

**CITY OF YACHATS**  
**RESOLUTION NO. 2010-09-01**

**WHEREAS**, Council reviewed the updated job descriptions for all City employees; and

**WHEREAS**, Council wishes to establish clear and comprehensive evaluation criteria for all employees;

**NOW THEREFORE**, the City of Yachats resolves to adopt the updated job descriptions, evaluation forms for all general employees, including job specific forms for each classification, and the management evaluation form as attached and marked "Exhibit A".

**This Resolution is memorializing an action taken by City Council at the September 9, 2010 meeting and was effective as of that date.**

Attest:

\_\_\_\_\_  
Ronald L. Brean, Mayor

\_\_\_\_\_  
Nancy Batchelder, City Recorder

**ORGANIZATION: City of Yachats**

**DATE: May 2010**

**DEPARTMENT: Administration/Finance**

**JOB TITLE: Administrative Assistant – City Hall**

**PURPOSE OF POSITION:**

Act as the primary utility billing clerk and perform professional administrative staff work for the City Recorder, City Attorney, City Planner, and Public Works Director as necessary. Assignments may include special projects, research, and communications. Act as first contact for the public of the City of Yachats through telephone, direct visit, and mail.

**ESSENTIAL JOB FUNCTIONS:**

1. Receive and screen visitors and telephone calls for all staff members. Assist callers and visitors by providing information and/or directing them to the appropriate resource. Act as initial contact staff person in dealing with complaints and assist the appropriate staff person with related activities. Give information to the public and other Departments.
2. Maintain utility accounts including account changes, delinquency notices, correspondence, meter readings, and invoicing. Receive and processes payments and prepare bank deposits for utility billings.
3. Collect fees, account payments and tax payments and issue receipts. Assign the right account code, and forward to the appropriate staff person responsible for recording the general accounting receipts.
4. Retrieve, open, date-stamp and route all incoming mail on a daily basis. Track and balance postage accounts for bulk mailings.
5. Monitor and order all approved office and cleaning supplies.
6. Create and update forms. Compose and type pertinent correspondence. Provide secretarial support as directed.
7. Provide support for the Public Works Director as directed, including, but not limited to, processing new installation invoices and researching utility data.
8. Perform data gathering and preparation of reports for City Recorder's review and signature.
9. Assist City Recorder in records management and supervision of official City files and records. Assist the public, volunteers, and staff in accessing City records (paper, audio, tape, and database); Make copies; Assist with mailings.
10. Perform data entry and word processing including correspondence, reports and other documents. Maintain database files. Perform general clerical work, including assistance for the City Recorder, City Attorney, City Planner, Public Work Director and other office staff as necessary.
11. Perform data gathering and preparation of reports in support of other staff.
12. Assist the City Recorder in records management by assisting with the filing, inventory index, records database maintenance and retention schedule compliance.
13. Give the public information about the use of City facilities, including rental rates and policies.
14. Write contracts for rentals, collect rental fees and write receipts and issue confirmations. Ask appropriate questions to determine the type of rental, fee structure, and liability insurance or security requirements for special events and on-going activities.
15. Assist with maintenance of the calendar for the Commons.
16. May act as back-up recording secretary for City Commissions or City Council.
17. Notarize various documents for the public.
18. Process, monitor, and track transient rental license applications and business license applications, generate licenses, maintain related records and correspondence. Collect and track room tax returns, notify licensees of delinquencies, corrections, or late charges associated with yearly or quarterly fees or returns.
19. Maintain cooperative working relationship with City staff, other organizations, and the public.
20. Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:**

1. May provide assistance to other department personnel as workload and staffing levels dictate.
2. Maintain work area in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Knowledge of business language and writing, and mathematics. Knowledge of word processing and spreadsheets, using such tools as MS Office Suite (Word, Excel), internet research tools, and standard office equipment. Ability to communicate effectively using both verbal and written forms. Equivalent to High School graduation and additional specialized training in business administration and two years' experience in an office administrative capacity or any satisfactory combination of education, training, and experience which demonstrates the required knowledge, skills, and abilities to perform the above duties. General knowledge of, or the ability to learn municipal public works and utilities and local government structure.

**SPECIAL REQUIREMENTS/LICENSES:** Notary Public license, or within 6 months of hire

**DESIRABLE REQUIREMENTS:** Ability to work independently, using initiative and judgment in completing tasks. Experience in establishing and maintaining records, reports, and statistical data.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties may involve moving materials weighing up to 5 pounds on a regular basis and up to 60 pounds on an infrequent basis such as papers, files, boxes, light equipment, etc. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Overnight travel is not a typical requirement for this position.

**WORKING CONDITIONS:**

Most of work period occurs under usual working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noise. Some evening may be required of this position.

**SUPERVISORY RESPONSIBILITIES:**

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel and volunteers.

**SUPERVISION RECEIVED:**

Work under the direction of the City Recorder. Policies and procedures dictate most aspects of the work of the position.

*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.*

<b>ORGANIZATION:</b>	<b>City of Yachats</b>	<b>DATE: May 2010</b>
<b>DEPARTMENT:</b>	<b>Administration/Finance</b>	
<b>JOB TITLE:</b>	<b>City Recorder</b>	

### **GENERAL STATEMENT OF DUTIES**

Under general direction of the City Council implements policy as established by City Council. Administers, plans and directs the overall budgeting and finance functions of the City; oversees and/or performs work relating to the maintenance of official City records. Acts as Chief Financial Officer of the City and operates under State Laws, the City Charter and Ordinances as well as direction and rulings of the City Council. Works with department heads and the City Council.

### **ESSENTIAL JOB FUNCTIONS**

#### **General Administration**

1. Attends all City Council meetings. Ensures minutes and journal of Council proceedings are kept. Counter-signs all writings authorized by the City Council as required by City Charter.
2. Confers with all department heads on programs, procedures and administrative problems to improve the effectiveness of the City services.
3. Meets with representatives of various governmental agencies concerning problems involving those agencies on the disposition of complaints and other related matters.
4. Coordinates the flow of information between other agencies, consultants, City Council, department heads, Commissions, committees and citizens.
5. Provides administration for grants and contracts.
6. Develops and revises City policies for approval by the City Council.
7. Analyzes administrative problems and recommends solutions to the City Council.
8. Attends public entity meetings as a representative of the municipal government.
9. Maintains a thorough and up to date knowledge of pertinent legislative action and Federal, State, and County laws governing municipalities.
10. Assists citizens seeking information or making complaints and attempts to dispose of these matters to the best advantage of all parties concerned.
11. Maintain cooperative working relationship with City staff, other organizations, and the public.
12. Follow all safety rules and procedures for work areas.

#### **Other Responsibilities**

1. Provides ordinance enforcement. Issues citations and provides information to the Municipal Court regarding infractions of City ordinances.
2. Acts as City Elections Officer: posts notices of elections, receives candidate and initiative/referendum petitions, prepares Canvass of Votes, and other duties as required by law.
3. Prepares ordinances and resolutions for review by the City Attorney.
4. Supervises management of all City records and archives.
5. Oversees publication of the City Newsletter.
6. Prepares Council Agendas and provides information and documents for agenda items.
7. Maintains insurance records on all City property and confers with insurance agents on all insurance matters.
8. Recorder attends the Planning Commission, Public Works & Streets Commission, Parks and Commons Commission, and Library Commission Meetings and produces minutes, case files, public notices, legal advertisements, drafts and/or finalizes staff reports and other related correspondence and processes all matters forwarded to City Council. Prepares agendas in coordination with the Chairperson; researches and provides materials, fact sheets, supporting data, etc. to the Commissioners on agenda items being considered. Performs follow up action as necessary.

