



AGENDA

Call Regular Council Meeting to Order

Additions to the Agenda

Citizen Comments

A resident may address the Council on subjects that are not on the Agenda. All comments are limited to a maximum of three minutes for each speaker. In accordance with the Open Meeting Act, City Council members may not discuss or take action on any item that is not on the Agenda

Consent Agenda

These items are routine and enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests. Any consent agenda item can be removed and placed on the agenda as an item of business.

1. *Approve Minutes*
 - a. Regular Council Meeting – October 18, 2016.
2. *Appropriation Ordinance*
 - a. Ordinance #11-01-2016 for \$26,237.97

Department Head & Committee Reports

1. *Grocery Store Task Force – Report*
2. *Grant Administrator - Report*
3. *Police – Report*
4. *Fire - Report*
5. *City Clerk – Report*
 - ❖ BCBS Insurance Renewal
6. *Interim-City Superintendent*
 - ❖ Roof Repair
 - ❖ Purchase of old Ditch Witch locator.
7. *City Attorney- Report*

Old Business

- ❖ Axman's Land Donation and Sidewalk Project
- ❖ Pay Plan
- ❖ Annexation of Short Stop
- ❖ Sewer Line on Hwy 281

New Business

- ❖ Replacement for opening council position.
- ❖ Stray Cats

October 18, 2016, 7:00 pm | Meeting called to order by President Shari Williamson | Tom Harrison opened with prayer.

Attendance

Mayor Bobby Stimatze was absent.

Council members present;

- | | |
|---------------|-------------------------------|
| ⌘ Kevin Davis | ⌘ Shari Williamson, President |
| ⌘ Mark Bryant | ⌘ Marshal Sanders |

Additions to the Agenda-

- ⌘ Under Sid Arpin-Bill Edward Koelsch's Drive Away at 511 E 1st.

Citizen Comments-No Comments

Consent Agenda

- ⌘ Approve Minutes of Regular Council Meeting on 10-4-2016.
- ⌘ Approve Appropriation Ordinance #10-10-2016 in the amount of \$5,035.00.
CDBG Sidewalk Grant -\$5,035.00.
- ⌘ Approve Appropriation Ordinance #10-12-2016 in the amount of \$20,724.10.
CDBG Sidewalk Grant -\$20,724.10
- ⌘ Approve Appropriation Ordinance #10-18-2016 in the amount of \$32,156.08.
General-\$15,910.50;; Solid Waste Collection-\$336.33; Sewer Utility-\$213.41; Water & Light-\$15,695.84
- ⌘ Approval of the Mayor's Burn Proclamation for open burn beginning October 19th and running through November 30, 2016.
- ⌘ Approval of invoice over spending limit-Protective Equipment Testing Laboratory for annual testing of electric trucks and rubber goods.

Marshal Sanders moved to approve these items included in the consent agenda. Seconded by Mark Bryant. Discussion. Motion carried 4-0.

Sid Arpin-BG Consultants

- ⌘ Arpin presented the Mansel Construction final payroll and the final completion paperwork for the CDBG Sidewalk grant.
- ⌘ Arpin and Council revisited correcting Bill Edward Koelsch's drive away at 511 E 1st.
- ⌘ After much discussion; Arpin suggested BG Consultant would pay for a portion of the expense to correct the driveway. Arpin will work on exact figures during the remainder of the council meeting.

Committee & Department Head Reports

Grocery Store Task Force- Tonya Sanders, President-No Report

Grant Administrator- Lisa Cornwell

- ⌘ Cornwell discussed the procedure to apply for USTA grant, which would be used for repairing the tennis courts.

- ⌘ The consensus of the council was for Cornwell to proceed with the USTA Grant.

Police Department-Chief Adam Sayler-No Report

Fire Department-Chief Michael Sanders-No Report

Administration-

City Clerk-La Dona Garcia

- ⌘ Garcia presented the updated City's Pay Plan for Council to review.
- ⌘ There was a discussion between Garcia, Williamson, and Council.
- ⌘ The consensus of the council was to table until November 1st, to allow Council to hear the Mayor's opinion. Garcia will work on finalizing the Pay Plan for November 1st.

