

**ORDINANCE NO. 1999-22**

**AN ORDINANCE ESTABLISHING SALARIES, PAY RATES AND WAGES AND CERTAIN JOB DESCRIPTIONS; DECLARING AN EMERGENCY THEREFORE; AND FOR OTHER PURPOSES.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OZARK, ARKANSAS THAT:

I.

For the fiscal year 2000, the following named positions will have an established salary and at the level set opposite each position listed below:

1.	Mayor	\$2666.66/mo
2.	City Clerk	\$2083.33/mo
3.	Aldermen	\$200/mo
4.	Water Dept. Superintendent	\$3666.66/mo
5.	Building Inspector	\$2083.33/mo
6.	Street Superintendent	\$2083.33/mo
7.	Police Chief	\$2333.33/mo
8.	Sanitation Superintendent	\$2000.00/mo
9.	Municipal Judge	\$1041.66/mo
10.	Municipal Court Clerk	\$862.08/mo
11.	Municipal Court Deputy Clerk	\$647.83/mo
12.	Sr. Citizen's Bus Driver	\$1115.83/mo

II.

The following positions for the fiscal year 2000 will be subject to the pay scale established for that position and set forth in this paragraph:

Grade	Step	1	2	3	4	5
1		\$ 11,960	12,100	12,400	12,900	13,500
2		12,480	13,105	13,900	14,600	15,350
3		14,250	14,960	15,750	17,300	18,750
4		17,750	18,650	19,580	20,550	21,570
5		19,500	20,475	21,500	23,075	24,500
6		23,100	24,300	25,460	26,500	27,800
7		25,000	26,250	27,600	29,000	31,100

CITY OF OZARK  
SALARY SCHEDULE AND SCALE  
2001

Grade	Step	1	2	3	4	5
1		\$ 11,960	12,100	12,400	12,900	13,500
2		12,480	13,105	13,900	14,600	15,350
3		14,250	14,960	15,500	17,000	18,300
4		15,900	17,300	18,700	20,400	21,570
5		18,900	20,250	21,500	23,750	24,900
6		23,300	24,600	25,900	26,700	27,800
7		25,000	26,250	27,600	29,000	31,100
8		27,500	28,875	30,350	32,000	33,750

**ADMINISTRATIVE ASSISTANT, Grade 4**

All activities related to payroll, accounts payable, accounts receivable for all city accounts. Record ordinances and minutes in respective record books. Record and print daily time sheets for departments on a monthly basis. Handle incoming calls (phone and person), mail, office supplies, type correspondence (letters, memos, cemetery deeds, invoicing), other duties as requested by Mayor and City Clerk.

# Job Description

## Title

City Building Inspector

## Immediate Supervisor

Water Superintendent, Mayor

## Minimum Qualifications

- A. High School graduate or equivalent.
- B. Must be 21 years of age and have a valid Arkansas driver's license.
- C. Have knowledge of building and electrical laws.
- D. Experience as a building inspector or performed related work.
- E. Certified by SBCCI or similar agency as a Building Inspector within 1 year from the date of employment or assignment.
- F. Willing to travel to workshops, short courses, etc.
- G. Be certified by the State of Arkansas to inspect plumbing and HVAC installations.
- H. Reimburse the City for any costs incurred for schooling or training to promote the employees' licensing within two years of date of hiring should employee voluntarily cease employment with the City and secure employment in a similar field.

## Specific Job Duties

- A. Performs field inspections of construction sites to monitor compliance of ordinances and regulations. Performs inspections of building, electrical, plumbing and mechanical work, including footings, slabs, framing and heat and air, as well as sign locations and sign erections.
- B. Assures building is constructed according to approved plans.
- C. Monitors jurisdiction for construction that has not been approved.
- D. Insures that setbacks are maintained.
- E. Enforces the flood ordinance.
- F. Enforces adherence to building and zoning regulations and if violations are found follows up with appropriate actions to correct such violations

*G. - Performs Fire Inspection on existing Commercial or other structures as needed.*

## Knowledge, Skills and Abilities

- A. Knowledge of all phases of construction.
- B. Knowledge of all zoning and building codes.
- C. Good verbal skills
- D. Ability to observe details to effectively perform field inspections of work under construction.

