing canvass of election results to the City Council; maintaining up-to-date State and City elections processes for bond measures, initiatives, referendums and referrals in order to accurately and timely conduct the elections for City officials; preparing oaths of office for newly elected officials.

Administrative

- Serves as a member of the City's management team.
- Assists in the City budget relative to the City Recorder's Division of the Administration Department and personnel-related expenditures.
- Assists with the management of the Administration Department operations by coordinating services, policies, procedures, and reports.
- Assists in the maintenance of the City website, including design and troubleshooting.

- Composes, types, and edits a variety of documents including ordinances, resolutions, proclamations, public and legal notices, contracts/agreements, leases, lists, advertisements, correspondence, reports, and other materials requiring judgment as to content, accuracy, and completeness.
- Responds to inquiries from Council, staff, agencies, and citizens, and refers, when necessary, to appropriate person.
- Creates and maintains systems for internal tracking of various programs.
- Maintains City-owned vehicle and equipment inventory list and collaborates with the City's insurance agent to insure coverage. Oversees the title and registration of vehicles and equipment with the DMV.
- Schedules appointments and coordinates meetings with employees, agencies, and others, as needed.
- Certifies official City documents as to authenticity for staff, other jurisdictions, or citizens.
- Prepares and formats ordinances for posting per City Charter and for review and adoption by City Council.
- Responsible for set-up and operation of video and audio equipment for City Council meetings, as well as post-meeting uploads.
- Maintains use and custody of the City seal.
- Maintains cooperative relationships with City personnel, elected officials and other agencies.
- Responsible for the accomplishment of tasks for employees directly supervised and for the efficient and productive work performed.
- Demonstrates leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourages and provides excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules established for the work area.
- Other duties as assigned.

PERIPHERAL DUTIES

- Serve on or provide support to a variety of committees, task forces, and advisory groups as necessary.
- Maintain proficiency by attending trainings and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.
- Serve as Notary Public.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from a high school with specialized course work in general office practices. However, a bachelor's degree in public administration, political science, human resources, business management, or a closely related field is preferred.
- b. Five years of related experience in a municipal office environment, preferably in which individual was responsible for various elements of responsibility associated with the City Recorder position; or
- c. Any equivalent combination of education and progressively responsible experience which demonstrates the knowledge, skills, and abilities to perform the duties listed above.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Broad knowledge of laws, regulations, and practices involved with general human resources field, in particular employee relations, compensation, and employment principles and methods. Experience in a public agency highly desirable. Ability to research and interpret ordinances, statutes, and administrative rules.
- b. Advanced knowledge of secretarial principles, practices, and techniques, including records maintenance, word processing, business English, grammar, punctuation, spelling, administrative research, report writing, municipal departmental functions, and public relations techniques.
- c. Ability to use a computer to perform the essential functions of the job, knowledge of Microsoft Office Suite. The ability to create computer spreadsheets; and ability to create and work with surveys, web pages, and electronic presentations highly desirable.
- d. Ability to type a minimum of 50 words per minute, transcribe minutes from recorded meetings in a timely and accurate manner.
- e. Ability to perform complex clerical work requiring considerable exercise of independent judgment, react resourcefully and exercise initiative, as necessary.
- f. Ability to work under pressure and frequent interruptions; ability to handle stressful situations.
- g. Ability to communicate effectively verbally and in writing.
- h. Ability to accurately record and maintain records.
- i. Ability to establish and maintain working relationships with employees, supervisors, officials, and the public.
- j. Ability to exercise and maintain discretion and confidentiality on various matters relating to the City and City personnel.

SPECIAL REQUIREMENTS

- Possession of International Institute of Municipal Clerks (IIMC) Certified Municipal Clerk (CMC) certification. Ability to obtain IIMC Master Municipal Clerk (MMC) certification within first three years of employment.
- Possession of Notary Public.

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine; typewriter; ten-key calculator; telephones; transcription equipment; folding machine; and audio/video equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to walk, sit, stand, bend, kneel, stoop, reach and manipulate objects, hear, use hands to finger, handle, feel, and reach with hands and arms.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Usual office working conditions.
- The noise level in the work area is typical of most office environments with telephones, interruptions, and background noise.
- Attendance at various meetings may require working after normal business hours.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Human Resources Coordinator/City Recorder** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Human Resources Coordinator/City Recorder

Date

Print Name: _____

City Administrator

Date

City of St. Helens

Job Title: COMMUNITY DEVELOPMENT DIRECTOR
Department: Community Development
FLSA Status: Exempt
Union: No
Date Revised: March 21, 2007 (Adopted by Resolution No. 1443)

GENERAL PURPOSE

Performs complex supervisory, administrative, and professional work as manager of the City Building and Planning Departments. Reviews, approves and coordinates all work of the Building Department and Planning Department.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Council and Councilor in Charge of Community Development as assigned by the Mayor. Coordinates activities with the City Administrator.

SUPERVISION EXERCISED

Provides direct supervision to the Building Official and City Planner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Supervises the departments of; Building and Planning through the supervisor of each Department and their subsequent supporting staff, either directly or through subordinates.
- Reviews work procedures, coordinates work schedules, and expedites work as necessary.
- Prepares and documents budget requests; administers adopted budget in assigned areas of responsibility.
- Standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- Adjusts errors, complaints, and grievances.
- Prepares composite reports from individual reports of subordinates.
- Develops and transmits written and oral instructions, as needed, to maintain effective working relationships with the public and City employees. Promotes harmony among City work groups.
- Coordinates departmental reviews of private project development proposals and plans for compliance with codes, regulations and standards, adequacy of permits, and compliance with approved plans.

- Coordinates plan reviews, permits, inspections, and code enforcement of all building activity in the City.
- Oversees preparation and maintenance of the GIS systems, data bases, development codes, and comprehensive plans.
- Responds to public or other inquiries relative to procedures on specific projects and other information.
- Coordinates and assists in the evaluation and preparation of studies and reports on impacts of public improvement proposals, development proposals, permits, rezoning, comprehensive plan amendments, plats, etc on public infrastructure.
- Attends City Council meetings and other meetings as assigned.
- Coordinate or write agenda, reviews minutes, and prepares status reports for various Boards and Commissions of the City.
- Responds or coordinates the response to inquiries relative to building and planning.
- Coordinates departmental activities with other city departments through the City Administrator

PERIPHERAL DUTIES

- Assists in the training of other City personnel.
- Coordinate enforcement activities relating to building and land use.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Undergraduate degree in planning, public administration or business from an accredited four-year college or university. Masters degree in related fields preferred.
- (B) Minimum of five years' experience in similar positions with at least two years in supervisory positions.
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) General knowledge of planning and building principles, practices, and methods as applicable to a municipal setting; considerable knowledge of applicable City policies, laws, and regulations affecting division activities.
- (B) Preparing and analyzing complex building and/or land use related issues; skill in operating the listed tools and equipment.
- (C) Ability to communicate effectively, orally, and in writing with employees, consultants, other governmental agency representatives, City officials, and the general public; ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- (A) Valid Oregon State Driver's License or ability to obtain prior to employment.
- (B) Must be physically capable of moving about on construction work sites and under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; GIS; motor vehicle; phone.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.

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

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Community Development Director job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



Community Development Director

DEPARTMENT: Community Development
DIVISION: N/A
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs complex supervisory, administrative, and professional work as manager of the City Building and Planning Divisions including management of the City's Tourism and Economic Development initiatives and activities.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator.

SUPERVISION EXERCISED

Provides direct supervision to the Building Official and City Planner and other assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Supervises the Building and Planning Divisions through the supervisor of each Division and their subsequent supporting staff, either directly or through subordinates.
- Oversees the City's Tourism and Economic Development initiatives and activities.
- Reviews work procedures, coordinates work schedules, and expedites work, as necessary.
- Prepares budget requests; administers adopted budget in assigned areas of responsibility.
- Standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- Adjusts errors, appropriately addresses complaints and grievances.
- Develops and transmits written and oral instructions, as needed, to maintain effective working relationships with the public and City employees. Promotes harmony among City work groups.
- Coordinates departmental reviews of public and private development proposals and plans for compliance with codes, regulations and standards, adequacy of permits, and compliance with approved plans.
- Oversees plan reviews, permits, inspections, and code enforcement of all building activity in the City.
- Oversees maintenance of the GIS system, databases, development code, and comprehensive plan.
- Responds to public or other inquiries relative to procedures on specific projects and other information.
- Coordinates and assists in the evaluation and preparation of studies and reports on impacts

of public improvement proposals, development proposals, permits, rezoning, comprehensive plan amendments, plats, etc., on public infrastructure.

- Attends City Council meetings and other meetings as assigned.
- Coordinates or writes agendas, reviews minutes, and prepares status reports for various boards and commissions of the City.
- Responds or coordinates the response to inquiries relative to building and planning.
- Coordinates departmental activities with other City departments through the City Administrator.

PERIPHERAL DUTIES

- Assists in the training of other City personnel.
- Coordinate enforcement activities relating to building and land use planning.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Undergraduate degree in planning, public administration, or business from an accredited four-year college or university. Master's degree in related fields preferred; and
- b. Minimum of five (5) years' experience in similar positions with at least two (2) years in supervisory positions; or
- c. Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. General knowledge of planning and building principles, practices, and methods as applicable to a municipal setting; considerable knowledge of applicable City policies, laws, and regulations.
- b. Preparing and analyzing complex building and/or land use related issues; skill in operating the listed tools and equipment.
- c. Ability to communicate effectively, orally, and in writing with employees, consultants, other governmental agency representatives, City officials, and the general public; ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- a. Valid state driver's license or ability to obtain prior to employment.
- b. Must be physically capable of moving about on construction work sites and under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and database and computer-aided-design (CAD) software; standard drafting tools; GIS; motor vehicle; phone.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.

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

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Community Development Director** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Community Development Director

Date

Print Name: _____

City Administrator

Date

Job Title: DEPUTY CITY RECORDER
Department: Administration
FLSA Status: Non-Exempt
Union: No
Date Revised: July 1, 2015

GENERAL PURPOSE

Performs a variety of highly responsible and complex clerical, secretarial, and administrative duties; keeps official records; provides support to the City Recorder, City Administrator, and staff; and assists in the administration of the standard operating policies and procedures of the City.

SUPERVISION RECEIVED

Works under the general supervision of the City Recorder.

SUPERVISION EXERCISED

None generally. May exercise supervision over clerical, temporary or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the City Recorder in all aspects of the City Recorder's duties, including back up support in the City Recorder's absence.
- May attend periodic night meetings of the City Council, take notes, records, transcribes, and indexes meeting minutes. Prepares meeting notices, agendas, and City Council meeting packets.
- Prepares and tracks documents, ordinances, resolutions, contracts, and prepares backup to reports for the City Administrator.
- Transcribes and maintains index of minutes for City Council and other Boards and Committees.
- Maintains City records in accordance with established policies.
- Responsible for recording legal documents with the county recorder.
- Maintains indexes to easements, deeds, ordinances, resolutions, contracts/agreements, and local contract exemption orders.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other materials requiring judgment as to content, accuracy and completeness.
- Mails agendas and meeting minutes for various City appointed Boards and Commissions.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

- Operates listed office machines as required. Calls for maintenance on various City office machines.
- Provides customer assistance, acts as cashier, answers in-coming calls, routes callers or provides information as required.
- Creates and maintains systems for internal tracking of various programs (i.e. dog licensing, parks reservations, document tracking, tickler file, etc.)
- Issues dog licenses for dogs residing inside the city limits of St. Helens.
- Receives City parks/public assembly inquiries, answers questions, makes reservations, and handles all paperwork involved.
- Assists in the maintenance of the City's website, including design, maintenance, and troubleshooting.
- Orders supplies for City Hall employees and office equipment when needed.
- Maintains all internal contact sheets, including Boards and Committees list, departments list and employee contact list.
- Maintains city vehicle inventory list.
- Places job postings, accepts resumes and applications, enters applicant information in job database, and mails letters to applicants upon selection.
- Prepares and formats ordinances for posting per City Charter and for review and adoption by City Council.
- Creates and maintains City public meetings calendar, notifying media and interested parties, and posting to website.
- Administers annual employee driver certification program.
- Administers annual renewal of local OLCC licenses; maintains local OLCC database.
- Administrator of ProWatch Security software for employee key card access program.
- Prepare voter approved annexations for notification to required parties as per Oregon Statutes.

PERIPHERAL DUTIES

- Does production typing, formats bid specifications, mails copies, prepares bid documents and letters.
- Retrieves, opens and distributes mail in absence of designee.
- Assist City Attorney with various tasks when designated.
- Schedules appointments and performs other administrative and clerical duties.

- Acts as backup in the absence of the Planning Secretary and Building Secretary.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- a. Graduation from a high school with specialized course work in general office practices such as typing, filing, dictation, and transcription.
- b. Three (3) years of related experience; or
- c. Any equivalent combination of education and progressively responsible experience.

Necessary knowledge, skills and abilities:

- a. Working knowledge of computers and applicable computer programs; office practices and procedures; ability to follow complex written and verbal instructions; and
- b. Ability to perform complex secretarial work requiring considerable exercise of independent judgment, react resourcefully and exercise initiative as necessary. Ability to work under pressure and/or frequent interruptions; and
- c. Skill in operation of listed tools and equipment; and
- d. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; ability to communicate effectively verbally and in writing; and
- e. Ability to exercise and maintain discretion and confidentiality on various matters relating to the City and/or City personnel; and
- f. Ability to type a minimum of 50 words per minute; transcribe minutes from recorded meetings or dictation in a timely and accurate manner.

SPECIAL REQUIREMENTS

- a. Possession of Notary Public Commission.

TOOLS AND EQUIPMENT USED

Computer (including word processing, spreadsheets, databases, and other related software); printer; typewriter; ten-key calculator; multi-line telephones; dictation, transcription and recording machines; copy machine; postage machine; fax machine; folding machine.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment, while usually quiet, can at times be noisy and distracting.

EMPLOYEE ACKNOWLEDGEMENT

Item #7.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Deputy City Recorder job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Deputy City Recorder



DEPARTMENT: Administration
DIVISION: City Recorder's Office
SUPERVISOR: Human Resources Coordinator/City Recorder
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of highly responsible and complex clerical, secretarial, and administrative duties; keeps official records; provides support to the Human Resources Coordinator/City Recorder, City Administrator, and staff; and assists in the administration of the standard operating policies and procedures of the City.

SUPERVISION RECEIVED

Works under the general supervision of the Human Resources Coordinator/City Recorder.

SUPERVISION EXERCISED

None generally. May exercise supervision over clerical, temporary, or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Assists the City Recorder in all aspects of the City Recorder's duties, including back up support in the City Recorder's absence.
- Attends City Council work sessions and may attend periodic night meetings of the City Council, take notes, records, transcribes, and indexes meeting minutes.
- Prepares and tracks documents, ordinances, resolutions, contracts, and prepares backup to reports for the City Administrator.
- Transcribes and maintains index of minutes for City Council and other Boards and Committees.
- Maintains City records in accordance with established policies, including data entry, filing, and records management.
- Responsible for recording legal documents with the county clerk.
- Maintains indexes to easements, deeds, ordinances, resolutions, contracts/agreements, and local contract exemption orders.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other materials requiring judgment as to content, accuracy, and completeness.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Operates listed office machines as required. Calls for maintenance on various City office machines.
- Provides customer assistance, acts as cashier, answers in-coming calls, routes callers, or provides information as required.
- Creates and maintains systems for internal tracking of various programs (i.e. vacant property registration, comment boxes, document tracking, tickler file, etc.)
- Processes social gaming licenses in accordance with the St. Helens Municipal Code.
- Processes animal facility licenses in accordance with the St. Helens Municipal Code.

- Assists in the maintenance of the City's website, including design, maintenance, and troubleshooting.
- Orders supplies for City Hall employees and office equipment when needed.
- Maintains all internal contact sheets, including Boards and Committees list, departments list, and employee contact list.
- Assists with job postings, accepts resumes and applications, enters applicant information in job database, and mails letters to applicants upon selection.
- Assists with the fulfillment of Public Records Requests.
- Creates and maintains City public meetings calendar, notifying media and interested parties, and posting to website.
- Administers annual employee driver certification program.
- Maintains storage and destruction of official City records and public documents in accordance with State records retention laws and established City policies.
- Assists in planning and preparation of employee recognition events and annual City initiated events.
- Administers "If I Were Mayor..." Student Contest in coordination with the Oregon Mayor's Association.
- Maintain City Hall key list.
- Maintain purchase card receipts and settle payments monthly for City Recorder's Office.
- Maintains the Comcast broadcast schedule.
- Distributes Municipal Code updates.
- Titles and renews City-owned vehicle and equipment registrations.
- Other duties as assigned.

PERIPHERAL DUTIES

- Retrieves, opens and distributes mail in absence of designee.
- Schedules appointments and performs other administrative and clerical duties.
- Acts as backup in the absence of the Communications Officer.
- Acts as backup to the administrator of ProWatch Security software for employee key card access program.
- Provides computer assistance to fellow employees, including word processing, spreadsheet, and database software functions.

MINIMUM QUALIFICATIONS

- **EDUCATION AND EXPERIENCE** Graduation from a high school with specialized course work in general office practices such as typing, filing, dictation, and transcription.
- Three (3) years of related experience; or
- Any equivalent combination of education and progressively responsible experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of computers and applicable computer programs; office practices and procedures; ability to follow complex written and verbal instructions; and
- Ability to perform complex secretarial work requiring considerable exercise of independent judgment, react resourcefully and exercise initiative, as necessary. Ability to work under pressure and/or frequent interruptions; and
- Skill in operation of listed tools and equipment; and
- Ability to accurately record and maintain records; ability to establish and maintain effective

working relationships with employees, supervisors, other departments, officials and the public; ability to communicate effectively verbally and in writing; and

- Ability to exercise and maintain discretion and confidentiality on various matters relating to the City and/or City personnel; and
- Ability to type a minimum of 50 words per minute; transcribe minutes from recorded meetings or dictation in a timely and accurate manner.

SPECIAL REQUIREMENTS

- Possession of an International Institute of Municipal Clerks (IIMC) Certified Municipal Clerk (CMC) designation or ability to obtain one within first three years of employment.
- Possession of Notary Public.

TOOLS AND EQUIPMENT USED

Computer (including word processing, spreadsheets, databases, and other related software); printer; typewriter; ten-key calculator; multi-line telephones; dictation, transcription and recording machines; copy machine; postage machine; fax machine; folding machine.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment, while usually quiet, can at times be noisy and distracting.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Deputy City Recorder** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Deputy City Recorder

Date

Print Name: _____

Human Resources Coordinator/City Recorder

Date

City of St. Helens

Job Title: FIELD SUPERVISOR/SAFETY COORDINATOR
Department: Public Works
FLSA Status: Exempt
Union: No
Date Revised: April 2, 2007

GENERAL PURPOSE

Oversees and maintains City water distribution system as directed by Public Works Supervisor. Provides field supervision over assigned maintenance workers and equipment operators. Provides assistance to Public Works Supervisor as required. Coordinates the City safety program by providing assistance, training, and research of safety related information to the Safety Committee.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Supervisor who outlines goals and objectives, confers on policy matters and evaluates performance and effectiveness.

SUPERVISION EXERCISED

Provides daily field (job site) supervision of Public Works crews to see that work assignments are carried out and proper safety procedures are being followed. Assumes supervision of the Public Works Department in the absence of the Public Works Supervisor. Provides technical assistance and direction to the Safety Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists Public Works Supervisor in planning, scheduling, and implementation of construction activities designed to provide water, sewer, street, and drainage service for the City.
- Oversees construction and maintenance work or determines acceptability and conformance to standards.
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and the Public Works Supervisor.
- Inspects and supervises the repair of chlorine equipment, wells, booster pumping station, reservoirs, meters, fire hydrants, backflow devices, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.
- Responsible for implementation of all the current and impending rules and regulations regarding monitoring, testing, and reporting of the potable water system as required by the Safe Drinking Water Act, the Oregon Health Division, or any other regulatory agency.
- Provides for other assigned personnel to take care of testing of backflow devices, water line locations, leak detection, delinquent water account actions, and other "tickets" generated by City hall Staff.