City Superintendent-

- ⌘ Williamson advises council on the new wind air contract from Midwest Energy.
- ⌘ Williamson requested an executive session to discuss conditions of the contact. Per Aaron with Midwest Energy's request to keep it private.
- ⌘ There was a discussion between Beverlin, Williamson, Garcia, and Council. The issue was tabled to allow Garcia time to contact the League of Municipalities to confirm this is an appropriate topic for executive session.

City Attorney-John D Beverlin II.

- ⌘ Beverlin updated and advised on the annexation of the Kanza Coop's Short Stop on Hwy 281.

Marshal Sanders moved to have Kanza Coop's Short Stop on Hwy 281 and the properties on the Southeast side of 1st St, which would include Axman's, Dollar General, Dodson's, and First United Methodist Church surveyed by Rodney Anderson with KS Survey for the purpose of collecting necessary information needed for ongoing projects. Seconded by Mark Bryant. Discussion. Motion carried 4-0.

Old Business

- ⌘ Axman's Land Donation and Sidewalk Project was tabled until November 1st meeting to allow time for the survey of properties involved to take place.

New Business

- ⌘ Sid Arpin presented the below figures for the expense of repairing Koelsch's drive away. These figures are based on the city's expense if the cost would have been in the original contract and if the entrance was replaced out to the curb.
 - Area = $(9' \times 12' + 2.5 \times 2.5') / 9 = 12.7$ Sq. Yds.
 - Contract Unit Price/SY = \$45
 - Total cost of entrance at contract price = $12.7 \text{ SY} \times \$45 = \571.50
 - Based on the amount that is in place now (already paid for) of $3' \times 12' / 9 = 4$ SY
 - City has already paid $4 \times \$45 = \180 against this.
 - Total additional the city would have paid if in original contract = $\$571.5 - \$180 = \$391.50$.
- ⌘ Arpin proposed from BG Consultant to pay \$500.00 of Mansel's original quote of \$900.00 to remove and/or replace the existing driveway to the curb.

Kevin Davis moved to approve Mansel's bid of \$900.00 to remove and/or replace Bill Edward Koelsch's drive away at 511 E 1st with a split of \$500.00 from Sid Arpin with BG Consultants Inc. and \$400.00 from the City of St. John. Seconded by Mark Bryant. Discussion. Motion carried 4-0.

- ⌘ Council, Williamson, and Arpin discussed contracting BG Consultants Inc to engineer a new sewer line along 281.
- ⌘ The sewer line on Hwy 281 was tabled to November 1st meeting due to Mayor Stimatze's absence and to allow Arpin to generate an estimate of cost.

With no further business, Sanders moved to adjourn the meeting at 7:40 pm. Seconded by Bryant. No Discussion. Motion Carried 4-0.

Next regular council meeting will be Tuesday, November 1, 2016, at 7:00 pm.