#### **Personnel Management**

Personnel management duties of a supervisor over all persons supervised by the position, including:

- a. Approve and suggest training for department employees;
- b. Assignment and approval of all overtime accruals;
- c. Annual evaluation of employees;

- d. Discipline of employees within guidelines and procedures outlined in the City's personnel rules and labor contract affecting positions supervised;
- e. Investigation of complaints against persons supervised;
- f. Periodic review of position descriptions; and
- g. Hire and terminate employees in the department.

#### Finance

- 1. Serves as Budget Officer. Supervises preparation of the annual budget, approves departmental needs, transmits budget to the Budget Committee, presents budget message.
- 2. Supervises recording of assessment liens and collections.
- 3. Invests City funds, supervises all financial processes.
- 4. Maintains knowledge of grant programs available from various agencies. Supervises preparation of grant applications and administration of grants received.

#### **SUPERVISION RECEIVED**

Work is performed under the general supervision of the City Council and direct supervision is provided by the Mayor.

#### **SUPERVISION EXERCISED**

Exercises fiscal supervision over the City Budget and expense control. Has direct supervision of all clerical and finance personnel in the City offices.

#### **JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Knowledge of computerized, double-entry bookkeeping and accounting, public fund accounting and municipal budgeting. Knowledge of business language and writing, and mathematics. Knowledge of word processing and spreadsheets, using such tools as MS Office Suite (Word, Excel), internet research tools, and standard office equipment. Willing to learn land-use planning, and local government structure. Ability to communicate effectively using both verbal and written forms. Equivalent to High School graduation and additional specialized training in business administration and two years' experience in an office administrative capacity or any satisfactory combination of education, training, and experience which demonstrates the required knowledge, skills, and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Notary Public license, or within 6 months of hire.

**DESIRABLE REQUIREMENTS:** Ability to work independently, using initiative and judgment in completing tasks. Experience in establishing and maintaining records, reports, and statistical data.

#### **PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties may involve moving materials weighing up to 5 pounds on a regular basis and up to 60 pounds on an infrequent basis such as papers, files, boxes, light equipment, etc. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Overnight travel is not a typical requirement for this position unless for conference or training opportunities.

#### **WORKING CONDITIONS:**

Most of work period occurs under usual working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noise. Some evening work may be required of this position.

**ORGANIZATION:** City of Yachats

**DATE:** May 2010

**DEPARTMENT:** Administration/Finance

**JOB TITLE:** Deputy City Recorder

**PURPOSE OF POSITION:**

Perform specialized clerical work and full-cycle accounting activities including general ledger reconciliation, accounts payable, enter transaction data into the computerized accounting system, generate reports as requested, record all receipts, enter payroll data provided by City Recorder, and perform other general tasks as assigned.

**ESSENTIAL JOB FUNCTIONS:**

1. Type technical records and documents as required in course of work; compose and types pertinent correspondence as directed.
2. Compile information from a variety of sources and prepare reports which may include quantitative analysis. Perform data gathering and preparation of reports for the Recorder's review and signature.
3. Process accounts receivable; Process payments and prepare bank deposits for general fund accounting. Receive information on income and expense financial transactions; Assign appropriate account code; Enter transaction data in to computerized accounting system; Assure accuracy of data input; Prepare receipts; Balance payment drawer; Perform property tax fund account entries.
4. Maintain check register and accounts payable file; Process bills for approval; Generate approved checks. Post daily receipts to general ledger.
5. Assist City Recorder in records management and supervision of official City files and records. Assist the public, volunteers, and staff in accessing City records (paper, audio, tape, and database); Make copies; Assist with mailings.
6. Assist City Planner as needed by performing a variety of clerical duties including mailing notices to the public and/or state and local agencies regarding land use actions, ordinance changes, and Comprehensive Plan changes.
7. Provide the public with assistance in applying for land use planning and building permits. Ask appropriate questions to establish property ownership, zoning, type of construction and type of application required.
8. Give the public information about the use of City facilities, including rental rates and policies.
9. Write contracts for rentals, collect rental fees and write receipts and issue confirmations. Ask appropriate questions to determine the type of rental, fee structure, and liability insurance or security requirements for special events and on-going activities.
10. Assist with maintenance of the calendar for the Commons.
11. May act as back-up recording secretary for City Commissions or City Council.
12. Perform data entry and word processing including correspondence, reports and other documents. Maintain database files.
13. Act as recording secretary to the Budget Committee.
14. Perform all Municipal Court Clerk duties, provide ordinance enforcement assistance, and act as a Notary.
15. Maintain cooperative working relationship with City staff, other organizations, and the public.
16. Follow all safety rules and procedures for work areas.
17. Provide assistance with monitoring and tracking transient rental licenses, business licenses, transient rental and food and beverage tax returns and other related records and correspondence.

**AUXILIARY JOB FUNCTIONS:**

1. May provide assistance to other department personnel as workload and staffing levels dictate.
2. Maintain work areas in a clean and orderly manner.
3. May be asked to edit the City Newsletter.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Knowledge of computerized, double-entry bookkeeping and accounting and the ability to learn public fund accounting. Knowledge of business language and writing, and mathematics. Knowledge of word processing and spreadsheets, using such tools as MS Office Suite (Word, Excel), internet research tools, and standard office equipment. Willing to learn municipal budget process, land-use planning, and local government structure. Ability to communicate effectively using both verbal and written forms. Equivalent to High School graduation and additional specialized training in business administration and two years' experience in an office administrative capacity or any satisfactory combination of education, training, and experience which demonstrates the required knowledge, skills, and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Notary Public license, or within 6 months of hire.

**DESIRABLE REQUIREMENTS:** Ability to work independently, using initiative and judgment in completing tasks. Experience in establishing and maintaining records, reports, and statistical data.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties may involve moving materials weighing up to 5 pounds on a regular basis and up to 60 pounds on an infrequent basis such as papers, files, boxes, light equipment, etc. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Overnight travel is not a typical requirement for this position unless for conference or training opportunities.

**WORKING CONDITIONS:**

Most of work period occurs under usual working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noise. Some evening work may be required of this position.

**SUPERVISORY RESPONSIBILITIES:**

Supervision of others is not a function assigned to this position.. May act as a "lead" to other City Hall staff or provide training and orientation to newly assigned personnel.

**SUPERVISION RECEIVED:**

Work under the direction of the City Recorder. Policies and procedures dictate most aspects of the work.

*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.*

**ORGANIZATION:** City of Yachats

**DATE:** May 2010

**DEPARTMENT:** Public Works

**JOB TITLE:** Public Works Director

**GENERAL STATEMENT OF DUTIES;**

The City of Yachats Public Works Director has supervision and control of all public works personnel as well as administrative responsibility for operation and maintenance of the City streets, roads and alleys; water distribution and treatment facilities; sanitary sewer collection and treatment facilities; storm water collection facilities; City shop and equipment; as well as any other public works programs and facilities.

**SUPERVISION RECEIVED:**

This position is supervised by and reports to the Council, through its Mayor or other designate.