- Responsible for insuring that the water system is properly maintained, equipment is kept in proper working order, and spaces are kept clean and painted.
- Is subject to call out after normal working hours to respond to emergency situations; may be required to direct the activities of others.
- Provide technical assistance to City personnel and the Safety Committee as requested, maintain an up to date library of OSHA and general safety material, and develop contacts with OSHA and other safety contacts that could provide assistance and training for the City.
- Attend appropriate safety seminars/conferences, coordinate the monthly safety training program, develop a long term training schedule that meets OSHA requirements, conduct the monthly safety training sessions and maintain training records and attend monthly safety meeting.

PERIPHERAL DUTIES

- Serves on various employee or other committees as assigned.
- Provides back up to Receptionist/Dispatcher as well as water system dispatcher back up.
- Other duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from high school education or GED equivalent, and
- b. Four years of experience relating to construction, maintenance, or repair, or
- c. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- a. Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- b. Skill in operation of some of the listed tools and equipment.
- c. Ability to perform heavy manual tasks for extended periods of time.
- d. Ability to work safely; ability to communicate effectively verbally and in writing.
- e. Ability to establish and maintain effective working relationships with employees, other departments and the public.
- f. Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- a. Possess or have the ability to obtain the following: Valid Oregon Driver's License and Valid Commercial Driver's License; Water Distribution Operator II Certification; Backflow Tester and Backflow Inspector Certification; Competent Person Certification and CPR/1st Aid Certification.
- b. Obtain, at a minimum, a Certificate in Management/Supervision through college level classes.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter/vacuum truck, manlift, tamper, plate compactor, saws, pumps, compressors, sanders,

generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The noise level in the work environment is sometimes loud.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Field Supervisor/Safety Coordinator job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



Field Supervisor/Safety Coordinator

DEPARTMENT: Public Works
DIVISION: Operations
SUPERVISOR: Public Works Supervisor
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Oversees and maintains City water distribution system as directed by Public Works Supervisor. Provides field supervision over assigned maintenance workers and equipment operators. Provides assistance to Public Works Supervisor as required. Coordinates the City safety program by providing assistance, training, and research of safety related information to the Safety Committee.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Supervisor who outlines goals and objectives, confers on policy matters and evaluates performance and effectiveness.

SUPERVISION EXERCISED

Provides daily field (job site) supervision of Public Works crews to see that work assignments are carried out and proper safety procedures are being followed. Assumes supervision of the Public Works Department in the absence of the Public Works Supervisor. Provides technical assistance and direction to the Safety Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Assists Public Works Supervisor in planning, scheduling, and implementation of construction activities designed to provide water, sewer, street, and drainage service for the City.
- Oversees construction and maintenance work or determines acceptability and conformance to standards.
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and the Public Works Supervisor.
- Inspects and supervises the repair of chlorine analyzer, wells, booster pumping station, reservoirs, meters, fire hydrants, backflow devices, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.
- Responsible for implementation of all the current and impending rules and regulations regarding monitoring, testing, and reporting of the potable water system as required by the Safe Drinking Water Act, the Oregon Health Division, or any other regulatory agency.

- Provides for other assigned personnel to take care of testing of backflow devices, water line locations, leak detection, delinquent water account actions, and other "tickets" generated by City hall Staff.
- Responsible for insuring that the water system is properly maintained, equipment is kept in proper working order, and spaces are kept clean and painted.
- Is subject to call out after normal working hours to respond to emergency situations; may be required to direct the activities of others.
- Provide technical assistance to City personnel and the Safety Committee as requested, maintain an up-to-date library of OSHA and general safety material, and develop contacts with OSHA and other safety contacts that could provide assistance and training for the City.
- Attend appropriate safety seminars/conferences, coordinate the monthly safety training program, develop a long-term training schedule that meets OSHA requirements, conduct the monthly safety training sessions and maintain training records and attend monthly safety meeting.
- Maintains training in NIMS. Participates in emergency management operations as a Front Line Supervisor (FLS).
- Direct Responsible Contact (DRC) for water distribution system as required by the Oregon Health Authority.
- Responsible for being in the on-call rotation and subject to being called in to work after normal work hours.
- Responsible for checking wells and the water treatment plant on non-working days.

PERIPHERAL DUTIES

- Serves on various employee or other committees as assigned.
- Provides back up to Receptionist/Dispatcher as well as water system dispatcher back up.
- Other duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from high school education or GED equivalent, and
- b. Four (4) years of experience relating to construction, maintenance, or repair, or
- c. Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Considerable knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
- b. Skill in operation of some of the listed tools and equipment.
- c. Ability to perform heavy manual tasks for extended periods of time.
- d. Ability to work safely; ability to communicate effectively verbally and in writing.
- e. Ability to establish and maintain effective working relationships with employees, other departments and the public.
- f. Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- a. Possess or have the ability to obtain the following:
 - Valid state driver's license;
 - Valid Commercial Driver's License;
 - Water Distribution Operator II Certification;
 - Backflow Tester and Backflow Inspector Certification;
 - Competent Person Certification; and
 - CPR/1st Aid Certification.
- b. Obtain, at a minimum, a Certificate in Management/Supervision through college level classes.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter/vacuum truck, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in

high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is sometimes loud.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Field Supervisor/Safety Coordinator** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Field Supervisor/Safety Coordinator

Date

Print Name: _____

Public Works Supervisor

Date

City of St. Helens

Job Title: Government Affairs and Project Support Specialist
Department: Administration
FLSA Status: Exempt
Union: Unrepresented
Created: August 21, 2019

GENERAL PURPOSE

Supports the Administration Department by assisting with government affairs initiatives, facilitating the completion of special projects, and performing various administrative activities.

SUPERVISION RECEIVED

Works under the general direction of the City Administrator.

SUPERVISION EXERCISED

No supervision exercised.

JOB DUTIES AND RESPONSIBILITIES

- Government Affairs
 - Establish and maintain essential relationships and necessary linkages with government officials, businesses, economic development, community leaders, and select media.
 - Develop policy guidance for the City on specific and complex strategic issues. Develop materials to communicate and promote these positions across all regional stakeholders.
 - Develop issue and tactical strategies with internal colleagues, contract lobbyists, and external associations and coalitions. Ensure strategies take into account local and regional policies as well as business interests.
 - Monitor legislative and regulatory proceedings, provide analysis and manage presentation of the City's position in written and oral testimony before state and local commissions and other external audiences
 - Create and present information on legislative and political activities for internal groups such as City Council, internal subject matter experts, and relevant external stakeholders.
 - Act as a City representative in front of local and community organizations in support of the City's initiatives.
 - Facilitate the completion of special projects related to strategic issues as assigned by the City Administrator. Provide necessary policy analysis of complex issues and drive internal processes through City departments and Council review where necessary.
 - Convene and coordinate advisory groups related to City activities, agency rulemaking, and development of legislation.
- Project Support
 - Assist in developing project plans containing complete scope of work identifying all project requirements, tasks, resource assignments, and an accurate estimate for task completion.
 - Provide input into project related policy decisions to produce desired business results.
 - Communicate status and updates for projects; keep stakeholders informed of project progress and potential roadblocks, as well as providing final assessment.
 - Research, develop proposals, secure and manage public, private and philanthropic grants and contracts.
 - Assist in documentation of project goals, progress reporting, and outcomes.
 - Assist with project plan updates on a regular basis.

PERIPHERAL DUTIES

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree and 4+ years of increasingly responsible related experience, or any equivalent combination of related education and experience of community/government/public relations experience.
- Experience working with the Oregon legislature.
- Experience working with local, regional, state, and federal representatives.

Knowledge, Skills and Abilities:

- Ability to effectively meet and deal with the public appropriately.
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.
- Ability to maintain a high level of organization.
- Ability to establish successful working relationships.

PREFERRED QUALIFICATIONS

- Previous experience performing clerical functions, such as data entry, minutes, and mail merge documents.
- Experience working with the media.
- Strong problem-solving, organization and communication skills and the ability to self-direct work.
- Possess research skills, ability to analyze data, and arrive at conclusions.
- Excellent communication skills (written/verbal).
- Ability to make oral and written recommendations and present plans of action.
- Strong interpersonal skills including effective communications with internal and external stakeholders regarding issues which may be sensitive in nature.
- Highly self-motivated, flexible, able to follow through, and can work under pressure with associated deadlines
- Able to exercise judgment and discretion on sensitive or confidential matters.
- Demonstrated computer proficiency; including word processing and spreadsheet applications.
- Ability to work with many different types of perspectives/personalities.

SPECIAL REQUIREMENTS

- A valid state driver's license.

TOOLS AND EQUIPMENT USED

Phone, computer, calculator, copy machine, scanner, fax machine, windows based software, Word, Excel, and City vehicle.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Government Affairs and Project Support Specialist** job description. I understand that it is my responsibility to adhere to the job duties and responsibilities outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

Government Affairs Specialist



DEPARTMENT: Administration
DIVISION: N/A
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Supports the City Council and Administration Department by assisting with government affairs initiatives, facilitating the completion of special projects, and performing various administrative activities.

SUPERVISION RECEIVED

Works under the direction of the City Administrator.

SUPERVISION EXERCISED

No supervision exercised.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

Government Affairs

- Establish and maintain essential relationships and necessary linkages with government officials, businesses, economic development, community leaders, and select media.
- Develop policy guidance for the City on specific and complex strategic issues. Develop materials to communicate and promote these positions across all regional stakeholders.
- Develop issue and tactical strategies with internal colleagues, contract lobbyists, and external associations and coalitions. Ensure strategies take into account local and regional policies as well as business interests.
- Monitor legislative and regulatory proceedings, provide analysis and manage presentation of the City's position in written and oral testimony before state and local commissions and other external audiences.
- Create and present information on legislative and political activities for internal groups such as City Council, internal subject matter experts, and relevant external stakeholders.
- Act as a City representative in front of local and community organizations in support of the City's initiatives.
- Convene and coordinate advisory groups related to City activities, agency rulemaking, and development of legislation.

Project Support

- Facilitate the completion of special projects related to strategic issues as assigned by the City Administrator. Provide necessary policy analysis of complex issues and drive internal processes through City departments and Council review where necessary.
- Provide input into project related policy decisions to produce desired business results.

- Communicate status and updates for projects; keep stakeholders informed of project progress and potential roadblocks, as well as providing final assessment.
- Support research, develop proposals, secure and manage public, private and philanthropic grants and contracts.
- Assist in documentation of project goals, progress reporting, and outcomes.
- Assist with project plan updates on a regular basis.
- Support organizational development efforts agency-wide.

PERIPHERAL DUTIES

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- EDUCATION AND EXPERIENCE** Bachelor's degree and 4+ years of increasingly responsible related experience, or any equivalent combination of related education and experience of community/government/public relations experience.
 - Experience working with the Oregon legislature.
 - Experience working with local, regional, state, and federal representatives.
- KNOWLEDGE, SKILLS, AND ABILITIES** Ability to effectively meet and deal with the public appropriately.
 - Ability to communicate effectively verbally and in writing.
 - Ability to handle stressful situations.
 - Ability to maintain a high level of organization.
 - Ability to establish successful working relationships.

PREFERRED QUALIFICATIONS

- Previous experience performing clerical functions, such as data entry, minutes, and mail merge documents.
- Experience working with the media.
- Strong problem-solving, organization and communication skills and the ability to self-direct work.
- Possess research skills, ability to analyze data, and arrive at conclusions.
- Excellent communication skills (written/verbal).
- Ability to make oral and written recommendations and present plans of action.
- Strong interpersonal skills including effective communications with internal and external stakeholders regarding issues which may be sensitive in nature.
- Highly self-motivated, flexible, able to follow through, and can work under pressure with associated deadlines.
- Able to exercise judgment and discretion on sensitive or confidential matters.
- Demonstrated computer proficiency, including word processing and spreadsheet applications.
- Ability to work with many different types of perspectives/personalities.

SPECIAL REQUIREMENTS

- A valid state driver's license.

TOOLS AND EQUIPMENT USED

Phone, computer, calculator, copy machine, scanner, fax machine, windows-based software, Word, Excel, and City vehicle.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Government Affairs Specialist** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Government Affairs Specialist

Date

Print Name: _____

City Administrator

Date

City of St. Helens

Job Title: LIBRARY DIRECTOR
Department: Library
FLSA Status: Exempt
Union: No
Date Revised: April 3, 2007

PURPOSE OF POSITION

Directs the City library and serves as advisor to the Mayor, City Council, City Administrator and staff on library issues. Performs complex supervisory, administrative, and professional work in planning, developing, organizing, scheduling, directing, supervising, and implementing a year-round, citywide library program; does related work as required.

SUPERVISION RECEIVED

Works under the general direction of the City Administrator.

SUPERVISORY RESPONSIBILITIES

Exercises supervision over all Library staff directly.

ESSENTIAL JOB FUNCTIONS include the following, but are not limited to:

- Manages and supervises library operations to ensure Library and City goals and objectives are met within available resources.
- Exhibits leadership to staff and fellow employees. Serves as a model for accomplishing City's vision and goals. Creates an environment in which employees are focused on and produce excellent quality results and customer service.
- Performs personnel duties: plans and organizes workloads and staff work assignments; hires, trains, coaches, evaluates, and terminates staff; oversees disciplinary process according to the Collective Bargaining Agreement and City policy.
- Provides direction and sets standards for excellence in internal and external customer service. Promotes professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the patron.
- Prepares and administers departmental budget; prepares cost estimates for budget recommendations; submits justifications for budget items; reviews and monitors expenditures to remain within established budgetary constraints; assures effective and efficient use of budgeted funds: personnel, materials, facilities, and time; and approves library purchase orders.
- Provides leadership and direction in the development of short- and long-range library plans; reviews program areas, implements changes or new programs to meet community needs for library service; gathers, interprets, and prepares data for studies, reports, and

recommendations; coordinates department activities with other City departments, agencies, and community-based groups as needed. Ensures statistical data including monthly, quarterly and annual reports required by the City and State Library are prepared.

- Provides professional advice on library issues to City Council; makes presentations to City Council, Library Board, civic groups, and the general public; communicates official plans, policies, and procedures to staff and the general public and serves as primary spokesperson for the Library.
- Provides professional librarian oversight for the selection of books, periodicals, and other media; reviews materials and collections that are outdated for withdrawal and coordinates removal and disposition; classification and cataloging of materials; reference services; outreach; adult, young adult and children's services; selection/maintenance/migration of the integrated online catalog.
- Assures that library facilities and equipment are maintained properly and coordinates maintenance and repair functions; monitors employee activity and equipment operations to ensure safety practices; implements and maintains safe operating practices; assures compliance with proper safety procedures, rules, and regulations.
- Maintains cooperative working relationships with City staff, other organizations, and the public.
- Maintains regular job attendance and adheres to working hours.

AUXILIARY JOB FUNCTIONS

- Serves as a member of various employee and city committees and as a City representative to various city and interagency committees as assigned.
- Assists other staff in the performance of their duties.
- Performs the duties of subordinate staff as needed.
- Maintains proficiency by attending training conferences, regional and state meetings, and reading professional journals.

KNOWLEDGE/SKILLS/ABILITIES

Must have a broad knowledge of the principles, practices, and philosophy of public library administration, current methods and principles governing the selection, acquisition, cataloging, processing, maintenance, and circulation of print and non-print materials, reference and outreach practices. Knowledge of statutes and ordinances governing public library service. Completion of an ALA-accredited Master's of Library Science program and over two years professional experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Special Requirements/Licenses: Must obtain valid CPR/First Aid card as offered.

WORKING CONDITIONS

Usual office working conditions. The noise level in the work environment is typical of most library/office environments with telephones, personal interruptions, and background noises. Work schedule may include evening and weekend assignments.

EMPLOYEE ACKNOWLEDGEMENT

This description covers the most significant essential and auxiliary duties performed by the position, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Library Director job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



Library Director

DEPARTMENT: Library
DIVISION: N/A
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Directs the City library and serves as advisor to the Mayor, City Council, City Administrator, and staff on library issues. Performs complex supervisory, administrative, and professional work in planning, developing, organizing, scheduling, directing, supervising, and implementing a year-round, citywide library program; does related work as required.

SUPERVISION RECEIVED

Works under the general direction of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over all Library staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Manages and supervises library operations to ensure Library and City goals and objectives are met within available resources.
- Provides leadership and direction in the development of short- and long-range library plans; reviews programs, implements changes or new programs and services to meet community needs. gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other City departments, agencies, and community-based groups as needed.
- Exhibits leadership to staff and fellow employees. Serves as a model for accomplishing City's vision and goals. Creates an environment in which employees are focused on and produce excellent quality results and customer service.
- Provides direction and sets standards for excellence in internal and external customer service. Promotes professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the patron.
- Provides professional oversight for selection of books, periodicals, and other media; review of outdated materials and collections for withdrawal; and coordination of removal and disposition; classification and cataloging of materials; reference services; outreach programs and services; adult and youth services; selection/maintenance/migration of the online integrated library system.
- Performs personnel duties; plans and organizes workloads and staff work assignments; hires, trains, coaches, evaluates, and terminates staff; oversees disciplinary process according to the Collective Bargaining Agreement and City policy.

- Prepares and administers departmental budget; prepares cost estimates for budget recommendations; submits justifications for budget items; reviews and monitors expenditures to remain within established budgetary constraints; assures effective and efficient use of budgeted funds: personnel, materials, facilities, and time; and approves library purchase orders. Prepares or oversees grant applications and monitors compliance and completion.
- Maintains current knowledge of and compliance with all state and federal laws related to public libraries.
- Provides professional advice on library issues to City Council; makes presentations to City Council, Library Board, civic groups, and the general public; communicates official plans, policies, and procedures to staff and the general public. Serves as primary spokesperson for the Library and responds to library-related requests from the media. Reviews and approves library press releases, publicity, and social media content.
- Ensures the accurate and timely reporting required by the City, State Library, state, and national library organizations, and grant funding entities are prepared.
- Assures that library facilities and equipment are maintained properly and coordinates maintenance and repair functions with frequent contractor interactions; serves as contact point for all non-library building tenants; responds to after-hours security/fire alarms; monitors employee activity and equipment operations to ensure safety practices; implements and maintains safe operating practices; assures compliance with proper safety procedures, rules, and regulations.
- Oversee compliance to library rules of conduct, execute needed administrative actions.
- Maintains cooperative working relationships with City staff, other organizations, and the public.
- Maintains regular job attendance and adheres to working hours.

PERIPHERAL DUTIES

- Serves as a liaison to the Library Board, as a member of various employee and city committees, and as a City representative to the Friends of the St. Helens Public Library and various city and interagency committees as assigned.
- Assists other staff in the performance of their duties.
- Performs the duties of subordinate staff as needed.
- Maintains proficiency by attending training conferences, regional and state meetings, and reading professional journals.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Completion of an ALA-accredited Masters of Library Science Program; and
- b. Two years of professional experience; or
- c. Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential duties and responsibilities of this position.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Must have a broad knowledge of the principles, practices, and philosophy of public library administration.
- b. Broad knowledge of current methods and principles governing the selection, acquisition, cataloging, processing, maintenance, and circulation of print and non-print materials, reference, and outreach practices.
- c. Knowledge of statutes and ordinances governing public library service.

SPECIAL REQUIREMENTS

- Must obtain valid CPR/First Aid card as offered.

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine; typewriter; ten-key calculator; telephones; transcription equipment; folding machine; and audio/video equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to walk, sit, stand, bend, kneel, stoop, reach and manipulate objects, hear, use hands to finger, handle, feel, and reach with hands and arms.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Usual office working conditions.
- The noise level in the work environment is typical of most library/office environments with telephones, interruptions, and background noises.

- Work schedule may include evening and weekend assignments.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Library Director** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Library Director

Date

Print Name: _____

City Administrator

Date



Parks and Recreation Manager

DEPARTMENT: Public Works
DIVISION: Parks and Recreation
SUPERVISOR: Public Works Director
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Parks and Recreation Manager is responsible for program development and administration and the overall operation of the Parks and Recreation Division.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Director.