Shari Williamson, President

LaDona S Garcia, City Clerk

APPROPRIATION ORD. #11-01-2016

My Report Subtitle

Friday, October 28, 2016

Check	Vendor	Invoice ID	Invoice Date	Invoice Description	Invoice Amount
109507	ADVANCE INSURANCE COMPANY	11/2016	10/21/2016	November Statement	\$45.50
109508	Advantage Laser Products, Inc.	501438	10/14/2016	Check Stock	\$61.04
109509	Atlas Spring & Axle Co., Inc	144027	10/17/2016	Parts & Labor - Electric Trucks - 2008 Ford, #F550, and	\$914.18
109510	BLUE CROSS & BLUE SHIELD OF KS	1636704	10/11/2016	November Premium	\$9,406.28
109511	Century Link	10/2016	10/11/2016	October Statement	\$1,214.53
109512	Cintas Corporation	5006309012	10/18/2016	Cabinet Supplies	\$52.78
109513	DOLLAR GENERAL-MSC 410526	1000561515	10/3/2016	Kleenex for Office	\$9.50
109514	DPC ENTERPRISES, L.P.	DE28000364-	9/30/2016	Chlorine	\$10.00
109515	Emergency Reporting	2016_5032	10/1/2016	Monthly Invoice for FIRE package for November 2016	\$99.00
109516	Hampel Oil	90829613	10/18/2016	Mobil Delvac 1300 Super 15W-40 4/1Gal	\$64.24
109517	JEFF WILLIAMSON	10/13/16	10/13/2016	Reimburse mileage to & from Hays - MWE Meeting	\$97.20
109518	KANSAS GAS SERVICE	10/2016	10/21/2016	October Statement	\$226.91
109519	KRIZ-DAVIS CO.	S101428007.	10/13/2016	Burndy	\$44.75
109520	Nex-Tech	4788357	10/16/2016	October Statement	\$371.82
109521	OFFICE PRODUCTS, INC.	704989	10/13/2016	Paid Stamp for Treasurer	\$11.29
109521	OFFICE PRODUCTS, INC.	G07978	10/17/2016	Copy Paper, Pens for Interim City Super, Binder for City	\$58.38
109522	Protective Equip. Testing Lab.	54963	9/28/2016	Annual Testing on Trucks and Rubbergoods - Council ap	\$2,020.25
109522	Protective Equip. Testing Lab.	55197	10/18/2016	Rubber gloves tested, cls 2 16" yellow Black, size 11	\$262.58
109523	Sanders Arms & Ammo	5	10/24/2016	Lone Wolf G22 9mm Conversion Barrel - Replacement Pi	\$128.56
109524	SELLERS EQUIPMENT INC	IC338723	10/10/2016	Cylinder Pub Lift - Main Broom - Sweeper	\$336.12
109524	SELLERS EQUIPMENT INC	IC338729	10/10/2016	Tuff Grip 12 Segment - Gutter Brooms - Sweeper	\$183.34
109525	Stafford County Clerks' Office	100416	10/4/2016	September Utility Bill	\$70.34
109525	Stafford County Clerks' Office	102016	10/20/2016	September Gas Bill	\$11.99
109526	STANION WHOLESALE ELE CO	4182453-00	10/11/2016	Wire	\$95.63
109526	STANION WHOLESALE ELE CO	4182453-01	10/14/2016	Wire	\$254.77
109527	T & R ELECTRIC	141451	10/8/2016	KVA Single Phase Pole Mount	\$862.00
109528	TBS Electronics, Inc.	00086597	10/12/2016	Mounting Bracket, Clip, Wave Antenna, Magnetic MNT	\$84.00
109529	Unifirst Corporation	240 0661904	10/13/2016	Reuben, Chris, Champ, & David Uniforms	\$103.72
109529	Unifirst Corporation	240 0663168	10/20/2016	Laundry Services	\$37.80

Check	Vendor	Invoice ID	Invoice Date	Invoice Description	Invoice Amount
109529	Unifirst Corporation	240 0663408	10/20/2016	Electric Department Uniforms	\$41.58
109529	Unifirst Corporation	240 0663415	10/20/2016	Rueben, Chris, Champ, & David Uniforms	\$34.12
109530	Unruh Brothers Waste, LLC.	11/2016	10/28/2016	November Trash Service	\$8,232.01
109530	Unruh Brothers Waste, LLC.	2370	10/20/2016	30 yd Rolloff dumped on 9/8/16 & 9/21/16	\$762.60
109531	Vickii Rios	10/26/2016	10/27/2016	Mileage Reimbursement - KPERS Workshop in Great Be	\$29.16
					\$26,237.97