Building Inspector

# Job Description

## Code and Zoning Enforcement

- A. Makes on-site inspections to assure compliance with approved site and subdivision plans, including landscape provisions, setbacks, signage, etc.
- B. Investigates complaints of dilapidated buildings, etc., as defined in building codes.

## Issuance of Permits

- A. Insures that all things pertaining to lot and building meet standard codes and other ordinances before issuing permits for building, electrical, plumbing, mechanical work and Certificates of Occupancy.
- B. Checks to see that water meter has been obtained; sewer permit or health department approval for septic tank has been obtained; the department has a stamped and approved set of plans, highway or driveway permit has been obtained; the contractor is properly licensed and the required posting of street numbers.
- C. Informs contractors at what stages of completion inspections are needed.
- D. Answers any questions regarding permits.

## Administrative Activities

- A. Completes permits.
- B. Answers questions regarding jobs, building ordinances, and code problems.
- C. Researches code problems.
- D. Interprets code changes.
- E. Researches newly approved materials to be used for building or construction.
- F. Completes various reports, forms, records, etc.

## Plans Review

- A. Ensures building/construction plans meet zoning and other ordinances as well as all codes enforced by the department.
- B. Lists any conditions or changes to the plans and provides copy to owner or developer.
- C. Checks all plans for architect's stamp.

**The information contained in the description above is intended to describe the general nature of this position and is not considered a complete statement of duties, responsibilities and requirements.**

Building Inspector

**OFFICE ASSISTANT, Grade 2, one position**

All activities related to payroll, accounts payable, accounts receivable for all city accounts. Record ordinances and minutes in respective record books. Record and print daily time sheets for departments on a monthly basis. Handle incoming calls (phone and person), mail, office supplies, type correspondence (letters, memos, cemetery deeds, invoicing), other duties as requested by Mayor and City Clerk.

## City of Ozark Street Department

### Job Description and Salary Grade

The Street Department consists of seven full-time employees. The department is supervised by a department head and has three defined positions within the department structure. The department also has a defined position for summer employees, as authorized by the fiscal year budget.

#### Department Supervisor, salary set by ordinance

The department supervisor is deemed the manager of the department actions and assets. The supervisor is the direct supervisor to all full time employees, summer employees, community punishment workers, volunteers, and others contracted by the City of Ozark to work on street projects. The supervisor has the authority, as directed and approved by the mayor, to promote, discipline, hire and fire employees of the street department. The supervisor is under direct supervision of the mayor and subject to directives of the mayor's office.

#### General Construction, Grade 4, two positions

General construction workers are designed to work with equipment such as backhoes, bulldozers, tractors, sweepers, and other equipment. The general construction workers are designed to manage site operation at the will of the supervisor of the department. The general construction worker may also work with mowers, chippers, blowers, weed eaters, or manual tools to accomplish their assignments. The general construction worker is subject to the direct order of the supervisor and may be directed to other duties as the supervisor sees fit.

#### General Labor, Grade 3, three positions

General labor workers are designed to work with equipment such as mowers, chippers, blowers, weed eaters, or manual tools. The general labor workers are designed to supplement the general construction worker at site operations. The general labor worker may also work with equipment such as backhoes and tractors to accomplish their assignments. The general labor workers are subject to the direct order of the supervisor and may be directed to other duties as the supervisor sees fit.

#### Mechanic, Grade 5

The mechanic is designed to handle all maintenance and corrective measures of all city' owned vehicles and equipment. The working knowledge must be such that the mechanic is capable of repair and prevention of both new and used vehicles and equipment. The mechanic is subject to direct supervision of the supervisor and may be directed to other duties as the supervisor sees fit.

## CITY OF OZARK SANITATION DEPARTMENT

The Sanitation Department consists of three full-time employees and one part-time position. The department is supervised a department head and has two defined positions with the department structure.

The job descriptions and salary position.

Department Supervisor, salary set by ordinance

The supervisor shall be responsible for day to day operation of the department, including, trash service, recycling and other duties prescribed by the Mayor.