**SUPERVISION EXERCISED:**

This position supervises public works personnel, including water and wastewater treatment plant operators, all utility workers and the work of contractors engages in work on City facilities and projects.

**DUTIES SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:**

1. Plans and organized the work of all persons and functions supervised by the position.
2. Directs and schedules the work of all persons and functions supervised by the position.
3. Personnel management duties of a supervisor over all persons supervised by the position, including:
  - a. Preparation of a training program for department employees;
  - b. Assignment and approval of all overtime accruals;
  - c. Annual evaluation of employees;
  - d. Discipline of employees within guidelines and procedures outlined in the City's personnel rules and labor contract affecting positions supervised;
  - e. Investigation of complaints against persons supervised;
  - f. Periodic review of position descriptions; and
  - g. Hire and terminate employees in the department.
4. Obtain estimates, quotes or bids from contractors as required in conformance with purchasing practices established by law or policy.
5. Coordinates department work with affected businesses or agencies, and advises the public of service interruptions and the like.
6. Investigates reports and complaints of service failures such as potholes, water and sewer leaks, traffic control sign damage; and resolves such concerns as required.
7. Maintains accurate and orderly records of work accomplished, including maps, diagrams, correspondence, and written reports.
8. Reports, as requested, to the Council or designate.
9. Recommends legislation to improve compliance with operations, maintenance, customer use, billing and meter reading, service charges and rates, traffic control, and other matters pertaining to the department's functioning.
10. Attends meetings of the governing body, its commissions, committees and other groups as requested by the Council or designate.
11. Preparation of a proposed annual budget for the department and submission to the City Budget Officer and presentation thereof to the Budget Committee.
12. Maintain cooperative working relationship with City staff, other organizations, and the public.
13. Follow all safety rules and procedures for work areas.
14. Perform other work as directed by the Council or designate.



**KNOWLEDGE AND SKILLS REQUIRED:**

1. Two to three years each of the following experience;
2. Management and supervision of municipal public works functions;
3. Water treatment and distribution;
4. Wastewater/stormwater treatment and collection; and
5. Street maintenance and repair.
6. Excellent written and oral communication skills.
7. General knowledge of Oregon laws regarding budgets, purchasing, and personnel management.
8. Demonstrated skill in operation of all City-owned equipment.
9. Experience in operation and maintenance of pumps, hydraulic valves, and computer programs to manage water and wastewater/stormwater programs.
10. Experience in equipment repair and maintenance, and fleet management.
11. Education in related field at least at the level of Associates degree.
12. Understanding of the principles and procedures of water, wastewater and street maintenance practices.
13. Safety training and risk management skills to assure that all work is performed pursuant to OR-OSHA workplace safety rules and regulations.

**CERTIFICATION AND LICENSES REQUIRED;**

1. Class II Oregon Wastewater Treatment and Collection Certificate
2. Class II Oregon Water Treatment and Distribution Certificate
3. Training in Confined Space Entry procedures
4. Traffic Control and Flagging Certification
5. Chlorine Safety training
6. Valid Oregon Drivers License

Note: All required licenses and certifications must remain in force during the term of the employment.

**PREFERRED KNOWLEDGE, SKILLS AND EXPERIENCE:**

1. Possession of a Commercial Driver's License, Class B, with a tanker and air brake endorsement.
2. Program management skills, including budget management.
3. Evidence of significant continuing education involvement in topics such as cross connection, safety issues, surface water treatment regulations.
4. Demonstrated leadership and motivational skills.
5. Post Associate Degree higher education in relevant subject areas, such as public management, civil engineering and the like.
6. Basic First Aid and CPR certification

**LEVELS OF PHYSICAL ACTIVITY:**

The position may be required to work with the public works crew, to operate machinery and equipments, and to work outside during inclement weather for sustained time periods. Work in confined spaces may also be required. Periodic lifting of 70-100 lbs may be required.

**ORGANIZATION: City of Yachats**

**DATE: May 2010**

**DEPARTMENT: Public Works**

**JOB TITLE: Utility Worker**

### **PURPOSE OF POSITION**

Perform a variety of analysis, adjustments, and maintenance tasks to operate and maintain systems, buildings, and structures, including streets, parks, storm drains, water and wastewater systems in compliance with governing jurisdictions and to maximize the safe and efficient operation of City infrastructure.

### **ESSENTIAL JOB FUNCTIONS**

1. Install, inspect, operate, maintain and repair water distribution and wastewater collection systems.
2. Produce and maintain technical records and documents as required in the course of work.
3. Troubleshoot and perform extensive preventive maintenance activities. Keep inventory of parts and supplies.
4. Perform repairs and maintenance of equipment, facilities, and infrastructure of City and other related maintenance tasks for the City. Provide support for Public Works Director, including maintaining equipment, plants, and City assets in general.
5. Operate heavy equipment, including backhoe, dump truck, and sludge truck.
6. Perform street repair and maintenance including asphalt patching, grading, graveling, and digging and cleaning ditches.
7. Perform brush cutting, sidearm mowing, and assist with general grounds keeping.
8. Maintain equipment and vehicles. Perform regular oil changes and minor repairs.
9. Monitor controls, mechanical, digital, electronic, and water systems and wastewater both visually and through computer monitoring systems. Analyze data and perform periodic and emergency inspections and tests of systems as necessary. Make adjustments to systems as necessary.
10. Work with water treatment and distribution systems. Read and install new water meters. Install, inspect, operate, maintain and repair water lines and install new water services.
11. Work with wastewater treatment and collections systems. Install, inspect, operate, maintain and repair storm drains, catch basins, pump stations, manholes and sewer lines.
12. Maintain cooperative working relationship with City staff, other organizations, and the public.
13. Follow all safety rules and procedures for work areas.

### **AUXILIARY JOB FUNCTIONS**

1. May provide assistance to other department personnel as workload and staffing levels dictate.
2. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
3. Maintain work areas in a clean and orderly manner.

### **JOB QUALIFICATION REQUIREMENTS**

**MANDATORY REQUIREMENTS:** Knowledge of mechanical trades, including digital and computerized controls, device testing, mechanical, and water collection, distribution and treatment and wastewater treatment and collection systems. Knowledge of English language, reading, writing, and mathematics. Knowledge of computer systems related to operation of public works equipment. Knowledge of laboratory analysis, pump mechanics, hydrology, and heavy equipment operation. Ability to communicate effectively using both verbal and written forms. High School diploma or G.E.D. and experience, which demonstrates the required knowledge, skills, and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Water Distribution I Certification; Sewer Collection I Certification, or ability to obtain certification within one year; valid driver's license with CDL or ability to obtain with 6 months of beginning employment.

**DESIRABLE REQUIREMENTS:** Ability to work independently, using initiative and judgment in completing tasks. Experience in establishing and maintaining records, reports, and statistical data.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, climb, and manipulate objects. The position requires mobility. Many duties are physically demanding and require moving materials weighing up to 50 pounds on a regular basis and up to 100 pounds on a rare basis such as equipment, materials, concrete, etc. Mental and visual demands are required on a continuous basis, with constant alertness or activity requiring hand/eye coordination.

**WORKING CONDITIONS:**

The majority of duties take place inside and outside of buildings with exposure to dirt, oil, noise, chemicals and all types of weather conditions on a year-round basis. Rotating "on-call" work required after normal working hours.