SUPERVISION EXERCISED

Incumbent provides direct supervision to full and part-time professional, supervisory, and field staff in Parks and Recreation assigned programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Develop goals, objectives, policies, and services for assigned staff.
- Prepare and recommend annual operating budgets and monitor revenues and expenditures; purchase supplies and maintain records relating to equipment, and materials.
- Oversee and direct the maintenance, and repairs of City grounds, which include parks, athletic fields, and playgrounds.
- Develop, manage, and provide oversight to a comprehensive recreation program and related youth and adult activities including but not limited to community-wide special events, special interest classes, summer youth and adult programs, and cultural programs.
- Plan and develop budgets for classes, activities, and events, promote activities in the community, attend activities to ensure proper implementation, and maintains attendance logs and other program records.
- Supervise division employees, including assigning and reviewing work, monitoring workflow, training, evaluating performance, and resolving grievances.
- Train, recruit, and schedule volunteers for youth sports and other recreation programs.
- Prepare grant applications and manage grant contracts from a variety of private, federal, state, and local sources; assure proper grant accounting and adherence to guidelines and regulations.
- Assist with park planning and development and special project implementation, including the management of small- to medium-sized capital improvement projects.
- Answer questions and provide information to the public; investigate citizen complaints and recommend corrective action as necessary to resolve complaints; provide public presentations regarding recreation programs and services.
- Make presentations to boards and committees, community groups, school district, and public on recreation and leisure services programs.

- Work closely with youth and adult sports associations on the development and implementation of programs and scheduling of activities.
- Manage the division's sponsorship program to provide a high level of program cost recovery.
- Recommend charges for fee-based programs and ensure the proper receipting and management of fees collected.
- Develop and manage strategic partnerships with local organizations to improve service to the community.
- Prepare for publication a variety of brochures, calendars, letters, posters, news releases, flyers, website, social media, and related communications regarding recreation programs.
- May serve as a member of various employee committees.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Bachelor's degree in Recreation Administration, and five (5) or more years of experience in recreation programming which includes supervisory experience.
- b. Any equivalent combination of relevant education and experience that provides the required knowledge and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Recreation program development principles.
- b. Techniques of marketing, promoting and scheduling events, activities, and facilities.
- c. Interpersonal and customer service skills required to create a team environment.
- d. Establish and maintain effective working relationships with City staff, outside agency representatives, City officials, and the public.
- e. Develop and evaluate program budgets and provide budgetary recommendations.
- f. Communicate clearly and effectively, both verbally and in writing.
- g. Formulate park policies, procedures, rules, and regulations.
- h. Problem solving, organize workloads, meet deadlines, and develop staffing patterns to meet program and facility needs.
- i. Supervise, direct, and evaluate employees.
- j. Plan, organize, and supervise small capital improvement projects.
- k. Schedule work projects as directed by Public Works Director.
- l. Maintain site inventories and records.
- m. Prepare reports and recommendations.

SPECIAL REQUIREMENTS

- Valid state driver's license

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine; ten-key calculator; telephones.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical activities frequently required by the work include light work, exert up to 20 pounds of force and occasionally lift/move up to 50 pounds; perform tasks that may require the incumbent to walk, lift, use manual dexterity, repetitive motions, and grasp with or without reasonable accommodations; express or exchange ideas by means of the spoken word; visual acuity necessary to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; expansive reading.

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

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Parks and Recreation Manager** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Parks and Recreation Manager

DatePrint Name:

Public Works Director

Date

City of St. Helens

Job Title: PARKS FIELD SUPERVISOR
Department: Public Works
FLSA Status: Exempt
Union: No
Date Revised: April 9, 2007

Job Summary

Oversees and participates in the maintenance of City parks facilities, open spaces, and associated buildings and grounds. Provides field supervision over assigned maintenance workers. Provides assistance to the Public Works Supervisor as required.

Supervision Received

Works under the direct supervision of the Public Works Supervisor who outlines general goals and objectives, confers on policy matters and evaluates performance and effectiveness.

Supervision Exercised

Provides daily field (job site) supervision of parks maintenance crews to ensure that work assignments are completed and proper safety procedures are followed. Supervises community service and temporary employees as required and assigned.

Essential Duties and Responsibilities include the following, but are not limited to:

- Assists Public Works Supervisor in planning, scheduling and implementing construction activity and maintenance work in City parks facilities, open spaces and associated building and grounds.
- Maintains records of work activities and assists Public Works Supervisor in budgeting, record keeping and reporting administration.
- Oversees and supervises construction and maintenance activities and ensures adherence to acceptable standards and requirements.
- Ensures safety of all assigned personnel and assists or provides training to assigned crew members and community service or volunteer workers.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and the Public Works Supervisor.
- Operates the City's maintenance barge for various assignments to Sand Island facility.
- Responsible for ensuring that the various City parks, open spaces, and buildings and grounds are properly maintained by participating in and supervising personnel in the following:
 - Mowing turf areas and athletic fields;
 - Removing weeds and clearing brush;
 - Planting lawns, trees, shrubs, and flowers;

- Applying fertilizers and herbicides;
- Trimming and removing trees;
- Cleaning, repairing and maintaining restroom facilities;
- Collecting and disposing of solid waste and litter;
- Installing, repairing and operating sprinkler systems;
- Cleaning and maintaining tennis courts and nets;
- Installing goalposts, nets and other athletic facility equipment and preparing athletic fields for events;
- Setting up and taking down equipment for park and recreation events;
- Sweeping, washing, painting, and repairing park tables and slabs;
- Operating trucks, tractors, mowers, turf care equipment, chippers, chainsaws, steam cleaners, buffers, washers, and other power equipment; and
- Painting, plumbing, carpentry, and other semiskilled trades work tasks

Assists in the construction of new and expanded City parks facilities, including clearing, grading, drainage, and foundation work.

Other duties as required.

Peripheral Duties

- If appointed by City Council, perform the duties of McCormick Park Caretaker pursuant to a Caretaker Agreement.
- Serves on various employee or other committees as assigned.

Attendance at Parks Commission meetings as requested.

Desired Minimum Qualifications

Education and Experience:

- (a) Graduation from high school or GED equivalent; and
- (b) Four years experience in repair and maintenance work, or
- (c) Any equivalent combination of relevant education and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Working knowledge of equipment, materials, supplies, methods, and procedures used in building and parks maintenance, construction and repair activities;
- (b) Skill in the operation of listed tools and equipment;
- (c) Ability to perform and complete daily scheduled activities; ability to lift heavy objects perform heavy manual tasks, and walk and stand for long periods, at times under adverse field conditions; ability to work safely; ability to communicate effectively both orally and in writing; ability to understand, follow, and carry out written and oral instructions; and ability to establish and maintain effective working relationships with employees, supervisors, other departments, and the public.

Special Requirements

- Valid Oregon Driver's License;
- Commercial Driver's License (CDL) Endorsement or ability to obtain one; and
- First Aid and CPR Certificate

Desired Qualification

Herbicide applicator's license

Tools and Equipment Used

Pickup truck; lawn and landscaping equipment including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; common hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The noise level in the work environment is usually loud.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Parks Field Supervisor job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



Parks Field Supervisor

DEPARTMENT: Public Works
DIVISION: Parks and Recreation
SUPERVISOR: Parks and Recreation Manager
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Oversees and participates in the maintenance of City parks facilities, open spaces, and associated buildings and grounds. Provides field supervision over assigned parks maintenance workers. Provides assistance to the Public Works Supervisor as required.

SUPERVISION RECEIVED

Works under the direct supervision of the Parks and Recreation Manager who outlines general goals and objectives, confers on policy matters and evaluates performance and effectiveness.

SUPERVISION EXERCISED

Provides daily field (job site) supervision of parks maintenance crews to ensure that work assignments are completed and proper safety procedures are followed. Supervises community service and temporary employees as required and assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Assists Parks and Recreation Manager in planning, scheduling, and implementing construction activity and maintenance work in over 160 acres of City parks facilities, open spaces and associated buildings and grounds.
- Maintains records of work activities and assists Parks and Recreation Manager in budgeting, record keeping and reporting administration.
- Oversees and supervises construction and maintenance activities and ensures adherence to acceptable standards and requirements.
- Ensures safety of all assigned personnel and assists or provides training to assigned crew members and community service or volunteer workers.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and the Public Works Supervisor.
- Operates the City's maintenance barge for various assignments to Sand Island facility.
- Responsible for ensuring that the various City parks, open spaces, and buildings and grounds are properly maintained by participating in and supervising personnel in the following:
 - Mowing turf areas and athletic fields;
 - Removing weeds and clearing brush;
 - Planting lawns, trees, shrubs, and flowers;

- Applying fertilizers and herbicides;
 - Trimming and removing trees;
 - Cleaning, repairing and maintaining restroom facilities;
 - Collecting and disposing of solid waste and litter;
 - Installing, repairing and operating sprinkler systems;
 - Cleaning and maintaining tennis courts and nets;
 - Installing goalposts, nets and other athletic facility equipment and preparing athletic fields for events;
 - Setting up and taking down equipment for park and recreation events;
 - Sweeping, washing, painting, and repairing park tables and slabs;
 - Operating trucks, tractors, mowers, turf care equipment, chippers, chainsaws, steam cleaners, buffers, washers, and other power equipment; and
 - Painting, plumbing, carpentry, and other semiskilled trades work tasks
 - Assists in the construction of new and expanded City parks facilities, including clearing, grading, drainage, and foundation work.
 - Other duties as required.
-
- **PERIPHERAL DUTIES**Serves on various employee or other committees as assigned.
 - Attendance at Parks and Trails Commission meetings as requested.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from high school or GED equivalent; and
- b. Four years experience in repair and maintenance work, or
- c. Any equivalent combination of relevant education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Working knowledge of equipment, materials, supplies, methods, and procedures used in building and parks maintenance, construction and repair activities;
- b. Skill in the operation of listed tools and equipment;
- c. Ability to perform and complete daily scheduled activities; ability to lift heavy objects perform heavy manual tasks, and walk and stand for long periods, at times under adverse field conditions; ability to work safely; ability to communicate effectively both orally and in writing; ability to understand, follow, and carry out written and oral instructions; and ability to establish and maintain effective working relationships with employees, supervisors, other departments, and the public.

SPECIAL REQUIREMENTS

- Valid state driver's license;
- Commercial Driver's License (CDL) Endorsement or ability to obtain one; and
- First Aid and CPR Certificate.

DESIRED QUALIFICATIONS

- Herbicide applicator's license.

TOOLS AND EQUIPMENT USED

Pickup truck; lawn and landscaping equipment including tractors, mowers, aerifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; common hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The noise level in the work environment is usually loud.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Parks Field Supervisor** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Parks Field Supervisor

Date

Print Name: _____

Parks and Recreation Manager

Date

City of St. Helens

Job Title: POLICE CHIEF
Department: Police
FLSA Status: Exempt
Union: No
Date Revised: April 2, 2007

GENERAL PURPOSE

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Council and the Police Commissioner.

SUPERVISION EXERCISED

Exercises supervision over all police department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, supervises and evaluates police department operations.
- Develops policies and procedures for the Department in order to implement directives from the City Council or Police Commissioner.
- Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Assures that personnel are assign to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.
- Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
- Trains and develops Department personnel.
- Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits periodic reports to the City Council regarding the Department's activities, and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

- Attends conferences and meetings to keep abreast of current trends in the field; represents the Police Department in a variety of local, county, state and other meetings.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained

PERIPHERAL DUTIES

- May assume direction of major crime scenes, or other major incidents.
- Performs the duties of subordinate personnel as needed.
- Analyzes and recommends improvements to equipment and facilities, as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field, and
- Seven years of experience in police work, three years of which must have been equivalent to police sergeant or higher, and
- Completion of the basic law enforcement training academy or equivalent, or
- An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- Skill in the use of the tools and equipment listed below.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to give verbal and written instructions.
- Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
- Ability to meet physical standards as established by the City Council.
- Executive level law enforcement training certification issued by the Oregon Board on Police Standards and Training, or equivalent certification issued by another state.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, side handle and/or extendable baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer including word processing software.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to wear a "duty belt" around the waist, weighing up to twenty pounds for periods as long as ten hours a day, and a protective vest weighing as much as eight pounds for periods as long as ten hours a day.

The employee must occasionally lift and/or move more than 150 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Police Chief job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



Police Chief

DEPARTMENT: Police
DIVISION: N/A
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing the activities of the Police Department.

SUPERVISION RECEIVED

Works under the general guidance of the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over all Police Department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Develops policies and procedures for the Department in order to implement directives from the City Council.
- Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
- Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits periodic reports to the City Council regarding the Department's activities, and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Police Department in a variety of local, county, state and other meetings.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.

- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- Assumes full management responsibility for all Police Department programs, services, and activities including field operations, criminal investigations, code enforcement, community programs, communications, and records management and reporting.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within city policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and city needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine city needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety agencies.
- Represents the department to other city departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.

- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Administrator.

PERIPHERAL DUTIES

- May assume direction of major crime scenes, or other major incidents.
- Performs the duties of subordinate personnel as needed.
- Analyzes and recommends improvements to equipment and facilities, as needed.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration, or a closely related field, and
- b. Seven years of experience in police work, three years of which must have been equivalent to police sergeant or higher, and
- c. Completion of the basic law enforcement training academy or equivalent, or
- d. An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- b. Provide administrative and professional leadership for the department.
- c. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- d. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- e. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.
- f. Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- g. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- h. Effectively administer programs and projects with contractual agreements and ensure compliance with contractual obligations.
- i. Effectively represent the city and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- j. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- k. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- l. Direct the establishment of filing, record keeping, and tracking systems.
- m. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- n. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- o. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- p. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- q. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid state driver's License without record of suspension or revocation in any state.
- b. Ability to meet physical standards as established by the City Council.
- c. Executive level law enforcement training certification issued by the Oregon Board on Police Standards and Training, or equivalent certification issued by another state.

TOOLS AND EQUIPMENT USED

Police issued weapons and equipment as required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to wear a "duty belt" around the waist, weighing up to twenty pounds for periods as long as ten hours a day, and a protective vest weighing as much as eight pounds for periods as long as ten hours a day.

The employee must occasionally lift and/or move more than 150 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Police Chief** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Police Chief

Date

Print Name: _____

City Administrator

Date

City of St. Helens

Job Title: POLICE LIEUTENANT
Department: Police
FLSA Status: Exempt
Union: No
Date Revised: April 2, 2007

GENERAL PURPOSE

Performs a variety of routine and complex public safety work in the administration of the Police Department. Operations officer for the Police Department, who's duties encompass, but are not limited to, supervises police patrol, investigation, traffic regulation, and related law enforcement activities. Performs duties of the Day Shift Commander.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED

Exercises general supervision over police sergeants, detectives, and subordinate officers and support staff. This position is second in command of the Police Department, subordinate only to the Chief of Police, and has authority to administer discipline, both time-loss and non-time-loss, in compliance with the City's personnel Policies and any Collective Bargaining Agreement in effect.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises police sergeant, detectives, police officers and support staff in their assigned duties.
- Participate in and oversee the investigation of complaints of wrongdoing, from any source, made against Police Officers and other assigned staff and any corrective action resulting from those complaints
- Oversees and may personally participate in investigating criminal law violations occurring within the jurisdiction of the Police Department; obtaining evidences and compiling information regarding these crimes; preparing cases for filing of charges; testifying in court; and related activities.
- Supervises the scheduling and coordination of shift changes.
- Functions as the department training officer with the delegation of appropriate training functions, as deemed necessary.
- Reviews a variety of police related reports prepared by subordinate officers or others.
- Evaluates officers' arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
- Makes day-to-day police assignments as required by the needs of the department.
- Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.
- Determines how to deploy personnel during emergency responses.

- Maintains contact with police supervisory personnel to coordinate investigation activities; provide mutual assistance during emergency situations; and provide general information about Police Department activities.
- Maintains contact with general public, court officials, and other City officials in the performance of police activities.
- Conducts periodic performance evaluations and planning sessions for assigned personnel. Counsels assigned personnel on job performance and disciplinary matters.
- Maintains normal availability by radio or telephone for consultation on major emergencies or procedural questions.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances and Police Department policies.
- Oversees and assists, as needed, Police Department responses to emergency radio calls; in the patrol of City streets, parks, commercial and residential areas to preserve the peace and enforce the law; control vehicular traffic; prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations; takes appropriate law enforcement action, and to otherwise serve and protect.
- Prepares a variety of reports and records.
- Reviews, evaluates and develops programs, policies and procedures for various departmental operations.
- Assists in the preparation and administration of the department budget.

PERIPHERAL DUTIES

- Interviews suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders and prepares cases for giving testimony and testifies in court proceedings.
- Coordinates and supervises the training, assignment, development of subordinate police officers.
- Coordinates activities with supervisors of other City departments; exchanges information with officers in other law enforcement agencies; and obtains advice from the City Attorney, Court Administrator, and Municipal and State Prosecutor's Office regarding cases, policies and procedures.
- Decides case priorities and determines when to take over an investigation. Analyzes and recommends improvements to equipment and facilities, as needed.
- Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Monitors and observes patrol or investigative activities to ensure that conduct and performance conforms to Police Department standards.
- Schedules and conducts meetings.
- Maintains departmental equipment, supplies and facilities.
- Maintains liaison with community groups.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. High school diploma or equivalent supplemented by a minimum of eighty term hours or a two-year degree from an accredited college, or vocational school training in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; and
- b. Completion of the basic law enforcement training academy or equivalent; and
- c. Minimum of seven years work experience as a fully commissioned police officer, three of which shall have been in a supervisory position; or
- d. An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- a. Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and Police Department rules and regulations; extensive knowledge of City's geography.
- b. Skill in the operation of the tools and equipment listed below
- c. Ability to train and supervise subordinate personnel.
- d. Ability to perform work requiring good physical condition.
- e. Ability to communicate effectively orally and in writing.
- f. Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- g. Ability to exercise sound judgment in evaluating situations and in making decisions.
- h. Ability to follow and give verbal and written instructions.
- i. Ability to meet the special requirements listed below

SPECIAL REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state, and
- b. Ability to meet Police Department's physical standards, and
- c. Must within two years from date of appointment, obtain a management level certification issued by the Oregon Department of Public Safety Standards and Training.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, side handle and/or extendable baton, handcuffs, intoxilyzer, pager, first aid equipment, personal computer including word processing software.

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 and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to wear a "duty belt" around the waist weighing up to twenty pounds for periods as long as ten hours a day, and a protective vest weighing as much as eight pounds for periods as long as ten hours a day.

The employee must occasionally lift and/or move more than 150 pounds, and on occasion may be required to engage in physical altercations with persons subject to arrest who resist.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Police Lieutenant job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



Police Lieutenant

DEPARTMENT: Police
DIVISION: N/A
SUPERVISOR: Police Chief
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of routine and complex public safety work in the administration of the Police Department. Operations officer for the Police Department, who's duties encompass, but are not limited to, supervises police patrol, investigation, traffic regulation, and related law enforcement activities. Performs duties of the Day Shift Commander.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED

Exercises general supervision over police sergeants, detectives, and subordinate officers, and support staff. This position is second in command of the Police Department, subordinate only to the Chief of Police, and has authority to administer discipline, both time-loss and non-time-loss, in compliance with the City's personnel Policies and any Collective Bargaining Agreement in effect.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Plans, organizes, assigns, review, and supervises the daily functions, operations, and activities of the Police Department, including field operations, criminal investigations, code enforcement, community programs, communications, and records management and reporting.
- Manages internal investigation processes in accordance with policies and procedures.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Supervises the work of sworn and non-sworn staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Responds to emergency and non-emergency situations as needed; supervises investigations; performs the full range of patrol, investigative, and related law enforcement duties of an officer and assumes a command role as appropriate; oversees and coordinates cooperative working relationships and mutual aid agreements with representatives of other local public safety agencies.