Blue Cross Blue Shield
New Insurance

2017 <i>Plans</i>	ITEMIZED PAYMENT				GRAND TOTAL AMOUNT	
	<i>City</i>		<i>Employee</i>		<i>Monthly</i>	<i>Yearly</i>
	<i>Monthly</i>	<i>Yearly</i>	<i>Monthly</i>	<i>Yearly</i>		
Current	\$ 9,841.48	\$ 118,097.73	\$ 515.18	\$ 6,182.16	\$ 10,356.66	\$ 124,279.89
PLATINUM <i>8.15 % Increase-Same plan as current</i>	\$ 10,656.84	\$ 127,882.08	\$ 560.89	\$ 6,730.68	\$ 11,217.73	\$ 134,612.76
GOLD <i>NO INCREASE but a 9.0% savings - Employee's deductible increases from 0 to \$1500.00 for individual/\$3000.00 per family</i>	\$ 8,967.00	\$ 107,604.03	\$ 471.95	\$ 5,663.40	\$ 9,755.83	\$ 117,069.96

These figures include all 11 employees currently enrolled.

Difference between Current and Platinum	\$ 9,784.35
Difference between Current and Gold	\$ (10,493.70)

Platinum Plan = Is the same benefits as we have currently, but there is a 8.15% increase in premium.

Gold Plan = Deductible increases from \$0.00 to \$1,500.00 per person/\$3,000 family. Doctor visits will go from 50% to \$25.00 copay for 5 visits, then subject to deductible and 20% coinsurance. Out-of-pocket maximum

2017 <i>Plans</i>	Dental Care Program				Grand Total	
	<i>City</i>		<i>Employee</i>		<i>Monthly</i>	<i>Yearly</i>
	<i>Monthly</i>	<i>Yearly</i>	<i>Monthly</i>	<i>Yearly</i>		
Employee	\$ 32.60	\$ 391.20	\$ 1.72	\$ 20.64	\$ 34.32	\$ 411.84
Emp/Child(ren)	\$ 66.03	\$ 792.41	\$ 3.48	\$ 41.71	\$ 69.51	\$ 834.12
Emp/Spouse	\$ 70.09	\$ 841.09	\$ 3.69	\$ 44.27	\$ 73.78	\$ 885.36
Family	\$ 103.52	\$ 1,242.26	\$ 5.45	\$ 65.38	\$ 108.97	\$ 1,307.64

City cost if the current 11 employees enrolled would be on the dental plan

<i>Plan</i>	<i># Enrolled</i>	Cost	
		<i>Monthly</i>	<i>Yearly</i>
Employee	3	\$ 97.80	\$ 1,173.60
Emp/Child(ren)	4	\$ 264.14	\$ 3,169.66
Family	4	\$ 414.09	\$ 4,969.03
Grand Totals	11	\$ 776.02	\$ 9,312.29

Current Plan + Dental Care Program	\$ 143,925.05
Gold Plan + Dental Care Program	\$ 126,382.25

2017 Advance Insurance Program

				Current Plan + Dental + Life	Gold Plan + Dental + Life
Option 1- \$10,000.00	\$45.50/month	\$546.00/per year	CURRENT	\$ 144,471.05	\$ 126,931.25
Option 2- \$15,000.00	\$68.25/month	\$819.00/per year		\$ 144,744.05	\$ 127,201.25
Option 3- \$20,000.00	\$83.20/month	\$998.40/per year		\$ 144,923.45	\$ 127,380.65