Sanitation Labor, Grade 3, two positions

Sanitation labor positions are charged with service of residential and commercial sanitation pickup, and recycling, or any job prescribed by the department supervisor.

Part-time Labor, Grade 3, one position

Part-time labor is charged with operation of the transfer station and any duty prescribed by supervisor

Full  
Time

City of Ozark Police Department

The Police Department consists of nine full-time employees. The department is supervised by a chief of police and has eight defined positions within the department structure.

The following is a list of salary scale positions within the department.

Chief of Police, salary set by ordinance

Sergeant, Grade 5-6, one position

Criminal Investigator, Grade 5-6, one position

Senior Patrolman, Grade 4-5, one position

Patrolman First Class, Grade 4-5\*

Probationary Patrolman, Grade 4-5\*

Office Manager, Grade 3, one position

Records Clerk, Grade 2, one position

\* there are three positions between the marked descriptions



POLICE CHIEF

The Chief of Police shall be appointed by the Mayor to act as the department head and shall oversee the Police system as organized.

The Chief shall be responsible to establish rules and regulations, for adoption by the City Council, from which to govern the department. Therein shall be vested to the Chief full authority to appoint, or designate another to appoint, persons to unoccupied positions, certified or civilian, as may occur. And, to advance or reduce in rank, reassign, suspend or dismiss any subordinate, as well as empower and limit subordinates with administrative authority as needed to provide for orderly operation. Correspondingly to establish as needed, specialized divisions for the handling of warrant service, criminal investigations, training, evidence processing, public affairs, etc.

The Chief shall provide consultation to the Police Committee, Mayor and City Council on budgetary preparation and amendments, and shall provide approval of operational budgetary expenditures up to a spending authority limit, within appropriations of the City

Council of five hundred dollars. Beyond such spending authority, approval must be sought from the Police Committee or Mayor.

The Chief shall also provide consultation to the Police Committee, Mayor, and City Council on the proposed enactment or amendment of ordinances. Provide supervision, guidance and input on the discretionary authority to enforce all laws and conformably provide a system to review complaints of performance made toward the department or any individual member therein. Which shall also include review upon appeal or grievance, actions taken or up-held by the Sergeant. After which the Chief may reverse, up-hold, or up-hold with a change such actions. In the event of a decision to up-hold or up-hold with a change, such shall be deemed action by the Chief.

**SERGEANT**

The position of Sergeant shall serve as assistant department head and shall act as department head in the event of a vacancy in that position, or, during any prolonged absence of the Chief of Police. The Sergeant shall be responsible for the direct supervision of daily operations and review of recommendations and grievance made by subordinates prior to forwarding onto the Chief of Police. The Sergeant shall have authority to formally commend or make recommendation for promotion as well as reassign, reduce in rank, suspend without pay or recommend termination. Further, the Sergeant shall perform all other duties as prescribed or assigned by the Chief of Police.

C.I.D.

The Criminal Investigator for the police department will be doing the investigation of all criminal acts committed within the city limits of Ozark. All drug buys must be approved by the C.I.D. officer first. He will be responsible for all arrangements such as setting up all drug related meetings, buys, and investigative activities.

The C.I.D. officer will be in charge when both the Sergeant and Chief are absent from the city at the same time.

SENIOR PATROLMAN

The officer who has been with the department the longest will be designated as the Senior Patrolman. His duties will include being in charge of the service of warrants, summons, and subpoenas, as well as other duties as assigned by the Sergeant.

## **PATROLMAN FIRST CLASS**

**2.55**

An officer reaches Patrolman First Class when, after fulfilling the probationary period, the officer is fully certified with at least one year of experience.

## **PROBATIONARY PATROLMAN**

**2.56**

A non-certified officer who has just joined the department is designated as a probationary patrol officer. His duties will be assigned by the Sergeant. He will be under a probationary period of one year. Any justified complaints or negative incidents involving this probationary patrolman during his one year probationary period can result in the termination of his employment with this department. This will be determined by the Chief of Police.