- Oversees and commands the Special Investigative Unit, responsible for selection of members, training, and equipment for unit, assumes a command role as appropriate; oversees and coordinates cooperative working relationships and mutual aid agreements with representatives of other local public safety agencies.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of assigned programs, projects, operations, and services; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Plans, coordinates, and implements training programs for department staff; assists with development of individual training plans and makes recommendations for training; ensures staff complies with DPSST mandatory training requirements.
- Provides staff assistance to the Police Chief; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Determines how to deploy personnel during emergency responses.
- Maintains contact with police supervisory personnel to coordinate investigation activities; provide mutual assistance during emergency situations; and provide general information about Police Department activities.
- Serves as a liaison for assigned functions with other city departments, outside agencies, and the public; serves on various commissions, committees, and boards.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in law enforcement; monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Coordinates and supervises the training, assignment, development of subordinates, to include documenting periodic performance evaluation for assigned personnel. Coaches, mentors, and develops employees to maximize performance and encourage development. Includes creating and maintaining performance plans to ensure proper development and succession.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances and Police Department policies.
- Oversees and assists, as needed, Police Department responses to emergency radio calls; in the patrol of City streets, parks, commercial and residential areas to preserve the peace and enforce the law; control vehicular traffic; prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations; takes appropriate law enforcement action, and to otherwise serve and protect.
- Manages department facilities and equipment maintenance, including planning, prioritizing, and scheduling capital improvement and maintenance projects in coordination with management; reviews plan, and specifications and recommends changes as appropriate to

meet operational needs; oversees the work of contractors to ensure compliance with city standards.

- Acts as the department's public information officer, as needed, maintaining positive relations with the media and public.
- Reviews, evaluates, and develops programs, policies, and procedures for various departmental operations.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Performs related duties as assigned.

PERIPHERAL DUTIES

- Interviews suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders and prepares cases for giving testimony and testifies in court proceedings.
- Coordinates activities with supervisors of other City departments; exchanges information with officers in other law enforcement agencies; and obtains advice from the City Attorney, Court Administrator, and Municipal and State Prosecutor's Office regarding cases, policies, and procedures.
- Decides case priorities and determines when to take over an investigation. Analyzes and recommends improvements to equipment and facilities, as needed.
- Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Monitors and observes patrol or investigative activities to ensure that conduct and performance conforms to Police Department standards.
- Schedules and conducts meetings.
- Maintains departmental equipment, supplies and facilities.
- Maintains liaison with community groups.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- High school diploma or equivalent supplemented by a minimum of eighty term hours or a two-year degree from an accredited college, or vocational school training in police sciences, law enforcement, criminal justice administration, public administration, or a closely related field; and
- Completion of the basic law enforcement training academy or equivalent; and
- Minimum of seven years work experience as a fully commissioned police officer, three of which shall have been in a supervisory position; or

- An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct law enforcement programs and activities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solution.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Research and summarize information; prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.
- Effectively represent the department and the city in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state, and
- Ability to meet Police Department's physical standards, and
- Must within two years from date of appointment, obtain a management level certification issued by the Oregon Department of Public Safety Standards and Training.

TOOLS AND EQUIPMENT USED

Police issued weapons and equipment as required.

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 and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to wear a "duty belt" around the waist weighing up to twenty pounds for periods as long as ten hours a day, and a protective vest weighing as much as eight pounds for periods as long as ten hours a day.

The employee must occasionally lift and/or move more than 150 pounds, and on occasion may be required to engage in physical altercations with persons subject to arrest who resist.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Police Lieutenant** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Police Lieutenant

Date

Print Name: _____

Police Chief

Date

City of St. Helens

Job Title: POLICE SERGEANT
Department: Police
FLSA Status: Non-Exempt
Union: No
Date Revised: October 7, 2020

GENERAL PURPOSE

Performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities. Functions as a Shift Commander, supervisor of specialty team or detail (ie, CENT or detectives), supervises personnel of lesser rank and a member of the management team responsible for the administration of the Police Department.

SUPERVISION RECEIVED

Works under the general supervision of a Police Lieutenant or during the absence of the Lieutenant, the Police Chief.

SUPERVISION EXERCISED

Exercises general supervision over police officers and other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises police officers and other staff in their duties. Makes decisions and directs department activities as a part of management.
- Responsible to ensure the safety of subordinates.
- Conducts or participates in the investigation of complaints made by citizens against Police Officers or other staff and any resulting corrective action, including relieving employee from duty with or without pay.
- Conducts or participates in the hiring process, including oversight of oral board interviews in the absence of the Lieutenant, both for new hires and for promotional interviews.
- Supervises the scheduling and coordinating of shift changes.
- Reviews a variety of police related reports prepared by subordinate officers or others and ensure completion of subordinate's work.
- Continuously monitors the quality and quantity of work performed of subordinates, including evaluating officers arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
- Makes day-to-day police assignments as required by the needs of the service, including the granting of time off and the granting of permission to work overtime.
- Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation. Develops new approaches to investigate problems.
- Advises other supervisors on deployment of personnel during emergency responses.
- Maintains contact with all police personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about department activities.

- Maintains contact with general public, court officials, and other City officials in the monitoring of performance of police activities, as assigned.
- Conducts periodic performance evaluation and planning sessions for assigned personnel, including identifying employee strengths and weaknesses and making plans with the employee to maximize capabilities and to deal with performance issues, either positive or negative. Includes creating and maintaining appropriate records.
- Counsels assigned personnel on job performance and disciplinary matters.
- Participates in special assignments, as assigned.
- Personally participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
- Works a uniformed shift in the performance of security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
- Maintains normal availability by radio, pager, or telephone for consultation on major emergencies or precedent.
- Carries out duties in conformance with Federal, State, County, and City laws/ordinances, and Department policies.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victims, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and prepares semiannual evaluations of members of the department under his/her supervision.
- Assists citizens with such matters as locked or stalled vehicles, crime prevention, drug resistance, traffic safety, etc.
- Coordinates and supervises the training, assignment, development of subordinate police officers, including the observation and evaluation of probationary employees resulting in recommendations to retain or release the employee.
- Coordinates activities with other Shift Commanders, other City departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures.
- Participate in grievances, grievance arbitrations or other management/labor activities as a representative of management.
- Supervises Criminal Detective(s) and participates in criminal investigations, when appropriate.

- Supervises the Columbia Enforcement Narcotics Team (CENT) while that countywide team is managed by SHPD, including the Raid Entry Team.
- Supervises the Meth Lab Response Team while that countywide team is managed by SHPD.
- Supervises the Critical Incident Response Team (CIRT) as both Tactical Commander and as Ground Team Commander, including exercising supervision over assigned members from other police, fire, or dispatch agencies.

PERIPHERAL DUTIES

- Analyzes and recommends improvements to equipment and facilities, as needed.
- Reviews, evaluates, and develops programs, policies and procedures for various departmental operations.
- Schedules and conducts meetings.
- Maintains departmental equipment, supplies and facilities.
- Maintains liaison with community groups.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a. High school diploma or equivalent; and
- b. Completion of the State Basic Training Academy ; and
- c. Minimum of five years work experience as a fully commissioned police officer; and
- d. At the time of appointment posses an Advance Certification issued by the Oregon Board on Police Standards and Training.
- e. *Preferred* to hold the rank of Corporal.

Necessary Knowledge, Skills, and Abilities:

- a. Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- b. Considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- c. Extensive knowledge of City's geography.
- d. Skill in the operation of the tools and equipment listed below.
- e. Ability to train and supervise subordinate personnel.
- f. Ability to perform work requiring good physical condition.
- g. Ability to communicate effectively orally and in writing.
- h. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the general public.
- i. Ability to exercise sound judgment in evaluating situations and in making decisions.
- j. Ability to follow and give verbal and written instructions.
- k. Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
- b. Ability to meet Department's physical standards.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, side handle, or extendable baton, handcuffs, breathalyzer, pager, first aid 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; smell/taste; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; on occasion may be required to become involved in physical altercations to take, and or maintain control of suspects, or prisoners. The employee will be required to wear a duty belt weighing in excess of twenty pounds for extended periods of time.

The employee must occasionally lift and/or move items or persons weighing in excess of 150 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Police Sergeant** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____



Police Sergeant

DEPARTMENT: Police
DIVISION: N/A
SUPERVISOR: Police Lieutenant
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of routine and complex public safety work in the performance and administration of police patrol, investigation, traffic regulation, and related law enforcement activities. Functions as a Shift Commander, supervisor of specialty team or detail (i.e., CENT or detectives), supervises personnel of lesser rank and a member of the management team responsible for the administration of the Police Department.

SUPERVISION RECEIVED

Works under the general supervision of a Police Lieutenant or during the absence of the Lieutenant, the Police Chief.

SUPERVISION EXERCISED

Exercises general supervision over police officers and other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Plans, organizes, assigns, supervises, and reviews the work of sworn staff on an assigned shift; conducts shift briefings; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Responsible to ensure the safety of the public and police personnel.
- Monitors activities of assigned shift; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Identifies procurement needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Participates and coordinates cooperative working relationships and mutual aid agreements with representatives of other local public safety agencies.
- Conducts or participates in the hiring process, as needed, including oversight of oral board interviews, both for new hires and for promotional interviews.

- Coordinates and leads daily shift briefings to discuss crime trends, local crime hot spots and public safety issues that impact our community. Develops daily proactive policing plans to combat crime in our community and deploys resources in accordance with the plans.
- Assists with development of individual training plans and makes recommendations for training; ensures staff complies with DPSST mandated training requirements.
- Reviews police related reports prepared by subordinate officers or others and ensure completion and quality of subordinate's work.
- Monitors overtime expenditures and proper staffing levels to ensure fiscal responsibility and compliance with mandated staffing levels.
- Makes appropriate notifications, as needed, during critical or high-profile events.
- Responds to incidents, crime scenes, accidents, or emergencies and serves as Incident Commander of police activities, including supervising and participating in any or all crime scene processes, diffusing situations, enforcing laws, codes, and ordinances, providing technical advice and direction, and requesting additional resources as necessary.
- Conducts periodic performance evaluation and planning sessions for assigned personnel, including identifying employee strengths and weaknesses and making plans with the employee to maximize capabilities and to deal with performance issues, either positive or negative. Includes creating and maintaining appropriate records.
- Coordinates and supervises the training, assignment, development of subordinate police officers, to include documenting periodic performance evaluation for assigned personnel. Coaches, mentors, and develops employees to maximize performance and encourage development. Includes creating and maintaining performance plans to ensure proper development and succession.
- Participates in special assignments, as assigned.
- Supervises the preparation and dissemination a variety of police records and reports prepared by subordinate officers; supervises preparation of court cases; testifies in court as needed.
- Maintains availability by radio or telephone for consultation on major emergencies or precedent.
- Maintains files, databases, and records related to daily activities and operations.
- Carries out duties in conformance with Federal, State, County, and City laws/ordinances, and Department policies.
- Patrols the city to secure life and property, observes situations, reports suspicious behavior, criminal activity, or hazardous conditions, and deters crime by providing high visibility. Responds to emergency radio calls as needed and takes appropriate law enforcement and supervisory action.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Prepares a variety of written reports, memoranda, and correspondence, and prepares semiannual evaluations of members of the department under his/her supervision.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in law enforcement; monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Coordinates assigned services and operations with those of other departments and outside agencies.
- Participate in grievances, grievance arbitrations, or other management/labor activities as a representative of management.
- Supervises Criminal Detective(s) and participates in criminal investigations, as needed.
- Performs other duties as assigned.

PERIPHERAL DUTIES

- Analyzes and recommends improvements to equipment and facilities, as needed.
- Reviews, evaluates, and develops programs, policies, and procedures for various departmental operations.
- Schedules and conducts meetings.
- Maintains departmental equipment, supplies and facilities.
- Maintains liaison with community groups.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. High school diploma or equivalent; and
- b. Completion of the State Basic Training Academy ; and
- c. Minimum of five years work experience as a fully commissioned police officer; and
- d. At the time of appointment posses an Advance Certification issued by the Oregon Board on Police Standards and Training.
- e. Preferred to hold the rank of Corporal.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- b. Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- c. Basic principles and practices of budget administration and monitoring.
- d. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- e. Functions and services of a full-service municipal police department.
- f. Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of suspects.
- g. Rules of evidence regarding search and seizure and the preservation of evidence.
- h. Investigation and identification techniques and equipment.

- i. Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- j. Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- k. Principles and procedures of record keeping.
- l. Techniques for effectively representing the city in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- m. Methods and techniques of preparing reports and general business correspondence.
- n. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and city staff.
- o. The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- p. Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- q. Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- r. Supervise law enforcement programs and activities on assigned shift.
- s. Perform the full scope of police officer duties.
- t. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- u. Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solution.
- v. Prepare clear and concise reports, correspondence, procedures, and other written materials.
- w. Maintain accurate records and files of work performed.
- x. Effectively represent the department and the city in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- y. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- z. Use tact, initiative, prudence, and independent judgment within general policy and procedural and legal guidelines.
- aa. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- bb. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- cc. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state.
- b. Ability to meet Department's physical standards.

TOOLS AND EQUIPMENT USED

Police issued weapons and equipment as required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; smell/taste; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; on occasion may be required to become involved in physical altercations to take, and or maintain control of suspects, or prisoners. The employee will be required to wear a duty belt weighing in excess of twenty pounds for extended periods of time.

The employee must occasionally lift and/or move items or persons weighing in excess of 150 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Police Sergeant** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Police Sergeant

Date

Print Name: _____

Police Lieutenant

Date

City of St. Helens

Job Title: PUBLIC WORKS DIRECTOR
Department: Public Works
FLSA Status: Exempt
Union: No
Date Revised: February 19, 2020

GENERAL PURPOSE

Performs complex supervisory, administrative, and professional work as manager of the City Engineering, Public Works, Fleet, Parks, Water Filtration, and Wastewater Treatment Divisions. Oversees development, review, and management of engineering projects, ensuring technical competence and compliance with applicable codes and criteria.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator and Councilor liaison assigned by the Mayor. Coordinates activities with the City Administrator.

SUPERVISION EXERCISED

Provides direct supervision to the Engineering Supervisor, Wastewater Treatment Plant Superintendent, Parks Supervisor, and Public Works Supervisor.

ESSENTIAL DUTIES AND RESPOSIBILITIES include the following, but are not limited to:

- Supervises the divisions of; City Engineering, Public Works, Fleet, Parks, Water, and Wastewater Treatment, through the supervisor of each Division and their subsequent supporting staff, either directly or through subordinates.
- Reviews work procedures, coordinates work schedules, and expedites work as necessary.
- Prepares and documents budget requests; administers adopted budget in assigned areas of responsibility.
- Standardizes department policies and procedures to improve efficiency and effectiveness of operations.
- Adjusts errors, complaints, and grievances.
- Prepares composite reports from individual reports of subordinates.
- Develops and transmits written and oral instructions, as needed, to maintain effective working relationships with the public and City employees. Promotes harmony among City work groups.
- Coordinates departmental reviews of private project development proposals and plans for compliance with codes, regulations and standards, adequacy of permits, and compliance with approved plans.
- Coordinates the preparation of public improvement engineering plans and specifications, coordinates all required bid solicitations and reviews all construction bids. Makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.

- Oversees public works projects to ensure contractor compliance with time and budget parameters.
- Oversees preparation and maintenance of the sanitary sewer, water, storm drainage, and street system maps, GIS systems, data bases, infrastructure management systems, and comprehensive plans.
- Responds to public or other inquiries relative to procedures on specific projects and other information.
- Coordinates and assists in the evaluation and preparation of studies and reports on impacts of public improvement proposals, development proposals, permits, rezoning, comprehensive plan amendments, plats, etc on public infrastructure.
- Attends City Council meetings and other meetings as assigned.
- Coordinate or write agenda, reviews minutes, and prepares status reports for various Boards and Commissions of the City.
- Responds or coordinates the response to inquiries relative to parks, streets, traffic, parking, utilities, and/or storm drainage.

PERIPHERAL DUTIES

- Assists in the training of other City personnel.
- Coordinate events and special use permits for city parks.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Undergraduate degree in civil engineering, public administration or business from an accredited four-year college or university. PE or advanced degree preferred.
- (B) Minimum of five years' experience in public works related positions with at least three to five years in supervisory positions.
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) General knowledge of civil engineering, principles, practices, and methods as applicable to a municipal setting; considerable knowledge of applicable City policies, laws, and regulations affecting department activities.
- (B) Preparing and analyzing cost estimates on complex projects; skill in operating the listed tools and equipment.
- (C) Ability to communicate effectively, orally, and in writing with employees, consultants, other governmental agency representatives, City officials, and the general public; ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- (A) Valid Oregon State Driver's License or ability to obtain prior to employment.
- (B) Must be physically capable of moving about on construction work sites and under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; GIS; motor vehicle; phone.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Public Works Director** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____



Public Works Director

DEPARTMENT: Public Works
DIVISION: N/A
SUPERVISOR: City Administrator
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

The Public Works Director is a highly responsible executive level position and a key contributor to the City's leadership team. The Public Works Director performs complex managerial and professional work in planning, organizing, directing, and overseeing the operations of the City of St. Helens Public Works Department to maintain the quality and safety of the City's infrastructure and deliver associated programs and services reliably, efficiently, and cost effectively. The director provides leadership and strategic direction to the department, coordinates activities with other departments and outside agencies.

The Public Works Department is organized into five primary divisions: Engineering, Public Works Operations, Wastewater Treatment Plant, Water Filtration Facility, and Parks and Recreation. Programs and services include water, wastewater, drainage, and solid waste utilities; streets, traffic engineering, and pavement management; engineering, construction management and survey services for public and private transportation and utility infrastructure projects within the City and for utilities within the City's utility service area; grounds, parks, and sensitive lands maintenance; fleet, facilities, and Water Resources.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Administrator and Councilor liaison assigned by the Mayor. Coordinates activities with the City Administrator.

SUPERVISION EXERCISED

Provides direct supervision to all department personnel including the City Engineer, Wastewater Treatment Plant Supervisor, Water Filtration Supervisor, Parks and Recreation Manager, and Public Works Supervisor.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Assume full management responsibility for all public works department services and activities including engineering, water, wastewater, drainage and solid waste utilities; streets, traffic engineering, and pavement management; construction management for public and private transportation and utility infrastructure projects within the City.

- Manage the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Prepares and documents budget requests; administers adopted budget in assigned areas of responsibility.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Serves as a member of Management Leadership Team and participates on committees and task forces in citywide policy and management issues and other strategic initiatives.
- Develops and transmits written and oral instructions, as needed, to maintain effective working relationships with the public and City employees. Promotes harmony among City work groups.
- Coordinates departmental reviews of private project development proposals and plans for compliance with codes, regulations and standards, adequacy of permits, and compliance with approved plans.
- Consult and provide support to Human Resources during labor negotiations; ensure compliance of union contracts when determining and administering personnel actions.
- Coordinates the preparation of public improvement engineering plans and specifications, coordinates all required bid solicitations, and reviews all construction bids. Makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Oversees public works projects to ensure contractor compliance with time and budget parameters.
- Oversees preparation and maintenance of the sanitary sewer, water, storm drainage, and street system maps, GIS systems, data bases, infrastructure management systems, and comprehensive plans.
- Responds to public or other inquiries relative to procedures on specific projects and other information.
- Coordinates and assists in the evaluation and preparation of studies and reports on impacts of public improvement proposals, development proposals, permits, rezoning, comprehensive plan amendments, plats, etc on public infrastructure.
- Attends City Council meetings and other meetings as assigned.
- Coordinate or write agenda, reviews minutes, and prepares status reports for various Boards and Commissions of the City.
- Responds or coordinates the response to inquiries relative to parks, streets, traffic, parking, utilities, and/or storm drainage.
- Coordinate department activities related to or impacting service areas of other departments and outside agencies, schools, and organizations.
- Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the public, and media representatives.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Undergraduate degree in civil engineering, public administration, or business from an accredited four-year university. Master's degree preferred.
- b. Eight (8) years of broad and extensive experience in public works related positions with at least five (5) years in management role.
- c. Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. General knowledge of civil engineering, principles, practices, and methods as applicable to a municipal setting; considerable knowledge of applicable City policies, laws, and regulations affecting department activities.
- b. Preparing and analyzing cost estimates on complex projects; skill in operating the listed tools and equipment.
- c. Ability to communicate effectively, orally, and in writing with employees, consultants, other governmental agency representatives, City officials, and the general public; ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- a. Valid state driver's license or ability to obtain prior to employment.
- b. Must be physically capable of moving about on construction work sites and under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided- design software; standard drafting tools; GIS; motor vehicle; phone.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Public Works Director** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Public Works Director

Date

Print Name: _____

City Administrator

Date

City of St. Helens

Job Title: PUBLIC WORKS SUPERVISOR
Department: Public Works
FLSA Status: Exempt
Union: No
Date Revised: April 6, 2007

GENERAL PURPOSE

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the general supervision of the Engineering Manager.