**SUPERVISION RECEIVED:**

Work under the direction of the Public Works Director. Policies, procedures, and legal requirements dictate most aspects of the work of the position. May provide training and orientation to newly assigned personnel.

*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.*

**ORGANIZATION: City of Yachats**

**DATE: May 2010**

**DEPARTMENT: Public Works**

**JOB TITLE: Wastewater Plant Operator**

**PURPOSE OF POSITION:**

Perform a variety of analysis, adjustments, and maintenance tasks to operate and maintain waste water and water treatment plants in compliance with governing jurisdictions and to maximize the safe and efficient operation of the wastewater systems and treatment plant.

**ESSENTIAL JOB FUNCTIONS:**

1. Assist Public Works Director with the installation, inspection, operation, maintenance and repair of Level III water treatment plant and Level II Wastewater Treatment Plant.
2. Produce and maintain technical records and documents as required in the course of work.
3. Monitor controls, mechanical, digital, electronic, and water systems both visually and through computer monitoring systems. Analyze data and perform periodic and emergency inspections and tests of systems as necessary. Make adjustments to systems as necessary.
4. Troubleshoot and perform extensive preventive maintenance activities. Keeps inventory of parts and supplies.
5. Perform lab work, chemical, and other readings. Order lab supplies and equipment as needed for treatment requirements.
6. Work with water collections systems. Install, inspect, operate, maintain and repair storm drains, catch basins, pump stations, manholes, sewer lines, and digester.
7. Assist public works staff with water treatment and distribution systems. Read and install new water meters. Install, inspect, operate, maintain and repair water lines and install new water services.
8. Provide support for Public Works Director, including maintaining equipment, plants, and City assets in general. Perform other related maintenance tasks for the City, including mowing lawns.
9. Maintain cooperative working relationship with City staff, other organizations, and the public.
10. Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:**

1. May provide assistance to other department personnel as workload and staffing levels dictate.
2. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
3. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Thorough knowledge of mechanical trades, including digital and computerized controls, device testing, mechanical, and water/wastewater collection, distribution, and treatment systems. Knowledge of English language, reading, writing, and mathematics. Knowledge of computer systems related to operation of public works equipment. Knowledge of laboratory analysis, pump mechanics, hydrology, and heavy equipment operation. Ability to communicate effectively using both verbal and written forms. Equivalent to High School graduation plus two years' applied technical training and three years' experience in a public works capacity or any satisfactory combination of education, training, and experience which demonstrates the required knowledge, skills, and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Water Plant Operator, Level II Certification; Wastewater Operator, Level II Certification, with filter endorsement; Distribution and Collections, level II Certification; Valid driver's license.

**DESIRABLE REQUIREMENTS:** Ability to work independently, using initiative and judgment in completing tasks. Experience in establishing and maintaining records and statistical data.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, climb, and manipulate objects. The position requires mobility. Many duties are physically demanding requiring moving materials weighing up to 50 pounds on a regular basis and up to 100 pounds on a rare basis such as equipment, materials, concrete, etc. Mental and visual demands are required on a frequent basis, with short periods of waiting between concentrated effort.

Overnight travel is not a typical requirement for this position.

**WORKING CONDITIONS:**

The majority of duties take place inside and outside of buildings with exposure to dirt, oil, noise, chemicals and all types of weather conditions on a year-round basis. Some evening and/or weekend work may be required of this position.

**SUPERVISORY RESPONSIBILITIES:**

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel.

**SUPERVISION RECEIVED:**

Work under the direction of the Public Works Director. Policies, procedures, and legal requirements dictate most aspects of the work of the position.

*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.*

**ORGANIZATION: City of Yachats**

**DATE: May 2010**

**DEPARTMENT: Public Works**

**JOB TITLE: Water Plant Operator**

**PURPOSE OF POSITION:**

Perform a variety of analysis, adjustments, and maintenance tasks to operate and maintain systems, buildings, and structures, including streets, parks, storm drains, and waste water and water treatment plants in compliance with governing jurisdictions and to maximize the safe and efficient operation of City infrastructure.

**ESSENTIAL JOB FUNCTIONS:**

1. Install, inspect, operate, maintain and repair Level III water treatment plant.
2. Produce and maintain technical records and documents as required in the course of work.
3. Monitor controls, mechanical, digital, electronic, and water systems both visually and through computer monitoring systems. Analyze data and perform periodic and emergency inspections and tests of systems as necessary. Make adjustments to systems as necessary.
4. Perform lab work, chemical, and other readings. Order lab supplies and equipment as needed for treatment requirements.
5. Work with water collections systems. Install, inspect, operate, maintain and repair storm drains, catch basins, pump stations, manholes, sewer lines, and digester.
6. Work with water treatment and distribution systems. Read and install new water meters. Install, inspect, operate, maintain and repair water lines and install new water services.
7. Troubleshoot and perform extensive preventive maintenance activities. Keep inventory of parts and supplies.
8. Perform other related maintenance tasks for the City, including mowing lawns.
9. Maintain cooperative working relationship with City staff, other organizations, and the public.
10. Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:**

1. May provide assistance to other department personnel as workload and staffing levels dictate.
2. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
3. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Thorough knowledge of mechanical trades, including digital and computerized controls, device testing, mechanical, and water collection, distribution and treatment systems. Knowledge of English language, reading, writing, and mathematics. Knowledge of computer systems related to operation of public works equipment. Knowledge of laboratory analysis, pump mechanics, hydrology, and heavy equipment operation. Ability to communicate effectively using both verbal and written forms. Satisfactory combination of education, training, and experience which demonstrates the required knowledge, skills, and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Water Plant Operator, Level III Certification; Wastewater Operator, Level II Certification, with filter endorsement; Distribution and Collections, level II Certification; Valid driver's license.

**DESIRABLE REQUIREMENTS:** Ability to work independently, using initiative and judgment in completing tasks. Experience in establishing and maintaining records, reports, and statistical data.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, climb, and manipulate objects. The position requires mobility. Many duties are physically demanding requiring moving materials weighing up to 50 pounds on a regular basis and up to 100 pounds on a rare basis such as equipment, materials, concrete, etc. Mental and visual demands are required on a frequent basis, with short periods of waiting between concentrated effort.

Overnight travel is not a typical requirement for this position.

**WORKING CONDITIONS:**

The majority of duties take place inside and outside of buildings with exposure to dirt, oil, noise, chemicals and all types of weather conditions on a year-round basis. Some evening and/or weekend work may be required of this position.

**SUPERVISORY RESPONSIBILITIES:**

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel.

**SUPERVISION RECEIVED:**

Work under the direction of the Public Works Director. Policies, procedures, and legal requirements dictate most aspects of the work of the position.

*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.*

**CITY OF YACHATS**  
**EMPLOYEE PERFORMANCE EVALUATION (General)**

Employee Name:	Reason for Rating:	Probation – ___ mo <input type="checkbox"/>	Annual <input type="checkbox"/>	Supplemental <input type="checkbox"/>
Classification Title:	Period Covered:	to		

**Performance Standard Rating**

**E = Exceeds Standard**

**M = Meets Standard**

**D = Does not meet Standard**

**Attendance**

☐ **E**   ☐ **M**   ☐ **D**

- E=**      Used less than 18 hours of unscheduled leave in one year.  
**M=**      Used 18- 60 hours of unscheduled leave in one year.  
**D=**      Used 61 or more hours of unscheduled leave in one year.