## **K-9**

**2.57**

The K-9 dog will be assigned to an officer who will be in charge of the dog. This officer will be solely responsible for the dog and the handling of the dog.

This dog will be used for drug activity only.

If you have suspicions of anything drug related, the K-9 Officer is the one you will need to call out.

If an outside agency is needing the assistance of our K-9 unit and the K-9 Officer is off duty, if he is called out to another County, that County will be billed at time and a half based on the hourly wage that the K-9 Officer is paid.

PURPOSE:

To establish a Reserve Unit which will serve as both a support group for the Ozark Police Department and as a community related service organization.

1. The reserve unit is formed to provide active membership for those people within the community who wish to become better acquainted with police work in general, who wish to serve the community, and for those who may be considering a career in law enforcement. As such, the unit will be formulated along the same or similar guidelines upon which the Police department is organized. The members of this Unit will be required to meet some of the basic criteria which certified police officers are required to meet. Only those individuals who are willing to adhere to the rules of conduct which govern police officers in general will be accepted to the reserve program.
2. Potential members must meet the following criteria in order to be considered for acceptance:
  - A. Each member must be at least twenty-one (21) years of age.
  - B. Potential members must not have been convicted of any felony offenses, must not have a history of convictions or traffic related offenses and/or misdemeanors and be in good standing with the community.
  - C. Members must be in good physical condition and the weight of each member should be in proportion to his or her height.

D. Each member must be willing to undergo a basic background investigation by the Police Department.

3. In order to be accepted as a member of the Reserve Unit, the individual must be willing to complete a certified reserve school and have a physical and psychological exam done at their own expense. Acceptance to the reserve program will be determined by the Chief of Police.
4. All Reserve Unit individuals who are selected to be on the reserve program with the Ozark Police Department, during such time until they go to the schooling, will not be allowed to carry any manner of firearm, striking device or any other weapon capable of causing physical injury to another while performing as a reserve member, not will they have any authority, express or implied. Each person must complete and pass the reserve schooling. If not, they will automatically be removed from the reserve unit. After completion of the Reserve part-time II class, they may be certified and authorized to carry a handgun.
5. Upon completing the schooling and being certified as a reserve officer, they will be required to work on a shift as deemed necessary by the Chief of Police and also help in special events going on within the city such as: football games, parades, extra patrol nights and road blocks all as directed by the Chief of Police.
6. Each member will be required to sign a prepared waiver which will release the Police Department and the city from any liability for any injuries, harm or damages of whatsoever nature and arising out of any claim, complaint or cause of action of any type whatsoever. In the event of bodily harm, all responsibility for any legal, medical or hospital expenses will be the responsibility of the individual.
7. No reserve officer will equip his privately owned vehicle with police emergency equipment such as blue lights, siren, etc.



8. No member will perform any duties or have any authority in any police capacity when not working at the same time as and in conjunction with a full time certified officer. Outside of the conditions of working a schedule when he/she is to be working with another certified officer, the member must remember that he/she is only a private citizen, not a representative of this department and thus has no independent or continuing authority as a police officer.
  
9. Each reserve officer will be issued a copy of the rules and regulations which govern the Police Department. The members of the Reserve Unit will be expected to adhere to those rules which apply to them. Many of the rules within the Police Department handbook will not apply to reserve officers. During the course of the formation of the reserve unit, any member who has a question pertaining to the rules and regulations should address those questions to the Chief of Police.

## **NON CERTIFIED PERSONNEL**

**2.6**

### **OFFICE MANAGER**

**2.61**

The duties of the Office Manager are those that are required to keep the necessary records of police activity in proper order. The Office Manager is also required to keep accurate financial records of all monies received and disbursed through the bonds and fines account of this department. The immediate supervisor of the Office Manager will be the Chief of Police.

### **RECORDS CLERK**

**2.62**

The Records Clerk will perform duties necessary to assist in the keeping of departmental records. The immediate supervisor of the records clerk will be the office manager.

City of Ozark Water Department

The Water Department consists of ten full-time employees. The department is supervised by a department head and has eight defined positions within the department structure. The department also has a defined position for a summer employee, as authorized by fiscal year budget.