SUPERVISION EXERCISED

Exercises close supervision over assigned maintenance workers and equipment operators of Public Works and Parks departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES Include the following, but not limited to

- Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality water, sewer, street and drainage service for the City; oversees construction and maintenance work to determine acceptability and conformance to standards.
- Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of Parks, water, sewer, street and storm drainage facilities.
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of streets, water systems, sewer collection, and storm drainage systems and other department facilities.
- Inspects and supervises the repair of chlorine machine, booster pumping stations, reservoir, meters, streets, drainage systems and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Over sees requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.
- Advises Public Works Manager, Parks Attorney, Engineer, and other City officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding street, water, sewer and drainage problems and services.
- Supervises, instructs and assists assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and sewer collection systems.
- Ensures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from the store room.

- Supervises the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and informs crews of such locations.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situations, determines if liability lies with the City or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary.
- Supervises the contacting of residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
- Supervises the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and other City supervisors.
- Supervises the control and use of supplies and equipment used in the maintenance, construction and repair of water lines, sewer lines, street, drainage systems and other department facilities to ensure that all equipment is in proper working order.
- Analyzes annual operating costs and makes recommendations for department budget.
- Analyzes and projects the needs of the City for equipment, bridges, roads, sidewalk and materials for completion of the same.
- Provides operations guidance for construction of bridges, buildings, sidewalks, signs, sewer, drainpipe installations, culvert installation and road construction.
- Approves the purchases and signs off on bills of heavy equipment and requisitions all supplies and materials needed for effective department operation.
- Parks Commission Meetings.
- Supervise Maintenance of Marina facilities.
- Review reports done by the Parks supervisor – Use permits.
- Responsible for water treatment plant
- Responsible for joint maintenance facility
- Sign building permits and the signing off of bills at city hall

PERIPHERAL DUTIES

- Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.
- Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from high school education or GED equivalent, and
- (b) Seven (7) years of experience relating to the construction, repair and maintenance of water, sewer, street, or storm drainage systems including the operation of related maintenance equipment, or
- (c) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, and street systems; thorough knowledge of pipe

installation, connection and repair; thorough knowledge of road construction and maintenance.

- (b) Skill in operation of the listed tools and equipment.
- (c) Ability to guide, direct and motivate employees; ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks and sewer cleaners; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

Valid state driver's license and CDL certification
 Certification as a Water Distribution Operator II
 Backflow Tester and Inspector Certification
 Competent Person Certificate
 First Aid and CPR Certificate
 Water Treatment I license
 Management Supervisor Certificate

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machines. SCATA System

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally

exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Public Works Supervisor job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



Public Works Supervisor

DEPARTMENT: Public Works
DIVISION: Operations
SUPERVISOR: Public Works Director
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Exercises close supervision over assigned utility workers and equipment operators of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES Include the following, but not limited to:

- Plans, schedules, and implements construction, maintenance, and operation activities designed to provide quality water, sewer, street, and drainage service for the City; oversees construction and maintenance work to determine acceptability and conformance to standards.
- Instructs, supervises, and guides employees performing the duties of maintenance, construction and repair of water, sewer, street, and storm drainage facilities.
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of streets, water systems, sewer collection, and storm drainage systems and other department facilities.
- Inspects and supervises the repair of chlorine analyzer, booster pumping stations, reservoir, meters, streets, drainage systems, and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Over sees requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption, and reports.
- Advises Public Works Director in matters relating to department activities; provides information to various civic, school, and public groups and individuals regarding street, water, sewer and drainage problems and services.
- Supervises, instructs, and assists assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and sewer collection systems.

- Ensures that all necessary materials, supplies, and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools, and supplies.
- Supervises the location of storm, water, and sewer lines from the appropriate sources prior to excavation and informs crews of such locations.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situations, determines if liability lies with the City or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary.
- Supervises the contacting of residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Supervises the safety of assigned utility workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Assists in motivating and evaluating personnel by acting as a liaison between crew members and other City supervisors.
- Supervises the control and use of supplies and equipment used in the maintenance, construction and repair of water lines, sewer lines, street, drainage systems and other department facilities to ensure that all equipment is in proper working order.
- Analyzes annual operating costs and makes recommendations for department budget.
- Analyzes and projects the needs of the City for equipment, bridges, roads, sidewalk, and materials for completion of the same.
- Provides operations guidance for construction of bridges, buildings, sidewalks, signs, sewer, drainpipe installations, culvert installation and road construction.
- Approves the purchases and signs off on bills of heavy equipment and requisitions all supplies and materials needed for effective department operation.
- Responsible for water treatment plant.
- Responsible for joint maintenance facility.
- Reviews and signs off on building permits.
- Direct Responsible Contact (DRC) for the water distribution system required by the Oregon Health Authority.
- Responsible for being in the on-call rotation and subject to being called in to work after normal work hours.
- Responsible for checking wells and the water treatment plant on non-working days.

PERIPHERAL DUTIES

- Operates a variety of power construction and maintenance equipment used in water, sewer, and streets.
- Serves on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from high school education or GED equivalent, and

- b. Seven (7) years of experience relating to the construction, repair, and maintenance of water, sewer, street, or storm drainage systems including the operation of related maintenance equipment, or
- c. Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Thorough knowledge of equipment, facilities, materials, methods, and procedures used in public water supply and distribution systems, sewer collection systems, storm drainage systems, and street systems; thorough knowledge of pipe installation, connection, and repair; thorough knowledge of road construction and maintenance.
- b. Skill in operation of the listed tools and equipment.
- c. Ability to guide, direct, and motivate employees; ability to operate and maintain various equipment used in water maintenance and repair such as backhoe, dump trucks, and sewer cleaners; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

- Valid state driver's license and CDL certification
- Certification as a Water Distribution Operator II
- Backflow Tester Certification
- Competent Person Certificate
- First Aid and CPR Certificate
- Management Supervisor Certificate
- Cross Connection Specialist Certification

TOOLS AND EQUIPMENT USED

Knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, backhoe, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, trencher, common hand and power tools, shovels, wrenches. Skill in use of leak detection devices, mobile radio, phone, SCADA System, personal computer including word processing and other software, copy and fax machines.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The

employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Public Works Supervisor** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Public Works Supervisor

Date

Print Name: _____

Public Works Director

Date

City of St. Helens

Job Title: WATER FILTRATION FACILITY SUPERVISOR
Department: Public Works
FSLA Status: Exempt
Union: No
Date Created: June 5, 2013

GENERAL PURPOSE

Oversees, maintains and operates the drinking water treatment facility, the process and equipment which is controlled using a computerized SCADA system. In the daily operational activities of the Supervisor, apply their knowledge, experience and skills to make informed process control or system integrity decisions that directly impact the quality or quantity of drinking water that affect public health. Performs all regular and non-routine water filtration plant operations and maintenance, including lab and clerical work. Performs all activities necessary to maintain structures, equipment, and grounds. Trains and supervises work activities of employees with less skill and experience. Writes and maintains the standard operating procedures and protocols manual for the water filtration facility.

SUPERVISION RECEIVED

Works under the general direction of the Public Works Supervisor who outlines goals and objectives, confers on policy matters, and evaluates performance and effectiveness.

SUPERVISION EXERCISED

Provides general supervision to staff assigned to work on the operation and maintenance of the water filtration facility. When problems or alarms occur outside the normal operating conditions that require changes in the process control or operation, or require further troubleshooting than covered in the written standards and protocols, the Water Filtration Facility Supervisor with Direct Responsible Charge (DRC OAR 333-061-0020, pg 8, article 53), provides oral or written instructions and directions to the Public Works Supervisor, Water System/Filtration Operator(s), Public Works utility workers and personnel, with corrective actions and/or procedures to make the necessary adjustments or changes to the drinking water treatment process or equipment. In the absence of the Water Filtration Facility Supervisor, all possible effort must be made to contact Supervisor to notify them of the problem or situation to keep them updated and informed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not limited to:

- Plans, schedules, and implements maintenance and operation activities as they have to do with the operation of the Water Filtration Facility and the quality of water being produced.
- Operate and monitor a computerized control system (SCADA) to control the water treatment process, pumps, motors and chemical feeders.
- Respond to alarms and make necessary adjustments or changes within prescribed standards and protocols to the process to insure continued production and an uninterrupted supply of drinking water.

- Be able to perform all duties of a Water Treatment Operator and/or Water System Filtration Operator.
- Monitor and inspect all water plant operations and equipment and record and maintain data from control room spreadsheets, process meters, gauges and recording instruments. Report malfunctions and unusual trends to the Public Works Supervisor.
- Calibrate and maintain process monitoring instruments.
- Compile and complete all Federal, State and Local reports as required by law. Reports and recordkeeping will be performed in accordance with prescribed standards.
- Maintains records of work activities.
- Assists Public Works Supervisor in budget preparation, expenditure tracking, record keeping, and reporting.
- Supervises the control and use of supplies and equipment used in the maintenance and operation of the Water Filtration Facility.
- Monitors all plant operations and records data from control room meters, gauges, and recording chart readings. Reports malfunctions and unusual trends or conditions to supervisor.
- Adjusts apparatus controls, starts and stops pumps, adjusts valves, and operates electric switches and valve controls as necessary to maintain assigned process operations within prescribed standards.
- Collects raw water, in-process finished water, and effluent samples for in-house and outside analysis. Prepares samples for shipping to outside laboratory as required, following all specifications for strict chain-of-custody. Conducts laboratory tests, such as pH, chlorine, and turbidity, in accordance with established procedures. Maintains appropriate records.
- Performs all routine maintenance on equipment, such as lubrication, oil changes, and belt changes. Performs routine repair work, such as disassembly, repair, and installation of valves, switches, process instrumentation, motors, and related equipment.
- Performs plant and landscape maintenance duties within scope of ability. This includes: inspection, cleaning, and maintenance of tanks; corrosion control of plant piping and valves; structural concrete repairs; scraping and painting; carpentry; plumbing; minor electrical repairs; mopping and waxing floors; cleaning windows; and mowing and trimming lawns.
- Performs all work in accordance with Federal, State, and Local laws, rules, and regulations and in compliance with all departmental safety policies and procedures. This includes using appropriate safety devices and equipment.
- Responds to public inquiries in a courteous manner. On occasion, conducts public tours of the plant. Maintains excellent relations with suppliers and vendors, engineers, regulatory agencies, and other people in the industry through oral and written communication.
- Conducts individual projects, such as projections, proposals, or facility research, along with ongoing operations duties.
- Performs clerical and administrative duties as necessary.
- Is subject to call out after normal working hours and to respond within one hour to emergency situations; may be required to direct the activities of others.

PERIPHERAL DUTIES

- May perform portions of the work of higher classified positions occasionally, as assigned.
- May perform duties of similar complexity in any City department as required or assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. High school Diploma or GED equivalent plus post high school education that is acceptable to the State of Oregon Department of Human Services (DHS), and
- B. Eight (8) years operating experience of which four years must have been involved in operational decision making directly relating to the operation of a drinking water treatment process or facility, and
- C. Training or experience in micro-fiber filtration facilities, technologies or processes, or
- D. Any equivalent combination of education and experience in a drinking water system or in a related field as allowed under DHS regulations.

Necessary Knowledge, Skills, and Abilities:

- A. Basic knowledge and ability to read equipment instruction and maintenance manuals, drawings, schematics, and blueprints.
- B. Good working knowledge of math and chemistry and the specific applications of these in the plant and laboratory.
- C. Knowledge of modern water treatment methods, theories and practices.
- D. Knowledge of safe drinking water regulations.
- E. Ability to make rapid and sound decisions in the event of extraordinary situations such as equipment malfunctions, rapid deterioration of raw water quality, or power outages, to ensure the quality of finished water and protect public health. Frequently required to exercise this judgment while unsupervised.
- F. Ability to give and follow oral and written instructions.
- G. Ability to learn to perform a variety of clerical functions, including typing correspondence, making legible and orderly entries in logs and work order reports, and maintaining files.
- H. Ability to supervise the work of others occasionally as required.
- I. Possess or have the ability to obtain CPR/First Aid Certification.

SPECIAL REQUIREMENTS

- Must possess and maintain Oregon certification as a *Water Treatment Plant Operator II* or higher.
- Must possess or have the ability to obtain a valid Oregon State driver's license.
- Water Distribution Operator II certification may be required.
- Must be able to apply basic knowledge of water treatment to the existing systems, equipment, and facilities.
- Must have a strong basic knowledge of mechanical, electrical, pneumatic, and hydraulic theory and application, and be able to use manuals and other resources to apply that knowledge in water treatment operations and other diverse requirements of the job.
- Must be trained in confined space procedures and use and containment of all hazardous chemicals used. Must be trained in the use of all safety equipment, oxygen detection meter, blower, respirator, etc.

- Must be able to use basic spreadsheet and word processing computer programs to enter data and prepare correspondence. Must be able to learn to operate programmable logic controllers (PLC's) to monitor and maintain operations.
- Must be able to acquire Direct Responsible Charge (DRC), as defined in OAR 333-061-0020.

TOOLS AND EQUIPMENT USED

In addition to computer and all specialized plant equipment, operate forklift and pickup truck. To the extent of ability, use a variety of hand tools, such as saws, drills, wrenches, shovels, etc., and power tools, such as cutting torches, drill and bench presses, grinders, drills, and a variety of saws, including electric, chain, reciprocating, table, and jigsaw. Specialized equipment, such as crack welder and electrical test equipment may be used under close to limited supervision depending on the area where equipment is used and potential risk involved.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Capacity for sustained attention to functioning machinery and equipment. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis.

Ability to monitor radio messages while doing other work throughout shift.

Ability to wear all required safety and protective gear and equipment.

WORK ENVIRONMENT

Depending on the task being performed, the environment may be a wet, muddy, dark, cold, confined space, requiring protective gear and special training in basic confined space procedures; various areas of the treatment plant and intake station, subject to hot, noisy, wet, or slippery conditions. Must handle hazardous materials, such as chlorine and concentrated acids, on a regular basis. Much of the work is performed outside in all kinds of weather conditions. Can be unusually stressful due to the need to make quick decisions to avoid equipment damage or dangerous results.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Water Filtration Facility Supervisor** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



Water Filtration Facility Supervisor

DEPARTMENT: Public Works
DIVISION: Water Filtration Facility
SUPERVISOR: Public Works Director
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Oversees, maintains, and operates the drinking water treatment facilities process, equipment, controls, and SCADA system. In the daily operational activities of the Supervisor, apply their knowledge, experience, and skills to make informed process control or system integrity decisions that directly impact the quality or quantity of drinking water that affect public health. Performs all regular and non-routine water filtration plant operations and maintenance, including lab and clerical work. Performs all activities necessary to maintain structures, equipment, and grounds. Trains and supervises work activities of employees with less skill and experience. Writes and maintains the standard operating procedures and protocols manual for the water filtration facility.

SUPERVISION RECEIVED

Works under the general direction of the Public Works Director who outlines goals and objectives, confers on policy matters, and evaluates performance and effectiveness.

SUPERVISION EXERCISED

Provides general supervision to staff assigned to work on the operation and maintenance of the water filtration facility. When problems or alarms occur outside the normal operating conditions that require changes in the process control or operation, or require further troubleshooting than covered in the written standards and protocols, the Water Filtration Facility Supervisor with Direct Responsible Charge (DRC OAR 333-061-0225(1), page 320), provides oral or written instructions and directions to the Public Works Supervisor, Water System/Filtration Operator(s), Public Works utility workers and personnel, with corrective actions and/or procedures to make the necessary adjustments or changes to the drinking water treatment process or equipment. In the absence of the Water Filtration Facility Supervisor, all possible effort must be made to contact Supervisor to notify them of the problem or situation to keep them updated and informed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not limited to:

- Plans, schedules, and implements maintenance and operation activities as they have to do with the operation of the Water Filtration Facility and the quality of water being produced.
- Operate and monitor a computerized control system (SCADA) to control the water treatment process, pumps, motors, and chemical feeders.

- Respond to alarms and make necessary adjustments or changes within prescribed standards and protocols to the process to insure continued production and an uninterrupted supply of drinking water.
- Be able to perform all duties of a Water Treatment Operator and/or Water System Filtration Operator.
- Monitor and inspect all water plant operations and equipment and record and maintain data from control room spreadsheets, process meters, gauges and recording instruments. Report malfunctions and unusual trends to the Public Works Supervisor.
- Calibrate and maintain process monitoring instruments.
- Compile and complete all Federal, State and Local reports as required by law. Reports and recordkeeping will be performed in accordance with prescribed standards.
- Maintains records of work activities.
- Assists Public Works Supervisor in budget preparation, expenditure tracking, record keeping, and reporting.
- Supervises the control and use of supplies and equipment used in the maintenance and operation of the Water Filtration Facility.
- Monitors all plant operations and records data from control room meters, gauges, and recording chart readings. Reports malfunctions and unusual trends or conditions to supervisor.
- Adjusts apparatus controls, starts and stops pumps, adjusts valves, and operates electric switches and valve controls as necessary to maintain assigned process operations within prescribed standards.
- Collects raw water, in-process finished water, and effluent samples for in-house and outside analysis. Prepares samples for shipping to outside laboratory as required, following all specifications for strict chain-of-custody. Conducts laboratory tests, such as pH, chlorine, and turbidity, in accordance with established procedures. Maintains appropriate records.
- Performs all routine maintenance on equipment, such as lubrication, oil changes, and belt changes. Performs routine repair work, such as disassembly, repair, and installation of valves, switches, process instrumentation, motors, and related equipment.
- Performs plant and landscape maintenance duties within scope of ability. This includes: inspection, cleaning, and maintenance of tanks; corrosion control of plant piping and valves; structural concrete repairs; scraping and painting; carpentry; plumbing; minor electrical repairs; mopping and waxing floors; cleaning windows; and mowing and trimming lawns.
- Performs all work in accordance with Federal, State, and Local laws, rules, and regulations and in compliance with all departmental safety policies and procedures. This includes using appropriate safety devices and equipment.
- Responds to public inquiries in a courteous manner. On occasion, conducts public tours of the plant. Maintains excellent relations with suppliers and vendors, engineers, regulatory agencies, and other people in the industry through oral and written communication.
- Conducts individual projects, such as projections, proposals, or facility research, along with ongoing operations duties.
- Performs clerical and administrative duties as necessary.

- Is subject to call out after normal working hours and to respond within one hour to emergency situations; may be required to direct the activities of others.

PERIPHERAL DUTIES

- May perform portions of the work of higher classified positions occasionally, as assigned.
- May perform duties of similar complexity in any City department as required or assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. High school Diploma or GED equivalent plus post high school education that is acceptable to the State of Oregon Department of Human Services (DHS), and
- b. Eight (8) years operating experience of which four years must have been involved in operational decision making directly relating to the operation of a drinking water treatment process or facility, and
- c. Training or experience in micro-fiber filtration facilities, technologies, or processes, or
- d. Any equivalent combination of education and experience in a drinking water system or in a related field as allowed under DHS regulations.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Basic knowledge and ability to read equipment instruction and maintenance manuals, drawings, schematics, and blueprints.
- b. Good working knowledge of math and chemistry and the specific applications of these in the plant and laboratory.
- c. Knowledge of modern water treatment methods, theories, and practices.
- d. Knowledge of safe drinking water regulations.
- e. Ability to make rapid and sound decisions in the event of extraordinary situations such as equipment malfunctions, rapid deterioration of raw water quality, or power outages, to ensure the quality of finished water and protect public health. Frequently required to exercise this judgment while unsupervised.
- f. Ability to give and follow oral and written instructions.
- g. Ability to learn to perform a variety of clerical functions, including typing correspondence, making legible and orderly entries in logs and work order reports, and maintaining files.
- h. Ability to supervise the work of others.
- i. Possess or have the ability to obtain CPR/First Aid Certification.

SPECIAL REQUIREMENTS

- Must possess and maintain Oregon certification as a Water Treatment Plant Operator II or higher.
- Must possess or have the ability to obtain a valid Oregon State driver's license.
- Water Distribution Operator II certification may be required.
- Must be able to apply basic knowledge of water treatment to the existing systems, equipment, and facilities.