Comments:

**Punctuality**

☐ **E**   ☐ **M**   ☐ **D**

- E=**      Employee always meets the standard and leads by example in this area. Employee has had zero instances of tardiness in the previous year. Presents a positive image to customers in this area.
- M=**      Employee routinely meets the standard. Employee may have had up to two instances of tardiness in the previous year due to circumstances beyond the employees control (flat tire, water heater blew up, etc). No disciplinary actions of any kind have been issued for problems in this area in the previous year.
- D=**      Employee is tardy without excuse or has had more than two instances of tardiness due to circumstances beyond the employees control. Employee is at work on time but is not in his work area ready to start work at the appropriate time. Employee may have had a disciplinary action issued for problems in this area in the previous year.

Comments:

**Workplace Safety**

☐ **E**   ☐ **M**   ☐ **D**

- E=**      Employee practices safe work habits and uses the appropriate safety equipment at all times. Promotes and supports safe work policies in the work unit. Employee brings safety issues to the attention of supervisor and coworkers and makes recommendations to improve safety. Follows all policies and procedures intended to ensure a safe work environment and there are no documented incidents of failure to follow safety practices. Employee has not had preventable injuries or accidents during the evaluation period for which they were found to be responsible.
- M=**      Employee practices safe work habits and uses the appropriate safety equipment at all times. Employee follows all policies and procedures intended to ensure a safe work environment. Employee has been involved in no more than one preventable injury, incident, or accident during the evaluation period for which they were found to be responsible. No disciplinary actions have been issued in this area in the previous year.
- D=**      Employee frequently fails to follow safe work practices by not following City policies and procedures or by not using the appropriate equipment. Employee has been involved in two or more preventable injury, incident, or accident; or one injury, incident or accident that is determined to be of a very serious nature, during the evaluation period for which they were found responsible. Employee may have had disciplinary action taken in this area in the previous year.

Comments:



## Performance Standard

## Rating

### Customer Service

☐E ☐M ☐D

- E=** Employee proactively assesses customer needs; responds expediently to requests; demonstrates concerns for the customer and treats the customer with dignity and professionalism. Employee serves as a role model to co-workers in providing quality customer service.
- M=** Employee responds promptly and courteously to customer requests, actively listens to customers concerns, and regularly projects a positive image when conducting City business. No more than one verifiable customer complaint has been received. No disciplinary actions have been issued for failure to provide quality customer service in the previous year.
- D=** Employee frequently fails to respond to customers in a timely manner; acts inappropriately or discourteously toward customers; fails to listen to customers effectively; disregards good customer service principles. Employee has received two or more verifiable customer complaints. Employee may have had disciplinary action taken in this area in the previous year.

Comments:

### Effective Working Relationships

☐E ☐M ☐D

- E=** Employee builds rapport within the work team; proactively supports attaining Division and Section goals and objectives even if personally not in agreement with them. Employee speaks positively of others and all levels of the City organization. Employee has no verifiable incidents of conflict with other employees requiring intervention from others.
- M=** Employee creates positive first impressions; tactful in both pleasant and unpleasant situations; develops relationships of cooperation, trust and teamwork with associates. Employee respects the diverse nature of all people; seeks consensus; keeps supervisor informed of job related matters. Employee willingly accepts direction from supervisor and/or lead worker. Employee has no more than one verifiable incident of conflict with other employees, which requires intervention by others. Employee has no disciplinary actions issued in this area in the previous year.
- D=** Employee interactions result in escalation of problems or tension within the workplace; trust and teamwork within the work unit is hindered. Employee fails to keep supervisor informed of relational problems or fails to accept constructive feedback from supervisor. Employee has two or more verifiable incidents of conflict with other employees; or one incident that is determined to be very serious; which requires intervention by others. Employee may have had disciplinary action taken in this area in the previous year.

Comments:

### Cooperation

☐E ☐M ☐D

- E=** Employee proactively supports city and department goals, objectives, policies and procedures even though they may not agree with them; Employee consistently demonstrates cooperative behavior and encourages the same in others; serves as a role model to co-workers in demonstrating cooperation.
- M=** Employee consistently cooperates with supervisor and co-workers in the daily performance of his duties. Employee promptly and politely responds to direction from supervisor and senior mechanic without complaining. No more than one verifiable complaint of uncooperative behavior has been received. No disciplinary actions have been taken in this area in the previous year.
- D=** Employee frequently fails to demonstrate cooperative behavior in the daily performance of his duties. Employee often complains when given direction; may purposefully demonstrate uncooperative behavior. Employee has received two or more verifiable complaints of uncooperative behavior. Employee may have had disciplinary action taken in this area in the previous year.

Comments:

## Performance Standard

## Rating

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### Knowledge of Job

☐E ☐M ☐D

- E=** Employee demonstrates their knowledge by routinely completing tasks in a timely manner. Rarely requires assistance from supervisor or senior staff. Employee proactively seeks out additional training; both training that is provided by the City and training that the employee obtains on their own and is always attentive and participates in training classes. Employee always puts into practice the knowledge and skills learned in training. Employee proactively shares information learned in training classes with co-workers.
- M=** Employee demonstrates their knowledge by routinely completing tasks in a timely manner. Occasionally requires assistance from supervisor or senior staff. Employee attends training classes provided by the City and is always attentive and participates in training classes. Employee is often able to put into practice knowledge and skills learned in training. Employee often puts into practice the knowledge and skills learned in training.
- D=** Employee demonstrates their lack of knowledge by often taking excessive time to complete tasks. Employee needs assistance from the supervisor or senior staff often. Employee attends training classes provided by the City but may not be attentive or participate in the training class. Employee may have had disciplinary action taken in this area in the previous year.

Comments:

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### Compliance with Policies and Procedures

☐E ☐M ☐D

- E=** Employee consistently complies with all City Policies and Procedures, and/or all other state and local statutes and rules and encourages the same in others, even though he may not agree with them. Employee submits suggestions for changes to Policies and Procedures and is supportive of the results even if management does not agree with the employee's suggestion.
- M=** Employee consistently complies with all City Policies and Procedures and/or all other state and local statutes and rules. Employee has no more than one verifiable incident of non-compliance in this area. Employee has no disciplinary actions taken in this area in the previous year.
- D=** Employee frequently fails to comply with all City Policies and Procedures and/or all other state and local statutes and rules. Employee has had more than one verifiable incidents of non-compliance in this area. Employee may have had disciplinary action taken in this area in the previous year.

Comments:

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### Quality of Work

☐E ☐M ☐D

- E** Thoroughly checks all work prior to completion of assignment. Keeps clear and up to date records on all assigned work. Continually looks for solutions and/or better methods for the work team. Consistently completes assigned work each day. Gives specific feedback and accurate information to Supervisor on assigned jobs.
- M** Generally completes work assignments each day. Keeps clear and up to date records on all assigned work. Gives input and participates in solutions and implements better methods for the work team. Generally volunteers information to Supervisor. Checks all work prior to completion of assignments. No more than two valid complaints from either internal or external customers with no disciplinary action or letters of reprimand being taken.
- D** Does not check work prior to completion of assignment. Does not keep clear and up to date records. Does not participate in work team efforts. Gives little or no feedback or information to Supervisor. More than two critical or valid complaints from internal or external customers. Disciplinary action or letters of reprimand may have been issued.