The job descriptions of the department follow on the following pages. Below are the grade scale positions.

Department Supervisor, salary set by ordinance

Water Plant Operator, Grade 5, one position

Wastewater Plant Operator, Grade 5, one position

Water/Wastewater Plant Superintendent, Grade ~~7-8~~, one position

627 5-6

Water Maintenance I, Grade 3-4\*

Water Maintenance II, Grade 4-5\*

Water Maintenance III, Grade 5-6\*

Billing Clerk/Receptionist, Grade 2, one position

Office Manager, Grade 5-6-7, one position

\* there are three positions between the water maintenance I, II, and III, not necessarily based on different levels

## JOB DESCRIPTIONS

**Water Plant Operator** - Responsible for daily operations and maintenance involving the water treatment facility along with any and all control valves and equipment required in the production, transmission and distribution of water. Must acquire necessary license as required by the Arkansas Department of Health or any other governing agency and have adequate amount of experience to fulfill all responsibilities as set forth in the water treatment facility daily operations by treatment plant superintendent or manager.

**Wastewater Plant Operator** - Responsible for daily operations and maintenance involving the wastewater treatment plant along with any and all equipment, control valves and wastewater pump stations used for the collection, transmission and treatment of wastewater. Must acquire necessary license as required by the Environment Protection Agency, Arkansas Department of Environmental Quality, Arkansas Department of Health or any other agency and must have adequate amount of experience to fulfill all responsibilities as set forth by treatment plant superintendent or manager.

**Water / Wastewater Plant Superintendent** - Fulfill all duties as listed in the Water Plant Operator and Wastewater Plant Operator job descriptions. Supervise water and wastewater plant operators. Provide long range planning. Oversee construction projects at water and wastewater plants and pump stations. Must acquire necessary license as required by the Environment Protection Agency, Arkansas Department of Environmental Quality, Arkansas Department of Health or any other agency and must have adequate amount of experience to fulfill all responsibilities as set forth by manager.

**Water Maintenance I - Meter Reader** - Responsible for processing service orders, work orders and utility locates, reads water meters, performs water pressure checks, general customer service and other duties as may be set forth by office manager or manager. Must acquire necessary license as may be required by the Arkansas Department of Health.

**Water Maintenance II** - Fulfill all duties as listed in the Water Maintenance Level I job description. Ability to perform duties involving the maintenance of water system including the performing water taps, maintenance and repair of fire hydrants, valves, etc., along with the experience to make repairs and extensions to the water and sewer systems and operate all equipment necessary in the scope of any such work. Must acquire necessary license as may be required by the Arkansas Department of Health.

**Water Maintenance III** - Fulfill all duties as listed in the Water Maintenance Level I & II job descriptions. Have proven ability to plan and schedule work loads and construction projects as directed by the manager in the operations of water and wastewater systems. Ability to manage and supervise employees involved in above duties, as well as oversee any and all construction projects as required by manager.

## JOB DESCRIPTIONS

**Billing Clerk - Receptionist** - Responsible for collecting and processing daily receipts, making bank deposits, answering telephone and recording messages, completing service and work orders for processing, customer service, ability to work with service technician/meter reader and other duties as may be set forth by office manager or manager.

**Office Manager** - Responsible for performing accounts payable and payroll, monthly financial reports, federal and state reports, office correspondence, desktop publishing, budget preparation and management, assignment of daily work for service technician/meter reader and billing clerk/receptionist, supervision of daily operations of office and other duties as may be set forth by manager.

CITY OF OZARK  
SALARY SCHEDULE AND SCALE  
2001

REVISED

Grade	Step	1	2	3	4	5
1		\$ 11,960	12,100	12,400	12,900	13,500
2		12,480	13,105	13,900	14,600	15,350
3		14,250	14,960	15,500	17,000	18,300
4		15,900	17,300	18,700	20,400	21,570
5		18,900	20,250	21,500	23,750	24,900
6		23,300	24,600	25,900	26,700	27,800
7		25,000	26,250	27,600	29,000	31,100
8		27,500	28,875	30,350	32,000	33,750