

CITY OF SLIDELL

2045 Second Street - Suite 202 • P.O. Box 828 • Slidell, LA 70459
(985) 646-4377 • Fax (985) 646-6109 • personnel@cityofslidell.org

Department of Civil Service

MW

Civil Service Board

Department Director: Please post on the Department Bulletin Board Immediately.

ATTENTION EMPLOYEES.....POSITION AVAILABLE

Job Class Title:	Grants Administrator PC#02020701	Pay Grade:	15
Department:	Finance	FLSA:	Exempt
Salary:	\$38,355.20		

Job Class Summary: A professional administrative level position that optimizes the City of Slidell's opportunities for identifying, preparing, and administering grants once they are received by the city. The Position will coordinate the City's grant writing, submission, administration and monitoring with the cooperation of various city department directors.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Five years of demonstrated experience in successful grant writing and administration experience. Experience working for a municipality or other government entity preferred. Bachelor's Degree and/or Master's degree may substitute for up to two (2) years of experience or any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

- Federal and State Grants availability, compliance requirements, principles and procedures of grants, project development and administration.
- Knowledge of proper procurement procedures and other compliance requirements for federal grants.
- Knowledge and ability to use personal computers and related software.
- Good oral and written communication skills.
- Good organizational skills.
- Good research skills.

Complete Job Description can be obtained in the Civil Service Personnel Department

Any City employee wishing to be considered for this position must apply in writing to the Civil Service Personnel Director no later than 4:00 p.m., Wednesday, January 2, 2019.

Announcement Date: December 27, 2018

POSITION DESCRIPTION

Title: Grants Administrator
Department: Finance

Effective Date: July 1, 2015
Grade: 15
Status: Exempt

GENERAL PURPOSE

A professional administrative level position that optimizes the City of Slidell's opportunities for identifying, preparing, and administering grants once they are received by the city. The Position will coordinate the City's grant writing, submission, administration and monitoring with the cooperation of various city department directors.

SUPERVISION RECEIVED:

Position works under the supervision of the Director of Finance.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Establish goals, priorities, and needs for outside funding through meetings with the Mayor, Council members, and Department Directors.

Researches grant opportunities by reviewing the Code of Federal Regulations, federal and state web sites, and private foundation web sites.

Gathers pricing data and compiles necessary research documentation to prepare successful grant applications.

Establishes and maintains an ongoing working relationship with grantor institutions.

Establishes and maintains system to track grant applications and report deadlines for grant awards and meets those deadlines.

Oversee management of awarded grant funds, ensures that funds are being spent as designated in the grant award and ensures compliance with special provisions. Ensures compliance of grant portfolio from start to close out.

Meets with accounting personnel to help set up grant financial accounts and establish and revise project budgets.

Performs various general grant administration functions such as requests for reimbursements and ensures accuracy and timeliness of progress reports.

Reviews and authorizes all grant fund disbursement before submission for payment to Finance Director.

Tracks amounts received and amounts due from grantors.

Resolves procedural, operational, and other work related problems by working with departments and the granting agencies to facilitate solutions.

Prepares for granting agency audits.

Composes progress reports, annual reports, updates, etc that may be required by the grantor agency in a timely manner.

Prepares a monthly report of activities for the Director of Finance and the Mayor.

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Five years of demonstrated experience in successful grant writing and administration experience. Experience working for a municipality or other government entity preferred. Bachelor's Degree and/or Master's degree may substitute for up to two (2) years of experience or any combination of experience and training which demonstrates the knowledge and experience to perform the work.

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- Knowledge of proper procurement procedures and other compliance requirements for federal grants.
- Knowledge and ability to use personal computers and related software.
- Good oral and written communication skills.
- Good organizational skills.
- Good research skills.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Telephone, copier, answering machine, fax machine, printer, and computer.

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 frequently is required to stand; walk; and use hands to finger, handle, feel or operate equipment, objects, tools, or controls. The employee is occasionally required to sit, and talk or hear.

The employee may occasionally lifts and/or moves 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. 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 an office environment where the noise level is moderate to low.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

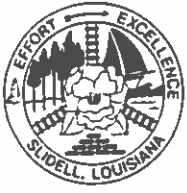
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Civil Service Director

Effective Date:

Approval: _____
Director

Revision History:



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Department Director: Please post on the Department Bulletin Board Immediately.