Comments:

**Overall Rating**

☐ Exceeds Standard     
 ☐ Meets Standard     
 ☐ Does not meet Standard

☐ Does not meet Standard[illegible][illegible]

\_\_\_\_ I have discussed this report with my supervisor

Signature	Title	Date
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Signature	Title	Date
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**CITY OF YACHATS**  
**EMPLOYEE PERFORMANCE EVALUATION (Job Specific)**

**PUBLIC WORKS DIRECTOR**

**Performance Standard**

**Rating**

**Planning and Scheduling Work**

☐E ☐M ☐D

- E=** Employee consistently responds expediently to external and internal customer requests for service. Consistently schedules Crew work in order to ensure that all public works tasks are completed in a timely and cost effective manner. Coordinates department work with affected businesses or agencies, and advises the public of all service interruptions. Employee proactively looks ahead and schedules all work to ensure efficient operations of a systems and facilities. Inspects City Water/Sewer/Storm/Streets systems to determine work to be done by City crews. Prioritizes, plans and schedules work to be completed daily in a way to ensure efficient operations. Meets daily with field units to review work assignments. Checks on work in progress by field units daily.
- M=** Employee consistently responds expediently to external and internal customer requests for service. Consistently schedules Crew work in order to ensure that all public works tasks are completed in a timely and cost effective manner. The public is advised of all service interruptions. Employee proactively looks ahead and schedules all work to ensure efficient operations of a systems and facilities. Inspects City Water/Sewer/Storm/Streets systems to determine work to be done by City crews. Prioritizes, plans and schedules work to be completed daily in a way to ensure efficient operations. Meets daily with field units to review work assignments. Checks on work in progress by field units daily. No more than two verifiable customer complaints have been received. No disciplinary actions have been issued in this area in the previous year.
- D=** Employee frequently fails to respond to external and internal customers in a timely manner. The backlog of work creates undue delays to the customer. Significant crew time is spent on correcting deficiencies in the systems because Employee failed to schedule routine maintenance or needed improvements. Employee has received three or more verifiable customer complaints. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):

**Administrative Responsibilities**

☐E ☐M ☐D

- E=** Employee consistently maintains accurate and orderly records of work accomplished, including maps, diagrams, correspondence and written reports. Employee ensures that all necessary State and Federal reports are accurate and filed in a timely manner. Employee ensures that all work is in compliance with City Policies and Procedures and Federal and State laws and requirements. Employee recommends legislation to improve compliance. Employee prepares a proposed annual budget for the department and ensures that all operations are within budget as adopted by City Council. Employee attends meetings of the City Council, its commissions, committees and other groups as requested by the Council; providing reports and recommendations.
- M=** Employee consistently maintains accurate and orderly records of work accomplished, including maps, diagrams, correspondence and written reports. Employee ensures that all necessary State and Federal reports are accurate and filed in a timely manner. Employee ensures that all work is in compliance with City Policies and Procedures and Federal and State laws and requirements. Employee prepares a proposed annual budget for the department and ensures that all operations are within budget as adopted by City Council. Employee attends meetings of the City Council, its commissions, committees and other groups as requested by the Council; providing reports and recommendations. No more than two verifiable customer complaints have been received. No more than two failures to file timely reports in one year. No disciplinary actions have been issued in this area in the previous year.
- D=** Employee frequently fails to maintain accurate records or file timely reports. Employee has failed to provide DEQ of permit violations or significant incidents. Employee has received three or more verifiable customer complaints. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):

## CITY RECORDER

### Performance Standard

### Rating

#### Planning and Scheduling Work

☐E ☐M ☐D

- E=** Employee consistently responds expediently to external and internal customer requests for service. City Hall staff work is consistently scheduled to ensure that all tasks are completed in a timely and cost effective manner. Employee proactively looks ahead and schedules all work to ensure efficient operations, coordinating the flow of information between other agencies, consultants, City Council, department heads, Commissions, committees and citizens.
- M=** Employee consistently responds expediently to external and internal customer requests for service. City Hall staff work is consistently scheduled to ensure that all tasks are completed in a timely and cost effective manner. Employee proactively looks ahead and schedules all work to ensure efficient operations, coordinating the flow of information between other agencies, consultants, City Council, department heads, Commissions, committees and citizens. No more than two verifiable customer complaints have been received. No disciplinary actions have been issued in this area in the previous year.
- D=** Employee frequently fails to respond to external and internal customers in a timely manner. The backlog of work creates undue delays to the customer. Significant staff time is spent on correcting mistakes or trying to catch up. Employee has received three or more verifiable customer complaints. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):

#### Administrative Responsibilities

☐E ☐M ☐D

- E=** Employee consistently maintains accurate and orderly records of work accomplished. Employee ensures that all necessary State and Federal reports are accurate and filed in a timely manner. Employee ensures that all work complies with City Policies, Procedures, Federal and State laws, and requirements. Employee recommends policy changes or legislation that will improve the effectiveness of the City services. Employee is proactive in working with the Finance Committee and Budget Committee to improve the annual Budget document to better serve the governing body and the public. Employee ensures that all operations are within budget as adopted by City Council. Employee attends meetings of the City Council, its commissions, committees and other groups as requested by the Council; providing reports and recommendations. Employee prepares minutes of all meetings and consistently distributes those minutes to members for review in less than five days following the meeting.
- M=** Employee consistently maintains accurate and orderly records of work accomplished. Employee ensures that all necessary State and Federal reports are accurate and filed in a timely manner. Employee ensures that all work complies with City Policies, Procedures, Federal and State laws, and requirements. Employee ensures that all operations are within budget as adopted by City Council. Employee attends meetings of the City Council, its commissions, committees and other groups as requested by the Council; providing reports and recommendations. Employee consistently prepares minutes of all meetings and distributes those minutes to members for review no later than ten days following the meeting. No more than two verifiable customer complaints have been received. No more than two failures to file timely reports in one year. No more than two negative comments in the audit report. No disciplinary actions have been issued in this area in the previous year.
- D=** Employee fails to maintain accurate and orderly records of work. Employee fails to file reports in a timely manner and/or follow City Policies, Procedures, Federal and State laws, and requirements. Employee fails to prepare minutes of meetings in a timely manner. The audit report contains three or more negative comments or two or more significant deficiencies in areas over which the Employee had control. Employee has received three or more verifiable customer complaints. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):

## DEPUTY CITY RECORDER

### Performance Standard

### Rating

#### Accounting

☐E ☐M ☐D

- E=** Employee accurately processes all invoices and prepares the approval report in time for Council to review at their monthly work session and checks in time for signature following the monthly Council meeting. All general journal entries are prepared no later than the 10<sup>th</sup> of the following month and records are organized and made available for reconciliation. Employee verifies that all invoices are properly coded and that amounts do not exceed budget amounts without prior approval by supervisor. Employee ensures that all Transient Rental Tax Returns and Food and Beverage Tax Returns are mailed in a timely manner, providing adequate time for all tax payers to submit the returns when due. No negative audit comments for those areas related to Employee's duties.
- M=** Employee accurately processes all invoices and prepares the approval report in time for Council to review at their monthly work session and checks in time for signature following the monthly Council meeting. All general journal entries are prepared no later than the 10<sup>th</sup> of the following month and records are organized and made available for reconciliation. Employee ensures that all Transient Rental Tax Returns and Food and Beverage Tax Returns are mailed in a timely manner, providing adequate time for all tax payers to submit the returns when due. No more than four discrepancies in vendor accounts and/or late payments that result in the City paying late fees. No more than two minor comments in the audit for those areas related to Employee's duties. No disciplinary actions have been issued in this area in the previous year.
- D=** Employee frequently fails to process accounts payable or accounts receivable in a timely manner. Significant staff time is spent on correcting mistakes or trying to catch up. More than four discrepancies in accounts and/or late payments that result in the City paying late fees. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):