General	In-Network	Out-of-Network
Deductible	\$0	\$1,500 per person / \$3,000 family
Coinsurance (percentage paid by member)	50%	50%
Coinsurance maximum	Same as the annual out-of-pocket max	\$5,500 per person / \$11,000 family
Annual out-of-pocket maximum	\$1,150 per person / \$2,300 family	\$7,000 per person / \$14,000 family
Doctor's office visits		
Home and office visits - Primary	Subject to 50% coinsurance	Deductible then 50% coinsurance
Home and office visits - Specialists	Subject to 50% coinsurance	Deductible then 50% coinsurance
Preventive care	\$0 – Preventive is without cost share	Deductible then 50% coinsurance
Prescription drug coverage		
Prescription drugs	Subject to 50% coinsurance	Deductible then 50% coinsurance
Mail order drugs	Subject to 50% coinsurance Specialty drugs are not covered	Deductible then 50% coinsurance Specialty drugs are not covered
Medical services		
Emergency medical transportation	Subject to 50% coinsurance	Subject to 50% coinsurance
Inpatient surgery physician/surgical	Subject to 50% coinsurance	Deductible then 50% coinsurance
Inpatient facility fee	Subject to 50% coinsurance	Deductible then 50% coinsurance
Outpatient surgery physician/surgical	Subject to 50% coinsurance	Deductible then 50% coinsurance
Outpatient lab and radiology	Subject to 50% coinsurance	Deductible then 50% coinsurance
Advanced imaging (CT/PET scans, MRIs)	Subject to 50% coinsurance	Deductible then 50% coinsurance
Emergency Room	Subject to 50% coinsurance	Subject to 50% coinsurance
Injections	Subject to 50% coinsurance	Deductible then 50% coinsurance
Dental and Vision		
Pediatric dental (for ages 0-19)	Subject to 50% coinsurance	Deductible then 50% coinsurance
Pediatric vision (for ages 0-19)	Subject to 50% coinsurance	Deductible then 50% coinsurance
Recovery/Special Needs		
Outpatient rehabilitation	Subject to 50% coinsurance	Deductible then 50% coinsurance
Outpatient habilitation	Subject to 50% coinsurance	Deductible then 50% coinsurance
Hospice	Subject to 50% coinsurance	Deductible then 50% coinsurance
Home health care	Subject to 50% coinsurance	Deductible then 50% coinsurance
Mental Illness/Substance Use Disorders		
Mental illness/substance use disorders – inpatient services <small>Requires pre-admission certification from New Directions Behavioral Health at 1-800-952-5906</small>	Subject to 50% coinsurance	Deductible then 50% coinsurance
Mental illness/substance use disorders – outpatient services	Subject to 50% coinsurance	Deductible then 50% coinsurance
Other		
Lifetime maximum	Unlimited for each covered person	Unlimited for each covered person
Eligible dependents	Covered to age 26	Covered to age 26
HSA compliant	No	No

Blue Cross and Blue Shield of Kansas

The largest provider network in Kansas

Across the state, we've got you covered. And it's not just in Kansas. Your membership card allows you to take your benefits across the country and around the world.



In Kansas, these are the impressive numbers:



Blue Cross and Blue Shield of Kansas serves all counties in Kansas except Johnson and Wyandotte.

Getting the most out of your health care dollars

Our dominant network size provides members access to discounted fees with all participating doctors and hospitals – and that means savings for you. These discounted fees are automatically accepted by contracting providers as payment-in-full.

Long-standing commitment to Kansas and Kansans

We've built a company serving generations of Kansans. It's why we're motivated to providing peace of mind and a better quality of life to our members.

Exclusions

Following is a list of common non-covered services. For a complete list of limitations and exclusions, refer to your contract.

Duplicate benefits provided under federal, state or local laws, regulations or programs except Medicaid; services involving cosmetic or reconstructive surgery (except as stated in the contract); charges for personal items; convalescent or custodial care or rest care; all keratotomy procedures; blood or payments to donors of blood; any service or supply related to the medical management of obesity, except services covered as preventive health benefits; services related to the reversal of sterilization procedures; any medically-aided insemination procedure; charges for services by immediate relatives or by members of the household; acupuncture and admission for acupuncture; medically unnecessary services and admissions; services covered and payable under any medical expense payment provision of any automobile insurance policy; mental illness or substance use disorder services provided by a non-eligible provider; services, supplies or treatments not specifically listed as covered in the member's contract.

Drug coverage limitation: Generic drugs are mandatory if available unless physician prescribes a brand drug.