- Must have a strong basic knowledge of mechanical, electrical, pneumatic, and hydraulic theory and application, and be able to use manuals and other resources to apply that knowledge in water treatment operations and other diverse requirements of the job.
- Must be trained in confined space procedures and use and containment of all hazardous chemicals used. Must be trained in the use of all safety equipment, oxygen detection meter, blower, respirator, etc.
- Must be able to use basic spreadsheet and word processing computer programs to enter data and prepare correspondence. Must be able to learn to operate programmable logic controllers (PLC's) to monitor and maintain operations.
- Must be able to acquire Direct Responsible Charge (DRC), as defined in OAR 333-061-0225(1).

TOOLS AND EQUIPMENT USED

In addition to computer and all specialized plant equipment, operate forklift and pickup truck. To the extent of ability, use a variety of hand tools, such as saws, drills, wrenches, shovels, etc., and power tools, such as cutting torches, drill and bench presses, grinders, drills, and a variety of saws, including electric, chain, reciprocating, table, and jigsaw. Specialized equipment, such as crack welder and electrical test equipment may be used under close to limited supervision depending on the area where equipment is used and potential risk involved.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Capacity for sustained attention to functioning machinery and equipment. Good sensory perception to monitor plant machinery and operations visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis.

Ability to monitor radio messages while doing other work throughout shift.

Ability to wear all required safety and protective gear and equipment.

WORK ENVIRONMENT

Depending on the task being performed, the environment may be a wet, muddy, dark, cold, confined space, requiring protective gear, and special training in basic confined space procedures; various areas of the treatment plant and intake station, subject to hot, noisy, wet, or slippery conditions. Must handle hazardous materials, such as chlorine and concentrated acids, on a regular basis. Much of the work is performed outside in all kinds of weather conditions. Can be unusually stressful due to the need to make quick decisions to avoid equipment damage or dangerous results.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Water Filtration Facility Supervisor** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Water Filtration Facility Supervisor

Date

Print Name: _____

Public Works Director

Date

City of St. Helens

Job Title: WASTEWATER TREATMENT PLANT OPERATOR IV
Department: Public Works
FLSA Status: Non-Exempt
Union: No
Date Revised: April 6, 2007

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance, and repair of wastewater treatment facilities and systems.

SUPERVISION RECEIVED

Works under the general supervision of the Wastewater Treatment Superintendent.

SUPERVISION EXERCISED

May serve as a lead worker over Level III, Level II, or Level I Operator. Functions as the NPDES required facility supervisor when on call

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Operates, maintains, and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters, and other controls and equipment.
- Collects samples and identifies concentrations of chemical, physical, or biological characteristics of wastewater required in accordance with local, state, and federal requirements; gathers and tests wastewater samples as required.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Contains and disposes of hazardous wastes generated by the lab.
- Required to work weekends and be on call.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flow meter, and other water quality monitoring equipment.

- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Assignment of work on pretreatment program; sampling, record keeping, billing
- Operates the plant in the absence of the Superintendent.
- May be designated as the supervisor or alternative supervisor of record with the Oregon DEQ for the treatment MO/OR collector system
- Repair machinery and equipment while in a boat or on a float.
- Required to work from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Assures that the plant operates within required standards and provides information to the superintendent on immediate and long term status and needs.

PERIPHERAL DUTIES

- Maintains the drawings and schematics of electrical and other systems in the treatment plant.
- Monitors performance of electrical systems, circuits or equipment of the treatment plant.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school education or GED equivalent, supplemented by four (4) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and
- Four (4) years of experience in wastewater treatment and collections, or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;
- Skill in operation of some of the listed tools and equipment.
- Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid state driver's license.

Certification as a Wastewater Treatment Plant Operator IV.

Certification as a Wastewater Collection Operator Level III.

State of Oregon Marine Board Boater Education Certificate.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The noise level in the work environment is usually moderately loud.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the WWTP Operator IV job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



Wastewater Treatment Plant Operator IV

DEPARTMENT: Public Works
DIVISION: Wastewater Treatment Plant
SUPERVISOR: Wastewater Treatment Plant Supervisor
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance, and repair of wastewater treatment facilities and systems and lift stations.

SUPERVISION RECEIVED

Works under the general supervision of the Wastewater Treatment Plant Supervisor.

SUPERVISION EXERCISED

May serve as a lead worker over Level III, Level II, or Level I Operator. Functions as the NPDES required facility supervisor when on call.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Monitors the performance of all equipment, gauges, and charts in the treatment plant and pump stations; records statistical data concerning plant operations; maintains, operates, repairs, and replaces equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.
- Operates, maintains, and repairs malfunctions at the wastewater treatment plant; repairs gauges, pumps, filters, and other controls and equipment.
- Collects samples and identifies concentrations of chemical, physical, or biological characteristics of wastewater required in accordance with local, state, and federal requirements; gathers and tests wastewater samples as required.
- Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.
- Communicates effectively both verbally and in writing.
- Contains and disposes of hazardous wastes generated by the lab.
- Required to work weekends and be on call.
- Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flow meter, and other water quality monitoring equipment.
- Operates and maintains sewage pump stations; cleans wet wells and operates pumps and valves to control and adjust flow and treatment process.
- Assignment of work on pretreatment program; sampling, record keeping, billing.
- Operates the plant in the absence of the Wastewater Treatment Plant Supervisor.

- May be designated as the supervisor or alternative supervisor of record with the Oregon DEQ for the treatment MO/OR collector system.
- Repair machinery and equipment while in a boat or on a float.
- Required to work from a boat or float in the repair, maintenance, and placement of equipment and to perform water quality sampling and monitoring.
- Required to document and perform work in confined spaces.
- Assures that the plant operates within required standards and provides information to the supervisor on immediate and long-term status and needs.

PERIPHERAL DUTIES

- Maintains the drawings and schematics of electrical and other systems in the treatment plant.
- Monitors performance of electrical systems, circuits or equipment of the treatment plant.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from high school education or GED equivalent, supplemented by four (4) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and
- b. Four (4) years of experience in wastewater treatment and collections, or
- c. Any equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Working knowledge of equipment, facilities, materials, methods and procedures used in wastewater treatment plant maintenance and operation activities; working knowledge of laboratory procedures and practices;
- b. Skill in operation of some of the listed tools and equipment.
- c. Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

- Valid state driver's license.
- Certification as a Wastewater Treatment Plant Operator IV.
- Certification as a Wastewater Collection Operator Level III.
- State of Oregon Marine Board Boater Education Certificate.
- State of Oregon ATV Safety Education Card.
- Pesticide Applicator's License.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The noise level in the work environment is usually moderately loud.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Wastewater Treatment Plant Operator IV** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Wastewater Treatment Plant Operator IV

Date

Print Name:_____

Wastewater Treatment Plant Supervisor

Date

City of St. Helens

Job Title: WASTEWATER TREATMENT PLANT SUPERINTENDENT
Department: Public Works
FLSA Status: Exempt
Union: No
Date Revised: April 6, 2007

GENERAL PURPOSE

Responsible for the daily operation, maintenance, and supervision of personnel at the wastewater treatment plant and all other facilities in connection with the wastewater operations.

Responsible to the Councilor assigned to the wastewater plant and works under the general direction and control of the City Council.

SUPERVISION RECEIVED

Works under the general supervision of the City Council and responsible to the assigned Councilor.

SUPERVISION EXERCISED

Exercises close supervision over assigned treatment plant operators and pretreatment program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Operates and maintains the wastewater treatment plant and lift stations to control flow and processing of wastewater, sludge, and effluent in order to meet NPDES and other local, state, or federal regulations. DEQ supervisor of record for waste water treatment and collection systems.
- Oversees the analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of wastewater treatment plant, as well as compliance with federal, state, and local regulations.
- Trains, supervises, and disciplines employees performing the duties of operations, maintenance, construction, and repair of the wastewater collection facility.
- Supervises the control and use of, and assumes responsibility for all materials, supplies, and equipment used in the maintenance, construction, and repair of the wastewater treatment system.
- Responsible for the management and operation of the pretreatment program.
- Be able to perform all duties of an operator.
- Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.
- Advises attorney, engineer, and other city officials in matters relating to department activities; provides information to various civic, educational and public groups, and individuals regarding wastewater treatment problems and services.
- Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.

- Oversees the safety of operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction, and repair of wastewater collection and treatment systems and other department facilities to ensure that all equipment is in proper working order.
- Analyzes annual operating costs and makes recommendations for department budget.
- Required to work weekends and be on call.
- Participates in short and long-term planning of capital improvement projects.
- Responsible for administration of the pretreatment program.

PERIPHERAL DUTIES

- Operates a variety of power construction and maintenance equipment used in the department.
- Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from a four-year college or university with a degree in a science related field;
- (b) Five (5) years of experience relating to the construction, repair and maintenance of a Level IV wastewater treatment system including the operation of related maintenance equipment;
- (c) Any equivalent combination of education and experience; and
- (d) Two (2) years of supervisory experience.

Necessary Knowledge, Skills and Abilities:

- (a) Thorough knowledge of equipment, facilities, materials, methods, and procedures used in Level IV wastewater treatment systems, connection, and repair; considerable knowledge of wastewater treatment plant operation and maintenance.
- (b) Skill in operation of the listed tools and equipment.
- (c) Ability to interpret specific chemical and biological analyses; ability to guide, direct and motivate employees; ability to organize and supervise the activities of operators performing maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

Valid state driver's license, or ability to obtain one.

Wastewater Treatment Operator Grade Level III, and ability to obtain Level IV.

Wastewater Collection Operator Grade Level II, and ability to obtain Level III.

TOOLS AND EQUIPMENT

Motor vehicle, generators, pumps, gauges, common hand and power tools, variety of laboratory equipment, detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Wastewater Treatment Plant Superintendent job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____



Wastewater Treatment Plant Supervisor

DEPARTMENT: Public Works
DIVISION: Wastewater Treatment Plant
SUPERVISOR: Public Works Director
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

Responsible for the daily operation, maintenance, and supervision of personnel at the wastewater treatment plant and all other facilities in connection with the wastewater operations.

Responsible to the Councilor assigned to the wastewater plant and works under the general direction and control of the City Council.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Exercises close supervision over assigned wastewater treatment plant operators and pretreatment program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Operates and maintains the wastewater treatment plant and lift stations to control flow and processing of wastewater, sludge, and effluent in order to meet NPDES and other local, state, or federal regulations. DEQ supervisor of record for wastewater treatment and collection systems.
- Oversees the analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of wastewater treatment plant, as well as compliance with federal, state, and local regulations, with the use of in-house and outside labs.
- Trains, supervises, and disciplines employees performing the duties of operations, maintenance, construction, and repair of the wastewater collection facility.
- Supervises the control and use of, and assumes responsibility for all materials, supplies, and equipment used in the maintenance, construction, and repair of the wastewater treatment system and lift stations.
- Responsible for the management and operation of the pretreatment program.
- Be able to perform all duties of an operator.
- Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.
- Advises attorney, engineer, and other city officials in matters relating to department activities; provides information to various civic, educational and public groups, and individuals regarding wastewater treatment problems and services.

- Ensures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use.
- Oversees the safety of operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction, and repair of wastewater collection and treatment systems and other department facilities to ensure that all equipment is in proper working order.
- Analyzes annual operating costs and makes recommendations for department budget.
- Required to work weekends and be on call.
- Participates in short and long-term planning of capital improvement projects.
- First point of contact with DEQ and other regulatory agencies on wastewater issues.
- Works with and directs contractors on various projects around the wastewater treatment plant and lift stations.

PERIPHERAL DUTIES

- Operates a variety of power construction and maintenance equipment used in the department.
- Serves on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from a four-year college or university with a degree in a science related field;
- Five (5) years of experience relating to the construction, repair, and maintenance of a Level IV wastewater treatment system including the operation of related maintenance equipment;
- Any equivalent combination of education and experience; and
- Two (2) years of supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of equipment, facilities, materials, methods, and procedures used in Level IV wastewater treatment systems, connection, and repair; considerable knowledge of wastewater treatment plant operation and maintenance.
- Skill in operation of the listed tools and equipment.
- Ability to interpret specific chemical and biological analyses; ability to guide, direct and motivate employees; ability to organize and supervise the activities of operators performing maintenance work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

- Valid state driver's license, or ability to obtain one.
- Wastewater Treatment Operator Grade Level III, and ability to obtain Level IV.
- Wastewater Collection Operator Grade Level II, and ability to obtain Level III.
- State of Oregon Marine Board Boater Education Certificate.

- State of Oregon ATV Safety Education Card.

TOOLS AND EQUIPMENT USED

Motor vehicle, generators, pumps, gauges, common hand and power tools, variety of laboratory equipment, detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Wastewater Treatment Plant Supervisor** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Wastewater Treatment Plant Supervisor

Date

Print Name: _____

Public Works Director

Date

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

The following businesses submitted a processing fee to the City for a Liquor License:

2021 RENEWALS

<u>Licensee</u>	<u>Tradename</u>	<u>Location</u>	<u>Purpose</u>
• COLUMBIA FAST SERV, INC	SKINNY'S TEXACO	373 S COL RVR HWY	RENEWAL
• COLUMBIA COUNTY BISTRO LLC	COLUMBIA COUNTY BISTRO	305 STRAND ST	RENEWAL
• C & S POURT HOUSE INC	THE POUR HOUSE	2098 OLD PORTLAND RD	RENEWAL
• KIRBY CO	ST HELENS MARKET FRESH	1111 COLUMBIA BLVD	RENWAL
• KIRAT CORPORATION	SHERLOCK GROCERY	155 N VERNONIA RD	RENEWAL
• MOLLYS MARKET LLC	MOLLY'S MARKET	290/292 S 1 ST ST	RENEWAL
• MOLLYS MARKET LLC	MOLLY'S MARKET	290/292 S 1 ST ST	RENEWAL
• OGAN INC	KOZY KORNER REST	371 COLUMBIA BLVD	RENEWAL
• RAKES LLC	PLYMOUTH PUB	298 S 1 ST ST	RENEWAL
• S & L ENTERPRISES	CHUBB'S	745 S COL RVR HWY	RENEWAL
• ST HELENS MARINA	ST HELENS MARINA	134 N RIVER ST	RENEWAL
• THAI JASMINE LLC	ORIENTAL CAFÉ	555 S COL RVR HWY #E	RENEWAL
• WALGREEN CO	WALGREENS #10056	175 S COLUMBIA RVR HWY	RENEWAL

2021 NEW OWNERS

A copy of the OLCC application documents submitted for the businesses listed below were emailed to the Police Department for review. No adverse response was received.

<u>Business Name</u>	<u>Applicant Name</u>	<u>Location</u>	<u>Purpose</u>
•			



St. Helens, OR

Expense Approval Register

Packet: APPKT00257 - AP 1.29.21

Item #9.

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL FUND					
PORTLAND GENERAL ELECTRIC	INV0001204	01/19/2021	0153585940	100-709-52003	319.65
PERMA-BOUND	1877717-00	01/20/2021	BOOKS	100-706-52033	232.41
MIDWEST TAPE	99834867	01/20/2021	DVD / ABD 2000010011	100-706-52035	49.99
MIDWEST TAPE	99856310	01/20/2021	DVD / ABD 2000010011	100-706-52035	29.99
MIDWEST TAPE	99856312	01/20/2021	DVD / ABD 2000010011	100-706-52034	150.19
EASYPERMIT POSTAGE	INV0001205	01/20/2021	METER REFILL POSTAGE	100-715-52009	1,553.87
JORDAN RAMIS PC ATTORNEYS..	173638	01/22/2021	GENRAL	100-701-52019	2,140.00
JORDAN RAMIS PC ATTORNEYS..	173638	01/22/2021	GENRAL	100-703-52019	2,800.00
JORDAN RAMIS PC ATTORNEYS..	173638	01/22/2021	GENRAL	100-704-52019	175.00
COLUMBIA COUNTY SHEIFFS ...	INV0001208	01/25/2021	IMPOUND EUTHANSIA FEES F...	100-000-36002	770.00
NW NATURAL GAS	01152021	01/27/2021	5638	100-705-52003	350.31
NW NATURAL GAS	01152021	01/27/2021	7673	100-706-52003	1,012.81
NW NATURAL GAS	01152021	01/27/2021	3047	100-708-52003	112.99
NW NATURAL GAS	01152021	01/27/2021	8563	100-708-52003	26.68
NW NATURAL GAS	01152021	01/27/2021	0109	100-709-52003	305.23
NW NATURAL GAS	01152021	01/27/2021	2848	100-715-52003	148.69
NW NATURAL GAS	01152021	01/27/2021	5285	100-715-52003	207.31
OBERDORFER LAW FIRM LLC	01252021	01/27/2021	JUDGE PRO TEM JAN 19	100-704-52019	150.00
STRUCTURAL NEXUS LLC	1092	01/27/2021	PLAN REVIEW FOR GROCERY ...	100-711-52019	440.00
AT&T MOBILITY	28730228930X01232021	01/27/2021	287302289330 POLICE PHONES	100-705-52010	3,196.33
U.S BANK EQUIPMENT FINANCE	433788338	01/27/2021	CONTRACT PAYMENT 500-049...	100-715-52005	150.00
SOLUTIONS YES	INV262652	01/27/2021	CONTRACT C11782-01 CITY HA...	100-707-52005	34.90
COLUMBIA RIVER PUD	01132021	01/29/2021	150 S 13TH ST- POLICE	100-705-52003	208.65
COLUMBIA RIVER PUD	01132021	01/29/2021	150 S 13 ST POLICE STATION	100-705-52003	486.97
COLUMBIA RIVER PUD	01132021	01/29/2021	375 S 18TH ST COLUMBIA CEN...	100-706-52003	609.20
COLUMBIA RIVER PUD	01132021	01/29/2021	200 N RIVER ST - GREY CLIFFS ...	100-708-52003	73.10
COLUMBIA RIVER PUD	01132021	01/29/2021	162 MCMICHAEL ST - CAMPBE...	100-708-52003	116.02
COLUMBIA RIVER PUD	01132021	01/29/2021	265 STRAND ST. - SPLASH PAD...	100-708-52003	27.59
COLUMBIA RIVER PUD	01132021	01/29/2021	264 STRAND ST- PARKS/ GAZE...	100-708-52003	30.97
COLUMBIA RIVER PUD	01132021	01/29/2021	120 WHITE WAY - WALNUT TR...	100-708-52003	25.25
COLUMBIA RIVER PUD	01132021	01/29/2021	264 STRAND ST- COL VIEW PA...	100-708-52003	43.63
COLUMBIA RIVER PUD	01132021	01/29/2021	50 PLAZA SQ- PLAZA OUTLETS	100-708-52003	78.81
COLUMBIA RIVER PUD	01132021	01/29/2021	200 N 7TH ST - PARK	100-708-52003	25.64
COLUMBIA RIVER PUD	01132021	01/29/2021	299 N 6TH ST - PARKS	100-708-52003	25.25
COLUMBIA RIVER PUD	01132021	01/29/2021	475 S 18TH ST	100-708-52003	141.50
COLUMBIA RIVER PUD	01132021	01/29/2021	475 S 18TH ST- MCCORMICK E...	100-708-52003	31.57
COLUMBIA RIVER PUD	01132021	01/29/2021	475 S 18TH ST	100-708-52003	152.59
COLUMBIA RIVER PUD	01132021	01/29/2021	475 S 18TH ST - MCCORMICK ...	100-708-52003	63.83
COLUMBIA RIVER PUD	01132021	01/29/2021	264 STRAND ST- COL VIEW PA...	100-708-52046	43.61
COLUMBIA RIVER PUD	01132021	01/29/2021	265 STRAND ST. - DOCKS	100-708-52046	177.92
COLUMBIA RIVER PUD	01132021	01/29/2021	264 STRAND ST- PARKS/ GAZE...	100-708-52047	30.97
COLUMBIA RIVER PUD	01132021	01/29/2021	265 STRAND ST- CITY HALL UP	100-715-52003	161.10
COLUMBIA RIVER PUD	01132021	01/29/2021	265 STRAND ST- CITY HALL MA...	100-715-52003	860.63
COLUMBIA RIVER PUD	01132021	01/29/2021	275 STRAND ST- CITY HALL UB ...	100-715-52003	109.81
COLUMBIA RIVER PUD	01132021	01/29/2021	277 STRAND ST- CITY HALL UB...	100-715-52003	104.03
COLUMBIA RIVER PUD	01132021	01/29/2021	277 STRAND ST -	100-715-52003	26.82
ERSKINE LAW PRECTICE LLC	01212021	01/29/2021	1/4-1/15	100-705-52019	2,669.59
GALLS LLC	016446378	01/29/2021	OMEGA PLATE	100-705-52002	660.00
TYLER TECHNOLOGIES INC	025-320054	01/29/2021	UTILITY BILLING	100-707-52019	9,913.75
TYLER TECHNOLOGIES INC	04-325377	01/29/2021	EXECU TIME	100-707-52019	520.00
RONALD CARPENTER	1/22/2021	01/29/2021	RESTITUTION JUSTIN SMITH	100-000-21000	100.00
RICOH USA INC	104571807	01/29/2021	POLICE EQUIPMENT LEASE 14...	100-705-52023	346.18
INTIME SERVICES INC	10700	01/29/2021	INTIME SERVICES FEB 1 2021- ...	100-705-52006	2,280.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FEATHERS AND LEATHERS HEID..	1-19-21	01/29/2021	BUSINESS LIC OVERPAYMENT	100-000-35002	50.00
OCCUPATIONAL SAFETY HEAL...	1201	01/29/2021	VACCINATION CLINIC	100-705-52019	830.00
OCCUPATIONAL SAFETY HEAL...	1242	01/29/2021	EXPOSURE ACCESS FEE	100-705-52019	222.50
JORDAN RAMIS PC ATTORNEYS..	174957	01/29/2021	EMPLOYMENT MATTERS	100-703-52019	3,320.00
PERMA-BOUND	1879892-00	01/29/2021	BOOKS	100-706-52033	259.50
INGRAM LIBRARY SERVICES	50535406	01/29/2021	BOOKS 20C7921	100-706-52033	54.94
INGRAM LIBRARY SERVICES	50535407	01/29/2021	BOOKS 20C7921	100-706-52033	107.31
INGRAM LIBRARY SERVICES	50535408	01/29/2021	BOOKS 20C7921	100-706-52033	21.36
INGRAM LIBRARY SERVICES	50535409	01/29/2021	BOOKS 20C7921	100-706-52033	471.05
INGRAM LIBRARY SERVICES	50550556	01/29/2021	BOOKS 20C7921	100-706-52033	97.87
INGRAM LIBRARY SERVICES	50596561	01/29/2021	BOOKS 20C7921	100-706-52033	86.74
INGRAM LIBRARY SERVICES	50596563	01/29/2021	BOOKS 20C7921	100-706-52033	130.69
TIAA COMMERCIAL FINANCE I...	7871833	01/29/2021	CONTRACT PAYMENT 414520...	100-715-52021	150.00
BEMIS	9510	01/29/2021	DATE BAND REPLACEMENT ST...	100-715-52004	39.30
MIDWEST TAPE	99893973	01/29/2021	DVD / ABD 2000010011	100-706-52034	201.63
MIDWEST TAPE	99893974	01/29/2021	DVD / ABD 2000010011	100-706-52035	35.98
MIDWEST TAPE	99920498	01/29/2021	DVD / ABD 2000010011	100-706-52035	26.99
SCAPPOOSE CHIROPRACTIC PC	INV0001254	01/29/2021	CDL PHYSICALS THAD HOUCK	100-708-52019	125.00
DEPARTMENT OF TRANSPORT...	INV0001256	01/29/2021	TITLE REG PLATES POLICE TAH...	100-705-52001	132.50
CHOCK BARHOUM LP	INV0001257	01/29/2021	REFUND PUBLIC RECORDS RE...	100-000-37004	20.00
VONNIES DOGHOUSE AND SU...	INV0001258	01/29/2021	OVER PAYMENT 2021 BUSINES...	100-000-35002	20.00
Fund 100 - GENERAL FUND Total:					40,904.69