ATTENTION EMPLOYEES.... POSITION AVAILABLE

Job Class. Title: Senior Equipment Operator - PW Pay Grade: 11
PC#23300908
Department: Public Operations FLSA: Non-Exempt
Starting Salary: \$28,496.00

Job Summary: This is manual work in which the employee performs a variety of skilled maintenance work and operates a variety of medium-sized power equipment and machinery utilized in the maintenance and repair of public Drainage, streets, parkways, and easements.

Education, Experience, and Skills Required:

1. High school diploma or GED.
2. Two (2) years experience in the operation of medium-sized mechanical equipment.
3. An equivalent combination of education and experience. Additional full-time related experience may be substituted, year for year, for the required education or has proven he/she can operate all required equipment through written and practical exams.

Complete Job Description available in the Civil Service Personnel Office.

Any City employee wishing to be considered for this position must apply in writing to the Civil Service Personnel Director no later than 4:00 p.m., Wednesday, January 2, 2018.

Announcement Issue Date: December 27, 2018

POSITION DESCRIPTION

Class Title: Sr. Equipment Operator PW
Department: Public Operations
(Streets, Bridges, and Drainage)

Effective Date: July 1, 2014
Pay Grade: 11
FLSA Status: NE

GENERAL PURPOSE

This is manual work in which the employee performs a variety of skilled maintenance work and operates a variety of medium-sized power equipment and machinery utilized in the maintenance and repair of public Drainage, streets, parkways, and easements.

SUPERVISION RECEIVED: Works under the general supervision of a Heavy Equip. Operator, Sr. Crew Chief, Assistant Superintendent, or Superintendent.

SUPERVISION EXERCISED: Serves as lead worker over other personnel as assigned (Equipment Operator, Maintenance Tech, and/or Laborer).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Utilizes medium-sized power equipment remove weeds, brush, and debris from City-owned property; spreads sand, dirt, gravel, and limestone; puts up street signs; loads and unloads trucks.
2. Uses High pressure jetter/inductor truck and culvert cleaning equipment to clean and inspect subsurface drainage and dewater worksites as needed.
3. Works with and assists work crews in digging ditches, repairing cave-in's, Pump station cleaning, culvert installation, pole holes, hoisting material, tools and equipment, working on streets, easements, drainage and any related work.
4. Uses Leak detection materials and techniques to determine drainage and/or sewer/water leaks.
5. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
6. Performs all duties in conformance to appropriate safety and security standards.
7. Performs the duties of equipment operator, maintenance worker or laborer as required or assigned.
8. Controls traffic at work sites by flagging to guide traffic through work areas, as required or assigned.
9. Perform safe operation of chainsaws
10. Loads, unloads, and transports medium and heavy equipment via tractor trailer(low boy), 6yd dump truck with equipment trailer
11. Operate 12 yd tandem dump trucks to haul materials to and from jobsites and dumpsites.
12. Maintain accurate logs and records(Log Book and Daily Worksheets)

13. Assists with any other job related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High school diploma or GED.
2. Two (2) years experience in the operation of medium-sized mechanical equipment.
3. An equivalent combination of education and experience. Additional full-time related experience may be substituted, year for year, for the required education or has proven he/she can operate all required equipment through written and practical exams.

Necessary Knowledge, Skills and Abilities:

1. Considerable knowledge of light/medium equipment operating principles; considerable knowledge of the hazards and safety precautions common to light/medium equipment operations; considerable knowledge of the methods, materials and tools used in maintenance work for municipal streets, roadways, and drainage systems and other facilities.
2. Skill in operation of listed tools and equipment according to specific Departmental requirements.
3. Ability to issue, understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with other employees, supervisors and the public; Ability to perform heavy manual tasks under varying weather conditions; Ability to drive and operate a variety of equipment under varying conditions; Ability to work from construction specifications; Ability to work overtime.

SPECIAL REQUIREMENTS

Valid Louisiana Class "A" or Class "B" commercial driver's license (will require air brake endorsement).

Depending upon Departmental requirements may be required to obtain CPR and/or First Aid training.

TOOLS AND EQUIPMENT USED

Include, but not limited to: Medium-sized motorized vehicles and equipment, including backhoe loaders, pavement breakers, High Pressure Jetter/ Inductor trucks (Vac-Con), small tracked excavator, tandem dump trucks, dump trucks w/ debris body, knuckle boom loader, tractor trailers(lo-boy),skid steer loaders, stump grinders, tractors, tractor mounted side-arm rotary cutter, street sweeper, pickup truck with trailer, chainsaws, leaf blowers, hedge cutters, watering equipment, and other lawn care maintenance equipment. Maintenance and repair equipment, including saws, compressors,

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

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 taste or 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, including inclement weather. 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 usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

Approval: _____
Civil Service Director _____

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