#### Neatness of Work Area

☐E ☐M ☐D

- E=** Employee always maintains their work area in a neat, clean, and tidy manner. All sensitive information, money and checkbooks are secured at the end of workday. Employee proactively maintains common areas of the office in a neat, clean and tidy manner as well.
- M=** Employee maintains their work area in a neat, clean, and tidy manner. Sensitive information, money and checkbooks are secured at the end of workday. Employee occasionally needs to be reminded to clean up. No disciplinary actions of any kind have been issued for problems in this area in the previous year.
- D=** Employee often fails to maintain their work area in a neat, clean, and tidy manner or secure sensitive information, money and checkbooks at the end of workday. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):

#### Neatness of Work

☐E ☐M ☐D

- E=** Employee always performs the work in a neat, clean, and tidy manner. Examples may include neat phone messages that include all pertinent and correct information, documents within file folders are neatly arranged and free of stains and marks, vendor invoices are neatly arranged making it easy to find specific information when requested, etc.
- M=** Employee always performs the work in a neat, clean, and tidy manner. Examples may include neat phone messages that include all pertinent and correct information, documents within file folders are neatly arranged and free of stains and marks, vendor invoices are neatly arranged making it easy to find specific information when requested, etc. No more than two complaints regarding this area in the previous year. No disciplinary actions of any kind have been issued for problems in this area in the previous year.
- D=** Employee fails to perform the work in a neat, clean, and tidy manner. Examples may include phone messages that do not include the correct information or are illegible. Employee has received three or more verifiable complaints. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):

## ADMINISTRATIVE SPECIALIST – CITY HALL

### Performance Standard

### Rating

#### Accounting – Utility Billing

☐E ☐M ☐D

- E=** Employee accurately processes all meter readings and prepares the bills within four days after all meters have been read by the Public Works crew. Bills are consistently mailed on time - first day of the month. Employee pays close attention to apparent erroneous meter reading or bills, investigates and takes action to correct the billing before it is mailed to customer. Employee follows up on delinquent bills and tracks all pre-approved payment plans to ensure customers are current. Employee works with customers to resolve all billing issues and suggests ways to track down and repair leaks. Employee consistently processes and deposits all cash receipts and utility bill payment within three business days of receipt.
- M=** Employee accurately processes all meter readings and prepares the bills within four days after all meters have been read by the Public Works crew. Bills are consistently mailed on time -first day of the month. Employee follows up on delinquent bills and tracks all pre-approved payment plans to ensure customers are current. Employee works with customers to resolve all billing issues. Employee consistently processes and deposits all cash receipts and utility bill payment within three business days of receipt. No more than two verifiable customer complaints have been received. No disciplinary actions have been issued in this area in the previous year.
- D=** Employee frequently fails to process cash receipts and utility bill payments in a timely manner. Late posting of utility bills has resulted in customers being charged an erroneous late fee. Significant staff time is spent on correcting mistakes or trying to catch up. Three or more verifiable customer complaints have been received. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):

#### Neatness of Work Area

☐E ☐M ☐D

- E=** Employee always maintains their work area in a neat, clean, and tidy manner. All sensitive information and money are secured at the end of workday. Employee proactively maintains common areas of the office in a neat, clean and tidy manner as well.
- M=** Employee maintains their work area in a neat, clean, and tidy manner. Sensitive information and money are secured at the end of workday. Employee occasionally needs to be reminded to clean up. No disciplinary actions of any kind have been issued for problems in this area in the previous year.
- D=** Employee often fails to maintain their work area in a neat, clean, and tidy manner or secure sensitive information, money and checkbooks at the end of workday. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):

#### Neatness of Work

☐E ☐M ☐D

- E=** Employee always performs the work in a neat, clean, and tidy manner. Examples may include neat phone messages that include all pertinent and correct information, documents within file folders are neatly arranged and free of stains and marks, utility bill records are neatly arranged making it easy to find specific information when requested, etc.
- M=** Employee always performs the work in a neat, clean, and tidy manner. Examples may include neat phone messages that include all pertinent and correct information, documents within file folders are neatly arranged and free of stains and marks, utility bill records are neatly arranged making it easy to find specific information when requested, etc. No more than two complaints regarding this area in the previous year. No disciplinary actions of any kind have been issued for problems in this area in the previous year.
- D=** Employee fails to perform the work in a neat, clean, and tidy manner. Examples may include phone messages that do not include the correct information or are illegible. Employee has received three or more verifiable complaints. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):

# WATER TREATMENT PLANT OPERATOR WASTE WATER TREATMENT PLANT OPERATOR

## Performance Standard

## Rating

### Operations and Testing

☐E ☐M ☐D

- E=** Employee is proficient in all lab procedures and meets all State and Federal requirements. All reports are filed with the appropriate agencies in a timely manner. Employee suggests ways to improve the operations and/or compliance with regulations.
- M=** Employee is capable in all lab procedures and meets all State and Federal requirements. All reports are filed with the appropriate agencies in a timely manner. No more than two minor lab permit violations or warnings regarding report deadlines have been received. No disciplinary actions have been issued in this area in the previous year.
- D=** Employee frequently fails to perform accurate lab tests and/or fails to file necessary reports in a timely manner. Three or more lab violations or fines imposed on the City. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):

### Neatness of Work Area

☐E ☐M ☐D

- E=** Employee always maintains their work area in a neat, clean, and tidy manner. Tools are put away at the end of each work shift, unused parts and materials are returned to stock promptly, floor is swept, etc. Employee rarely needs to be reminded to clean up. Employee proactively maintains common areas of the shop in a neat, clean and tidy manner as well.
- M=** Employee routinely maintains their work area in a neat, clean, and tidy manner. Tools are put away at the end of each work shift, unused parts and materials are returned to stock promptly, floor is swept, etc. Employee occasionally needs to be reminded to clean up. No disciplinary actions of any kind have been issued for problems in this area in the previous year.
- D=** Employee often fails to maintain their work area in a neat, clean, and tidy manner. Tools are often not put away at the end of each work shift, unused parts and materials may not be returned to stock promptly, floor is not swept, etc. Employee often needs to be reminded to clean up. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):

### Neatness of Work

☐E ☐M ☐D

- E=** Employee always performs the work in a neat, clean, and tidy manner. Examples may include neat tie wraps on wiring installations, cleaning up drill filings, removing spilled fluids, using seat covers, etc. Vehicles and equipment are left as clean inside and out as when they came in.
- M=** Employee always performs the work in a neat, clean, and tidy manner. Examples may include neat tie wraps on wiring installations, cleaning up drill filings, removing spilled fluids, using seat covers, etc. Vehicles and equipment are left as clean inside and out as when they came in. No more than two complaints in this area have been filed in the previous year. No disciplinary action taken.
- D=** Employee fails to perform the work in a neat, clean, and tidy manner. Examples may include not cleaning up spilled fluids, leaving greasy fingerprints, not using seat covers, etc. Employee has received three or more verifiable customer complaints. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):