Fund: 202 - COMMUNITY DEVELOPMENT

NW NATURAL GAS	01152021	01/27/2021	9614	202-725-52003	143.44
NW NATURAL GAS	01152021	01/27/2021	7764	202-725-52003	234.50
E2C	4422	01/27/2021	MONTHLY MARKETING TINA ...	202-725-52019	10,000.00
COLUMBIA RIVER PUD	01202021	01/29/2021	94111	202-725-52003	172.41
CITY OF ST. HELENS	INV0001255	01/29/2021	PLUMBING PERMIT CPFB	202-721-52096	703.02
Fund 202 - COMMUNITY DEVELOPMENT Total:					11,253.37

Fund: 205 - STREETS

EPIC LAND SOLUTIONS INC	1120-1109-2	01/22/2021	N VERNONIA RD SIDEWALK	205-000-53019	779.65
COLUMBIA RIVER PUD	01132021	01/29/2021	2198 COLUMBIA BLVD - SIGNAL	205-000-52003	40.86
COLUMBIA RIVER PUD	01132021	01/29/2021	715 S COLUMBIA RIVER HWY -...	205-000-52003	68.94
COLUMBIA RIVER PUD	01132021	01/29/2021	1370 COLUMBIA BLVD.- FOUN...	205-000-52003	39.38
COLUMBIA RIVER PUD	01132021	01/29/2021	58651 COLUMBIA RIVER HWY ...	205-000-52003	26.62
COLUMBIA RIVER PUD	01132021	01/29/2021	191 N MILTON WAY- LANDSC...	205-000-52003	25.56
COLUMBIA RIVER PUD	01132021	01/29/2021	265 STRAND ST	205-000-52003	3,665.67
COLUMBIA RIVER PUD	01132021	01/29/2021	495 S 18TH ST - LIGHT SIGNAL	205-000-52003	47.66
COLUMBIA RIVER PUD	01132021	01/29/2021	1800 COLUMBIA BLVD - SIGNAL	205-000-52003	105.50
COLUMBIA RIVER PUD	01132021	01/29/2021	191 N MILTON WAY - SIGNAL	205-000-52003	36.57
Fund 205 - STREETS Total:					4,836.41

Fund: 207 - CONSTRUCTION BONDS

WAYNE WEIGANDT	01-26-2021	01/29/2021	1771 COLUMBIA BLVD BOND ...	207-000-52028	4,130.00
Fund 207 - CONSTRUCTION BONDS Total:					4,130.00

Fund: 303 - SEWER SDC

KELLER ASSOCIATES, INC	0000005	01/29/2021	SANITARY SEWER MASTER PL...	303-000-52019	5,200.49
Fund 303 - SEWER SDC Total:					5,200.49

Fund: 304 - STORM SDC

KELLER ASSOCIATES, INC	0000005-2	01/29/2021	STORM WATER MASTER PLAN	304-000-52019	4,761.51
Fund 304 - STORM SDC Total:					4,761.51

Fund: 601 - WATER

HARRINGTON INDUSTRIAL PLA...	009K4426	01/22/2021	BUSING ADAPTER ELBOW	601-732-52001	196.59
NW NATURAL GAS	01152021	01/27/2021	2942	601-732-52003	1,765.91
COLUMBIA RIVER PUD	01132021	01/29/2021	35261 PITTSBURG RD- PW WA...	601-731-52003	28.17
COLUMBIA RIVER PUD	01132021	01/29/2021	PUMP AERIE CT	601-731-52003	161.79
COLUMBIA RIVER PUD	01132021	01/29/2021	1680 1 ST -	601-731-52003	2,023.70
COLUMBIA RIVER PUD	01132021	01/29/2021	58791 COLUMBIA RIVER HWY -..	601-731-52003	82.43
COLUMBIA RIVER PUD	01132021	01/29/2021	57500 OLD PORTLAND RD - W...	601-731-52003	97.82

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COLUMBIA RIVER PUD	01132021	01/29/2021	62420 COLUMBIA RIVER HWY -..	601-731-52003	330.18
COLUMBIA RIVER PUD	01132021	01/29/2021	2300 STRAND ST - WELL 2	601-731-52003	553.36
COLUMBIA RIVER PUD	01132021	01/29/2021	1215 FOURTH ST - WFF	601-732-52003	4,567.99
Fund 601 - WATER Total:					9,807.94
Fund: 603 - SEWER					
SAMUEL ORTIZ-	INV0001207	01/22/2021	WASTE TREATMENT OP CERT ...	603-736-52018	309.83
SAMUEL ORTIZ-	INV0001207	01/22/2021	WASTE TREATMENT OP CERT ...	603-737-52018	309.83
NW NATURAL GAS	01152021	01/27/2021	7720	603-736-52003	8.00
NW NATURAL GAS	01152021	01/27/2021	5750	603-736-52003	121.18
NW NATURAL GAS	01152021	01/27/2021	5750	603-737-52003	121.17
NW NATURAL GAS	01152021	01/27/2021	7720	603-737-52003	7.99
COLUMBIA RIVER PUD	01132021	01/29/2021	37700 CLARK ST - PS 8	603-735-52003	25.96
COLUMBIA RIVER PUD	01132021	01/29/2021	451 PLYMOTH ST - WWTP LA...	603-736-52003	1,163.54
COLUMBIA RIVER PUD	01132021	01/29/2021	451 PLYMOTH ST - WWTP LA...	603-737-52003	1,163.54
COLUMBIA RIVER PUD	01132021	01/29/2021	124 S 4 ST - PS 3	603-738-52003	51.25
COLUMBIA RIVER PUD	01132021	01/29/2021	145 N RIVER ST- PS 2	603-738-52003	240.65
COLUMBIA RIVER PUD	01132021	01/29/2021	169 S 4TH ST WATER FLOW M...	603-738-52003	64.24
COLUMBIA RIVER PUD	01132021	01/29/2021	35139 MAPLE ST. - PS 11	603-738-52003	122.63
COLUMBIA RIVER PUD	01132021	01/29/2021	240 MADRONA CT	603-738-52003	303.11
COLUMBIA RIVER PUD	01132021	01/29/2021	59500 OLD PORTLAND RD - PS...	603-738-52003	229.23
COLUMBIA RIVER PUD	01132021	01/29/2021	320 S 1ST ST- PS #1	603-738-52003	264.85
CITY OF PORTLAND	10365584	01/29/2021	LAB SERVICES FY 2020-2021 2...	603-736-52064	4,401.00
CITY OF PORTLAND	10365584	01/29/2021	LAB SERVICES FY 2020-2021 2...	603-737-52064	4,401.00
ALLSTREAM	17298876	01/29/2021	ALLSTREAM PHONE ACCT 754...	603-736-52010	25.47
ALLSTREAM	17298876	01/29/2021	ALLSTREAM PHONE ACCT 754...	603-737-52010	25.47
Fund 603 - SEWER Total:					13,359.94
Fund: 605 - STORM					
EAGLE STAR ROCK PRODUCTS ...	38971	01/29/2021	ROCK 9TH ST STORM	605-000-52001	285.70
EAGLE STAR ROCK PRODUCTS ...	38975	01/29/2021	ROCK 9TH ST STORM	605-000-52001	145.74
EAGLE STAR ROCK PRODUCTS ...	38979	01/29/2021	ROCK S 9TH ST STORM	605-000-52001	704.13
EAGLE STAR ROCK PRODUCTS ...	38985	01/29/2021	ROCK	605-000-52001	429.13
Fund 605 - STORM Total:					1,564.70
Fund: 701 - EQUIPMENT					
PAPE MACHINERY	12458286	01/19/2021	V BELT TENSIO	701-000-52001	150.88
PAPE MACHINERY	12458795	01/29/2021	V BELT	701-000-52001	92.03
LAWSON PRODUCTS	9308162078	01/29/2021	MATERIALS	701-000-52001	182.02
Fund 701 - EQUIPMENT Total:					424.93
Fund: 702 - INFORMATION SYSTEMS					
CENTURY LINK BUSINESS SERV...	190736380	01/25/2021	ACCT 88035002	702-000-52010	412.68
MORE POWER TECHNOLOGY ...	11388	01/29/2021	MICROSOFT 365 BUS STANDA...	702-000-52019	750.00
ALLSTREAM	17298876	01/29/2021	ALLSTREAM PHONE ACCT 754...	702-000-52010	50.93
QWEST DBA CENTURYLINK AC...	21011	01/29/2021	5163X204S3	702-000-52010	82.22
QWEST DBA CENTURYLINK AC...	21014	01/29/2021	5163X204S3	702-000-52010	244.01
OPUS INTERACTIVE	24786	01/29/2021	DNS HOSTING 2/1/21-1/31/22	702-000-52019	60.00
CENTURY LINK	INV0001259	01/29/2021	025B	702-000-52010	39.40
CENTURY LINK	INV0001259	01/29/2021	369B	702-000-52010	39.40
Fund 702 - INFORMATION SYSTEMS Total:					1,678.64
Fund: 703 - PW OPERATIONS					
WILCOX	0569374-IN	01/20/2021	FUEL	703-734-52022	154.75
COLUMBIA COUNTY TRANSFER..	7283	01/25/2021	DUMP FEES	703-734-52023	50.79
NW NATURAL GAS	01152021	01/27/2021	8675	703-734-52003	137.04
COLUMBIA RIVER PUD	01132021	01/29/2021	1230 DEER ISLAND RD - PW	703-734-52003	47.30
COLUMBIA RIVER PUD	01132021	01/29/2021	984 OREGON ST - PW SHOP	703-734-52003	177.02
COLUMBIA RIVER PUD	01132021	01/29/2021	984 OREGON ST	703-734-52003	818.16
COLUMBIA RIVER PUD	01132021	01/29/2021	650 OREGON ST -LEMONT PU...	703-734-52003	322.32
BEMIS	9515	01/29/2021	DAILY ENTRY PERMIT PW	703-734-52001	495.00
SCAPOOSE CHIROPRACTIC PC	INV0001260	01/29/2021	CDL PHYSICALS	703-734-52019	125.00
Fund 703 - PW OPERATIONS Total:					2,327.38

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 704 - FACILITY MAJOR MAINTNANCE					
COLUMBIA COUNTY TRANSFER..	7283	01/25/2021	DUMP FEES	704-000-53018	276.64
PEAK ELECTRIC GROUP LLC	21794	01/29/2021	ELECTICAL WORK SR. CENTER	704-000-53025	130.00
EAGLE STAR ROCK PRODUCTS ...	39015	01/29/2021	ROCK CAMPBELL PARK	704-000-53027	136.92
EAGLE STAR ROCK PRODUCTS ...	39028	01/29/2021	ROCK CAMPBELL PARK	704-000-53018	274.06
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					817.62
Grand Total:					101,067.62

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	40,904.69
202 - COMMUNITY DEVELOPMENT	11,253.37
205 - STREETS	4,836.41
207 - CONSTRUCTION BONDS	4,130.00
303 - SEWER SDC	5,200.49
304 - STORM SDC	4,761.51
601 - WATER	9,807.94
603 - SEWER	13,359.94
605 - STORM	1,564.70
701 - EQUIPMENT	424.93
702 - INFORMATION SYSTEMS	1,678.64
703 - PW OPERATIONS	2,327.38
704 - FACILITY MAJOR MAINTNANCE	817.62
Grand Total:	101,067.62

Account Summary

Account Number	Account Name	Expense Amount
100-000-21000	Court Restitution Paymen...	100.00
100-000-35002	Business Licenses	70.00
100-000-36002	Fines - Court	770.00
100-000-37004	Miscellaneous - General	20.00
100-701-52019	Professional Services	2,140.00
100-703-52019	Professional Services	6,120.00
100-704-52019	Professional Services	325.00
100-705-52001	Operating Supplies	132.50
100-705-52002	Personnel Uniforms Equi...	660.00
100-705-52003	Utilities	1,045.93
100-705-52006	Computer Maintenance	2,280.00
100-705-52010	Telephone	3,196.33
100-705-52019	Professional Services	3,722.09
100-705-52023	Facility Maintenance	346.18
100-706-52003	Utilities	1,622.01
100-706-52033	Printed Materials	1,461.87
100-706-52034	Visual Materials	351.82
100-706-52035	Audio Materials	142.95
100-707-52005	Small Equipment	34.90
100-707-52019	Professional Services	10,433.75
100-708-52003	Utilities	975.42
100-708-52019	Professional Services	125.00
100-708-52046	Dock Services	221.53
100-708-52047	Marine Board	30.97
100-709-52003	Utilities	624.88
100-711-52019	Professional Services	440.00
100-715-52003	Utilities	1,618.39
100-715-52004	Office Supplies	39.30
100-715-52005	Small Equipment	150.00
100-715-52009	Postage	1,553.87
100-715-52021	Equipment Maintenance	150.00
202-721-52096	CDBG Grant Expenses	703.02
202-725-52003	Utilities	550.35
202-725-52019	Professional Services	10,000.00
205-000-52003	Utilities	4,056.76
205-000-53019	North Vernonia Improve...	779.65
207-000-52028	Projects and Programs	4,130.00
303-000-52019	Professional Services	5,200.49
304-000-52019	Professional Services	4,761.51
601-731-52003	Utilities	3,277.45
601-732-52001	Operating Supplies	196.59
601-732-52003	Utilities	6,333.90

Account Summary

Account Number	Account Name	Expense Amount
603-735-52003	Utilities	25.96
603-736-52003	Utilities	1,292.72
603-736-52010	Telephone	25.47
603-736-52018	Professional Development	309.83
603-736-52064	Lab Testing	4,401.00
603-737-52003	Utilities	1,292.70
603-737-52010	Telephone	25.47
603-737-52018	Professional Development	309.83
603-737-52064	Lab Testing	4,401.00
603-738-52003	Utilities	1,275.96
605-000-52001	Operating Supplies	1,564.70
701-000-52001	Operating Supplies	424.93
702-000-52010	Telephone	868.64
702-000-52019	Professional Services	810.00
703-734-52001	Operating Supplies	495.00
703-734-52003	Utilities	1,501.84
703-734-52019	Professional Services	125.00
703-734-52022	Fuel / Oil	154.75
703-734-52023	Facility Maintenance	50.79
704-000-53018	Capital Outlay - City Hall	550.70
704-000-53025	Capital Outlay - Sr Center	130.00
704-000-53027	Capital Outlay - Campbell ...	136.92
	Grand Total:	101,067.62

Project Account Summary

Project Account Key	Expense Amount
None	101,067.62
Grand Total:	101,067.62



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Fund: 100 - GENERAL FUND					
LAWRENCE OIL COMPANY	019001-2101501	02/01/2021	247749	100-715-52022	32.61
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	100-715-52023	6.80
ORKIN	207096093	02/02/2021	1810 OLD PORTLAND RD PEST ...	100-709-52023	150.00
ERSKINE LAW PRECTICE LLC	2-1-2021	02/02/2021	1/21-1/29	100-705-52019	2,036.29
JILL GOLDSMITH ATTORNEY AT...	262	02/02/2021	NEUTRAL FACT FINDING	100-715-52049	3,727.50
JILL GOLDSMITH ATTORNEY AT...	286	02/02/2021	NEUTRAL FACT FINDING	100-715-52049	3,662.50
AMY LINDGREN LAW LLC	455	02/02/2021	JUDICIAL SERVICES JANUARY 2...	100-704-52019	3,225.00
INGRAM LIBRARY SERVICES	50535410	02/02/2021	BOOKS 20C7921	100-706-52033	12.11
INGRAM LIBRARY SERVICES	50535411	02/02/2021	BOOKS 20C7921	100-706-52033	28.35
INGRAM LIBRARY SERVICES	50550555	02/02/2021	BOOKS 20C7921	100-706-52033	69.80
INGRAM LIBRARY SERVICES	50550557	02/02/2021	BOOKS 20C7921	100-706-52035	32.79
INGRAM LIBRARY SERVICES	50550558	02/02/2021	BOOKS 20C7921	100-706-52033	16.09
INGRAM LIBRARY SERVICES	50550559	02/02/2021	BOOKS 20C7921	100-706-52033	38.05
INGRAM LIBRARY SERVICES	50583580	02/02/2021	BOOKS 20C7921	100-706-52033	58.08
INGRAM LIBRARY SERVICES	50583581	02/02/2021	BOOKS 20C7921	100-706-52033	18.74
INGRAM LIBRARY SERVICES	50583582	02/02/2021	BOOKS 20C7921	100-706-52033	114.64
INGRAM LIBRARY SERVICES	50583583	02/02/2021	BOOKS 20C7921	100-706-52033	37.30
INGRAM LIBRARY SERVICES	50596562	02/02/2021	BOOKS 20C7921	100-706-52033	14.47
WEX BANK	69775457	02/02/2021	FUEL PURCHASES	100-705-52022	3,537.70
WEX BANK	69775457	02/02/2021	FUEL PURCHASES	100-715-52022	22.75
NET ASSETS	95-202101	02/02/2021	ESCROW TITLE SERVICES	100-707-52019	591.00
CBM SYSTEMS LLC	220069	02/03/2021	JANITORIAL SERVICES	100-705-52023	957.70
CBM SYSTEMS LLC	220069	02/03/2021	JANITORIAL SERVICES	100-706-52023	2,499.07
CBM SYSTEMS LLC	220069	02/03/2021	JANITORIAL SERVICES	100-708-52023	120.05
CBM SYSTEMS LLC	220069	02/03/2021	JANITORIAL SERVICES	100-709-52023	143.44
CBM SYSTEMS LLC	220069	02/03/2021	JANITORIAL SERVICES	100-715-52023	1,192.30
LANE COUNCIL OF GOVERNMENT...	77875	02/03/2021	OCT -DEC 2020	100-701-52019	1,687.00
SHRED-IT C/O STERICYCLE INC	8181360500	02/03/2021	CITY HALL SHRED SERVICE	100-715-52019	88.55
SOLUTIONS YES	INV263439	02/03/2021	CONTRACT C11379-01 CITY HA...	100-702-52005	181.06
ACE HARDWARE - ST. HELENS	13121-60176	02/04/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	-20.81
ACE HARDWARE - ST. HELENS	13121-60176	02/04/2021	MATERIALS ACE ACCT 60176 - ...	100-708-52001	209.79
CHAVES CONSULTING INC	191872	02/04/2021	MONTHLY USER FEE PER USER...	100-702-52019	296.16
CINTAS	8404935688	02/04/2021	CITY HALL FIRST AID CABINET ...	100-715-52019	105.51
VERIZON	9871704038	02/04/2021	CRYSTAL KING	100-701-52010	46.20
VERIZON	9871704038	02/04/2021	CRYSTAL KING	100-701-52010	143.89
VERIZON	9871704038	02/04/2021	PD JETPAK 1	100-705-52010	143.89
VERIZON	9871704038	02/04/2021	PD JETPAK 1	100-705-52010	143.89
VERIZON	9871704038	02/04/2021	THAD HOUK	100-708-52010	37.05
VERIZON	9871704038	02/04/2021	PAUL GERDES	100-708-52010	18.29
VERIZON	9871704038	02/04/2021	TORY SHELBY	100-708-52010	18.29
VERIZON	9871704038	02/04/2021	CAMERON PAGE	100-708-52010	18.29
VERIZON	9871704038	02/04/2021	RECREATION CENTER	100-709-52010	50.67
VERIZON	9871704038	02/04/2021	JOHN HICKS	100-711-52010	102.42
VERIZON	9871704038	02/04/2021	BUILDING DEPT IPAD	100-711-52010	40.01
VERIZON	9871704038	02/04/2021	MIKE DEROIA	100-711-52010	50.67
METRO PRESORT	IN630587	02/05/2021	UB BILL PRINTING	100-707-52008	481.36
LEAGUE OF OREGON CITIES	200375	02/08/2021	OCCMA SUBSCRIPTION FEES 1...	100-701-52018	264.54
ORKIN	208477742	02/08/2021	PEST CONTROL POLICE	100-705-52023	96.23
ORKIN	208479144	02/08/2021	265 STRAND PEST SERVICE CIT...	100-715-52019	85.00
COLUMBIA RIVER MOTORSPORTS...	4363319	02/08/2021	YUASA / BATTERY TENDER	100-708-52026	178.90
DON'S RENTAL	551093	02/08/2021	CHIPPER POWER FEED	100-708-52001	250.00
LEXIPOL LLC	INVLEX655	02/08/2021	ANNAL LAW ENF POLICY BULL...	100-705-52013	9,093.00
DEPARTMENT OF TRANSPORTATION...	L0018580333	02/08/2021	DMV SERVICES ACCT 61018	100-704-52024	11.50

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DEPARTMENT OF TRANSPORT...	L0018657256	02/08/2021	DMV SERVICES ACCT 61018	100-705-52001	4.50
AXON ENTERPRISE INC	SI-1711308	02/08/2021	10 GB EVIDENCE	100-705-52001	624.00
Fund 100 - GENERAL FUND Total:					36,794.98

Fund: 202 - COMMUNITY DEVELOPMENT

DAN ROCHA DESIGN LLC	1053	02/02/2021	SHPD LOGO AND DESIGN UPD...	202-721-52019	575.00
OREGON DEPT. OF STATE LAN...	23612	02/02/2021	WATERWAY LEASE FEE 4/1-3/...	202-722-52054	1,418.12
CITY OF ST. HELENS	INV0001269	02/05/2021	01-00178-001 MASONIC BUILD..	202-725-52003	21.84
BOISE WHITE PAPER LLC	1.15.2021	02/08/2021	NOTE PAYEMNT JAN 2021	202-722-55001	12,500.00
BOISE WHITE PAPER LLC	2.15.2021	02/08/2021	NOTE PAYEMNT FEB 2021	202-722-55001	12,500.00
Fund 202 - COMMUNITY DEVELOPMENT Total:					27,014.96

Fund: 205 - STREETS

DAVID EVANS AND ASSOCIATE...	480928	02/08/2021	N VERNONIA RD SIDEWALKS S...	205-000-53019	4,569.93
DAVID EVANS AND ASSOCIATE...	480929	02/08/2021	COLUMBIA BLVD. SIDEWALK R...	205-000-53002	65.17
Fund 205 - STREETS Total:					4,635.10

Fund: 301 - STREETS SDC

DAVID EVANS AND ASSOCIATE...	480929	02/08/2021	COLUMBIA BLVD. SIDEWALK R...	301-000-53001	65.17
Fund 301 - STREETS SDC Total:					65.17

Fund: 601 - WATER

LAWRENCE OIL COMPANY	019001-2101501	02/01/2021	247752	601-732-52022	28.92
NORTHSTAR CHEMICAL	187484	02/01/2021	SODIUM HYPOCHLORITE 12.5%	601-732-52083	558.70
ONE CALL CONCEPTS INC	1010487	02/02/2021	REGULAR / MODEM DELIVERY ...	601-731-52019	120.16
ACE HARDWARE - ST. HELENS	1.31.21-60180	02/04/2021	MATERIALS ACE ACCT 60180	601-731-52001	28.31
HACH	12309221	02/04/2021	REAGENT SET CHLORINE FREE ...	601-731-52001	74.56
HACH	12309221	02/04/2021	REAGENT SET CHLORINE FREE ...	601-732-52023	138.47
VERIZON	9871704038	02/04/2021	SUE NELSON	601-731-52010	40.01
VERIZON	9871704038	02/04/2021	SUE NELSON	601-731-52010	18.29
VERIZON	9871704038	02/04/2021	WFP 1	601-732-52010	40.01
VERIZON	9871704038	02/04/2021	WFP 2	601-732-52010	40.01
VERIZON	9871704038	02/04/2021	GUY DAVIS	601-732-52010	50.67
VERIZON	9871704038	02/04/2021	HOWIE BURTON	601-732-52010	36.20
HARRINGTON INDUSTRAIL PLA...	009K4490	02/08/2021	VALL BALL TUBV	601-732-52001	393.68
CITY OF COLUMBIA CITY	1.26.21	02/08/2021	001754-001	601-732-52003	82.46
ACE HARDWARE - ST. HELENS	1.31.21	02/08/2021	ACE MATERIALS ACCT 60181	601-732-52001	16.99
ACE HARDWARE - ST. HELENS	1.31.21	02/08/2021	ACE MATERIALS ACCT 60181	601-732-52001	7.18
ACE HARDWARE - ST. HELENS	1.31.21	02/08/2021	ACE MATERIALS ACCT 60181	601-732-52001	102.57
H.D FOWLER COMPANY	I5642679	02/08/2021	SL WATER METER 3GDS FROST...	601-000-53006	37,710.42
H.D FOWLER COMPANY	I5681851	02/08/2021	MASTER METER GPS RECIVER ...	601-731-52001	122.40
Fund 601 - WATER Total:					39,610.01

Fund: 603 - SEWER

ONE CALL CONCEPTS INC	1010487	02/02/2021	REGULAR / MODEM DELIVERY ...	603-735-52019	120.14
PEAK ELECTRIC GROUP LLC	21505	02/02/2021	SPLICE WIRE ON LAKE TROUBL...	603-737-52001	690.00
CBM SYSTEMS LLC	220069	02/03/2021	JANITORIAL SERVICES	603-736-52023	218.99
ACE HARDWARE - ST. HELENS	1.31.21-60180	02/04/2021	MATERIALS ACE ACCT 60180	603-736-52001	15.08
ACE HARDWARE - ST. HELENS	1.31.21-60180	02/04/2021	MATERIALS ACE ACCT 60180	603-736-52001	33.63
ACE HARDWARE - ST. HELENS	1.31.21-60180	02/04/2021	MATERIALS ACE ACCT 60180	603-736-52001	3.30
ACE HARDWARE - ST. HELENS	1.31.21-60180	02/04/2021	MATERIALS ACE ACCT 60180	603-736-52001	14.99
ACE HARDWARE - ST. HELENS	1.31.21-60180	02/04/2021	MATERIALS ACE ACCT 60180	603-736-52001	10.56
ACE HARDWARE - ST. HELENS	1.31.21-60180	02/04/2021	MATERIALS ACE ACCT 60180	603-736-52001	20.45
ACE HARDWARE - ST. HELENS	1.31.21-60180	02/04/2021	MATERIALS ACE ACCT 60180	603-736-52023	34.32
ACE HARDWARE - ST. HELENS	1.31.21-60180	02/04/2021	MATERIALS ACE ACCT 60180	603-736-52023	28.32
ACE HARDWARE - ST. HELENS	1.31.21-60180	02/04/2021	MATERIALS ACE ACCT 60180	603-737-52001	15.08
ACE HARDWARE - ST. HELENS	1.31.21-60180	02/04/2021	MATERIALS ACE ACCT 60180	603-737-52001	10.56
ACE HARDWARE - ST. HELENS	1.31.21-60180	02/04/2021	MATERIALS ACE ACCT 60180	603-737-52001	14.99
ACE HARDWARE - ST. HELENS	1.31.21-60180	02/04/2021	MATERIALS ACE ACCT 60180	603-737-52001	3.29
ACE HARDWARE - ST. HELENS	1.31.21-60180	02/04/2021	MATERIALS ACE ACCT 60180	603-737-52001	33.63
ACE HARDWARE - ST. HELENS	1.31.21-60180	02/04/2021	MATERIALS ACE ACCT 60180	603-737-52001	20.45
VERIZON	9871704038	02/04/2021	SAM ORTIZ	603-736-52010	16.89
VERIZON	9871704038	02/04/2021	AARON KUNDERS	603-736-52010	42.44
VERIZON	9871704038	02/04/2021	STEWART HARTLEY	603-736-52010	12.06

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON	9871704038	02/04/2021	AARON KUNDERS	603-737-52010	42.47
VERIZON	9871704038	02/04/2021	SAM ORTIZ	603-737-52010	16.90
VERIZON	9871704038	02/04/2021	STEWART HARTLEY	603-737-52010	12.07
VERIZON	9871704038	02/04/2021	SAM ORTIZ	603-738-52010	16.88
VERIZON	9871704038	02/04/2021	STEWART HARTLEY	603-738-52010	12.07
VERIZON	9871704038	02/04/2021	AARON KUNDERS	603-738-52010	42.52
ACE HARDWARE - ST. HELENS	1.31.21	02/08/2021	ACE MATERIALS ACCT 60181	603-736-52023	28.37
COLUMBIA RIVER PUD	2.1.21	02/08/2021	38633 594 S 9 ST POWER	603-737-52003	10,145.84
Fund 603 - SEWER Total:					11,676.29
Fund: 701 - EQUIPMENT					
CARQUEST AUTO PARTS STOR...	1611-ID-407990	02/04/2021	AUTO PARTS ACCT 151010 31...	701-000-52001	116.57
VERIZON	9871704038	02/04/2021	BRETT LONG	701-000-52010	50.67
SUNSET AUTO PARTS INC - NA...	1.26.21	02/08/2021	AUTO PARTS ACCT 6355	701-000-52001	3.80
GENERAL EQUIPMENT COMP...	75433	02/08/2021	JOYSTICK	701-000-52001	830.81
Fund 701 - EQUIPMENT Total:					1,001.85
Fund: 702 - INFORMATION SYSTEMS					
VERIZON	9871704038	02/04/2021	DARIN COX	702-000-52010	52.53
VERIZON	9871704038	02/04/2021	CREDIT	702-000-52010	-50.00
COMCAST	1.21.21	02/05/2021	COMCAST CABLE 8778108990...	702-000-52003	1,833.45
CENTURY LINK	1.25.21	02/08/2021	966B	702-000-52010	334.95
Fund 702 - INFORMATION SYSTEMS Total:					2,170.93
Fund: 703 - PW OPERATIONS					
LAWRENCE OIL COMPANY	019001-2101501	02/01/2021	247748	703-734-52022	717.49
LAWRENCE OIL COMPANY	019001-2101501	02/01/2021	247750	703-734-52022	87.24
U.S BANK EQUIPMENT FINANCE	434041547	02/01/2021	CONTRACT PAYMENT 500-049...	703-733-52005	99.00
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	703-734-52001	18.11
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	703-734-52023	9.96
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	703-734-52023	771.43
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	703-734-52023	52.70
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	703-734-52023	1,141.98
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	703-734-52023	171.80
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	703-734-52023	63.67
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	703-734-52023	219.44
VERIZON	9871704038	02/04/2021	SUE NELSON	703-733-52010	40.01
VERIZON	9871704038	02/04/2021	SHARON DARROUX	703-733-52010	58.63
VERIZON	9871704038	02/04/2021	TIM UNDERWOOD	703-733-52010	50.67
VERIZON	9871704038	02/04/2021	DAVE ELDER	703-734-52010	50.67
VERIZON	9871704038	02/04/2021	WATER TRUCK	703-734-52010	50.67
VERIZON	9871704038	02/04/2021	MOUHAMAD ZAHER	703-734-52010	50.67
VERIZON	9871704038	02/04/2021	SUE NELSON - SCOTT HARRIN...	703-734-52010	50.67
VERIZON	9871704038	02/04/2021	SCOTT WILLIAMS	703-734-52010	50.67
VERIZON	9871704038	02/04/2021	CURT LEMONT	703-734-52010	18.29
VERIZON	9871704038	02/04/2021	ETHAN STERLING	703-734-52010	50.67
NATIONAL BUSINESS FURNITU...	MK556363-TDQ	02/04/2021	TABLE / GLASS HUTCH	703-733-52001	746.80
Fund 703 - PW OPERATIONS Total:					4,571.24
Fund: 704 - FACILITY MAJOR MAINTNANCE					
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	704-000-53018	192.45
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	704-000-53018	4.29
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	704-000-53018	150.10
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	704-000-53018	22.49
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	704-000-53018	24.99
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	704-000-53018	215.24
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	704-000-53018	246.81
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	704-000-53018	11.49
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	704-000-53018	28.74
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	704-000-53018	42.35
DAHLGREN'S DO IT BEST BUIL...	01-26-2021	02/02/2021	BUILDING MATERIALS ACCT 1...	704-000-53018	8.80
WAYNE MARTIN FLOORING INC	2069	02/02/2021	BLINDS CITY HALL UPSTAIRS	704-000-53018	7,752.00
ACE HARDWARE - ST. HELENS	1.31.21-60174	02/04/2021	ACE MATERIALS ACCT 60174	704-000-53026	22.97

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
EAGLE STAR ROCK PRODUCTS ...	39035	02/04/2021	CAMPBELL PART STORM ROCK	704-000-53018	959.49
EAGLE STAR ROCK PRODUCTS ...	39043	02/04/2021	CAMPBELL PARK STORM ROCK	704-000-53027	1,066.80
Fund 704 - FACILITY MAJOR MAINTNANCE Total:					10,749.01
Grand Total:					138,289.54

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	36,794.98
202 - COMMUNITY DEVELOPMENT	27,014.96
205 - STREETS	4,635.10
301 - STREETS SDC	65.17
601 - WATER	39,610.01
603 - SEWER	11,676.29
701 - EQUIPMENT	1,001.85
702 - INFORMATION SYSTEMS	2,170.93
703 - PW OPERATIONS	4,571.24
704 - FACILITY MAJOR MAINTNANCE	10,749.01
Grand Total:	138,289.54

Account Summary

Account Number	Account Name	Expense Amount
100-701-52010	Telephone	190.09
100-701-52018	Professional Development	264.54
100-701-52019	Professional Services	1,687.00
100-702-52005	Small Equipment	181.06
100-702-52019	Professional Services	296.16
100-704-52019	Professional Services	3,225.00
100-704-52024	Miscellaneous	11.50
100-705-52001	Operating Supplies	628.50
100-705-52010	Telephone	287.78
100-705-52013	Memberships	9,093.00
100-705-52019	Professional Services	2,036.29
100-705-52022	Fuel / Oil	3,537.70
100-705-52023	Facility Maintenance	1,053.93
100-706-52023	Facility Maintenance	2,499.07
100-706-52033	Printed Materials	407.63
100-706-52035	Audio Materials	32.79
100-707-52008	Printing	481.36
100-707-52019	Professional Services	591.00
100-708-52001	Operating Supplies	438.98
100-708-52010	Telephone	91.92
100-708-52023	Facility Maintenance	120.05
100-708-52026	Equipment Fund Charges	178.90
100-709-52010	Telephone	50.67
100-709-52023	Facility Maintenance	293.44
100-711-52010	Telephone	193.10
100-715-52019	Professional Services	279.06
100-715-52022	Fuel/Oil	55.36
100-715-52023	Facility Maintenance	1,199.10
100-715-52049	Litigation Settlement	7,390.00
202-721-52019	Professional Services	575.00
202-722-52054	Offshore Lease	1,418.12
202-722-55001	Principal	25,000.00
202-725-52003	Utilities	21.84
205-000-53002	Safe Routes to School	65.17
205-000-53019	North Vernonia Improve...	4,569.93
301-000-53001	Capital Outlay	65.17
601-000-53006	Water Meter Replacement	37,710.42
601-731-52001	Operating Supplies	225.27
601-731-52010	Telephone	58.30
601-731-52019	Professional Services	120.16
601-732-52001	Operating Supplies	520.42
601-732-52003	Utilities	82.46
601-732-52010	Telephone	166.89
601-732-52022	Fuel / Oil	28.92
601-732-52023	Facility Maintenance	138.47

Account Summary

Account Number	Account Name	Expense Amount
601-732-52083	Chemicals	558.70
603-735-52019	Professional Services	120.14
603-736-52001	Operating Supplies	98.01
603-736-52010	Telephone	71.39
603-736-52023	Facility Maintenance	310.00
603-737-52001	Operating Supplies	788.00
603-737-52003	Utilities	10,145.84
603-737-52010	Telephone	71.44
603-738-52010	Telephone	71.47
701-000-52001	Operating Supplies	951.18
701-000-52010	Telephone	50.67
702-000-52003	Utilities	1,833.45
702-000-52010	Telephone	337.48
703-733-52001	Operating Supplies	746.80
703-733-52005	Small Equipment	99.00
703-733-52010	Telephone	149.31
703-734-52001	Operating Supplies	18.11
703-734-52010	Telephone	322.31
703-734-52022	Fuel / Oil	804.73
703-734-52023	Facility Maintenance	2,430.98
704-000-53018	Capital Outlay - City Hall	9,659.24
704-000-53026	Capital Outlay - 5th Street...	22.97
704-000-53027	Capital Outlay - Campbell ...	1,066.80
Grand Total:		138,289.54

Project Account Summary

Project Account Key	Expense Amount
None	138,289.54
Grand Total:	138,289.54