## Utility Worker

### Performance Standard

### Rating

#### Field Duties

☐E ☐M ☐D

- E=** Employee is proficient in equipment operation, installation and maintenance of water and wastewater lines and maintenance of buildings, structures, streets and storm drains. Employee performs routine safety checks on vehicles and equipment prior to use and notes any needed repairs or scheduled maintenance due. Employee reads meters in a timely manner, which allows office staff to process and mail bills on time. Employee notes meters that are in need of replacement or repair or other apparent discrepancies such as a leak detector spinning when the home is not occupied or a meter showing no use when the home or business is occupied.
- M=** Employee is capable in equipment operation, installation and maintenance of water and wastewater lines and maintenance of buildings, structures, streets and storm drains. Employee performs routine safety checks on vehicles and equipment prior to use. Employee reads meters in a timely manner, which allows office staff to process and mail bills on time. Employee notes meters that are in need of replacement or repair. No more than two verifiable complaints have been received. No disciplinary actions have been issued in this area in the previous year.
- D=** Employee does not demonstrate ability in equipment operation, fails to follow direction, or complete work in a timely manner. Employee frequently fails to complete meter reading in a timely manner or causes a significant number of misreads. Employee has received three or more verifiable complaints. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):

#### Neatness of Work Area

☐E ☐M ☐D

- E=** Employee always maintains their work area in a neat, clean, and tidy manner. Tools are put away at the end of each work shift, unused parts and materials are returned to stock promptly, floor is swept, etc. Employee rarely needs to be reminded to clean up. Employee proactively maintains common areas of the shop in a neat, clean and tidy manner as well. Public rights-of-way and adjoining private property are returned to as near like condition as possible following work.
- M=** Employee routinely maintains their work area in a neat, clean, and tidy manner. Tools are put away at the end of each work shift, unused parts and materials are returned to stock promptly, floor is swept, etc. Public rights-of-way and adjoining private property are returned to as near like condition as possible following work. Employee occasionally needs to be reminded to clean up. No disciplinary actions of any kind have been issued for problems in this area in the previous year.
- D=** Employee often fails to maintain their work area in a neat, clean, and tidy manner. Tools are often not put away at the end of each work shift, unused parts and materials may not be returned to stock promptly, floor is not swept, etc. Employee often needs to be reminded to clean up. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):

#### Neatness of Work

☐E ☐M ☐D

- E=** Employee always performs the work in a neat, clean, and tidy manner. Examples may include neat tie wraps on wiring installations, cleaning up drill filings, removing spilled fluids, using seat covers, etc. Vehicles and equipment are left as clean inside and out as when they came in.
- M=** Employee always performs the work in a neat, clean, and tidy manner. Examples may include neat tie wraps on wiring installations, cleaning up drill filings, removing spilled fluids, using seat covers, etc. Vehicles and equipment are left as clean inside and out as when they came in. No more than two complaints in this area have been filed in the previous year. No disciplinary action taken.
- D=** Employee fails to perform the work in a neat, clean, and tidy manner. Examples may include not cleaning up spilled fluids, leaving greasy fingerprints, not using seat covers, etc. Employee has received three or more verifiable customer complaints. Employee may have had disciplinary action taken in this area in the previous year.

Comments (continue on back if needed):

# City of Yachats Manager Performance Evaluation

Employee Name:						
Position Title:						
Rating Period:	From:		To:			
<b>Expectations/Standards/ Competencies</b> <span style="float: right;"><b>Comments</b></span>						

<b>Work Products:</b> Produces reports, correspondence, and other work products which meet the intended objectives, demonstrates professional competency, and reflect acceptable quality.	
<b>Teamwork and Cooperation:</b> Works cooperatively with others, keeps others informed of necessary and factual information; and works together as opposed to working separately. Facilitates the operation of a team of which he/she is part and fosters teamwork across work units.	
<b>Initiative:</b> Thinks ahead of the present to act on future needs and opportunities. Identifies problems, obstacles, or opportunities and takes action to address issues.	
<b>Commitment to City:</b> Strives to meet high standards through reducing the burden on those served, continually improving the business practices, producing results, and working to improve processes.	
<b>Relationships:</b> Develops and maintains effective working relationships with others. Treats customers, the public, and staff with courtesy, respect, dignity, fairness, honesty, and presents a positive public image. Handles emotions of self and others well, maintains self-confidence, and controls emotional reactions.	
<b>Communication:</b> Communicates clearly, listens effectively; keeps others informed of necessary and factual information; deals effectively with conflict, and avoids negative gossip.	
<b>Technical Skills:</b> Demonstrates knowledge of methods, techniques, and skills required in own and/or related functions; applies specific methods, procedures, and techniques in functional area.	
<b>Dependability:</b> Reliable, completes assignments in a timely manner, follows through on assignments, and pulls his/her own weight.	

<b>Planning:</b> Bases plans on department mission and goals and a thorough analysis of relevant facts; justifies costs and benefits; sets realistic goals and schedules; effectively delegates and coordinates; and promotes innovation in achieving goals.	
<b>Leadership:</b> Articulates and encourages enthusiasm for a shared vision, mission, and/or change initiative along with guiding the performance of others, holding them accountable for their actions and sets good example for subordinates.	
<b>Budget Management:</b> Maintains appropriate budgetary controls; monitors activities, initiates timely and effective correcting actions, stays within budget, and makes appropriate budgetary recommendations.	
<b>Organizational Awareness:</b> Sensitive to the realities of organizational politics and structure, identifies the decision-makers and predicts how new events will affect individuals or groups within the organization.	
<b>Staffing:</b> Selects high performers; matches employee skills and abilities with job requirements; and assigns staff appropriately for workload.	
<b>Developing Others:</b> Effectively and timely evaluates subordinates; encourages and initiates regular discussion of performance with subordinates; fosters the learning and development of others through coaching, managing performance, and mentoring.	
<b>Problem Analysis/Solving:</b> Analyzes problems comprehensively, makes timely, practical decisions, and understands cause-and-effect chains and relationships.	
<b>Conceptual Skills:</b> Conceptualizes the organization's relationship with other entities; understands organizational sub-unit relationships and dependencies; and acts accordingly.	
<b>Impact and Influence:</b> uses deliberate influence strategies or tactics to persuade or convince others to support department agendas, and promotes the mission and values of the department. Arranges work for the most efficient handling and eliminates unnecessary activities; uses time effectively; and acts independently.	
<b>Managing Change:</b> Initiates change effectively and adapts to necessary changes in operations; and has a positive attitude towards operational changes.	
<b>Presentations:</b> Develops clear well-organized and logical presentations; reduces complex issues to simple	

terms; and is sensitive to audience levels.	
<b>City Goals:</b> How effective has the employee's department been working toward current City goals?	
1. <b>Employee Development Plan:</b> (Describe the specific type of training the employee should attend during this evaluation period.)	
<b>Final Evaluation Comments and Signatures</b>	
<b>Comments:</b>	
<b>Supervisor's Signature:</b>	<b>Date:</b>
<b>Comments:</b>	
<b>Reviewer's Signature:</b>	<b>Date:</b>
<b>Comments:</b>	
<b>Employee's Signature:</b>	<b>Date:</b>

Adopted: September 2010