Specialty drug coverage: In-network benefits are applied when specialty drugs are obtained from Prime Specialty Pharmacy.

This brochure provides a brief description of some important features and exclusions of this benefit program. It is not a legal document. The contract sets forth in detail the rights and obligations of both you and Blue Cross and Blue Shield of Kansas.

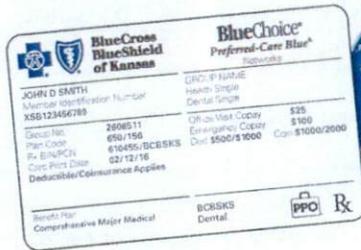


General	In-Network	Out-of-Network
Deductible	\$1,500 per person / \$3,000 family	\$4,500 per person / \$9,000 family
Coinsurance (percentage paid by member)	20%	50%
Coinsurance maximum	Same as the annual out-of-pocket max	\$4,500 per person / \$9,000 family
Annual out-of-pocket maximum	\$4,500 per person / \$9,000 family	\$9,000 per person / \$18,000 family
Doctor's office visits		
Home and office visits - Primary	\$25 copay for 5 visits, then subject to deductible and 20% coinsurance	Deductible then 50% coinsurance
Home and office visits - Specialists	\$50 copay then 100%	Deductible then 50% coinsurance
Preventive care	\$0 - Preventive is without cost share	Deductible then 50% coinsurance
Prescription drug coverage		
Prescription drugs	\$15 generic / \$50 brand / \$75 non-formulary / \$150 specialty; 20% coinsurance up to \$250 max for specialty non-formulary	Deductible then 50% coinsurance
Mail order drugs	\$37.50 generic / \$125 brand / \$187.50 non-formulary / \$375 compound (3 month supply) Specialty drugs are not covered	Deductible then 50% coinsurance Specialty drugs are not covered
Medical services		
Emergency medical transportation	Deductible then 20% coinsurance	Deductible then 20% coinsurance
Inpatient surgery physician/surgical	Deductible then 20% coinsurance	Deductible then 50% coinsurance
Inpatient facility fee	Deductible then 20% coinsurance	Deductible then 50% coinsurance
Outpatient surgery physician/surgical	Deductible then 20% coinsurance	Deductible then 50% coinsurance
Outpatient lab and radiology	Deductible then 20% coinsurance	Deductible then 50% coinsurance
Advanced imaging (CT/PET scans, MRIs)	Deductible then 20% coinsurance	Deductible then 50% coinsurance
Emergency Room	\$300 copay then subject to deductible and 20% coinsurance	\$300 copay then subject to deductible and 20% coinsurance
Injections	Deductible then 20% coinsurance	Deductible then 50% coinsurance
Dental and Vision		
Pediatric dental (for ages 0-19)	Deductible then 20% coinsurance	Deductible then 50% coinsurance
Pediatric vision (for ages 0-19)	Eye exams subject to office visit - specialist benefits, all other services deductible then 20% coinsurance	Deductible then 50% coinsurance
Recovery/Special Needs		
Outpatient rehabilitation	Deductible then 20% coinsurance	Deductible then 50% coinsurance
Outpatient habilitation	Deductible then 20% coinsurance	Deductible then 50% coinsurance
Hospice	Deductible then 20% coinsurance	Deductible then 50% coinsurance
Home health care	Deductible then 20% coinsurance	Deductible then 50% coinsurance
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Lifetime maximum	Unlimited for each covered person	Unlimited for each covered person
Eligible dependents	Covered to age 26	Covered to age 26
HSA compliant	No	No

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BlueCare.

ST JOHN CITY EMPLOYEES Dental Care Program

Effective Jan 01, 2017

This Dental Care Program offers complete coverage for preventive services, along with additional coverage for primary and major dental services. Employees and each eligible dependent will receive benefits for all covered services each anniversary year.

Covered Services	
PRIMARY 100% payment	Inlays Fillings (except gold) Repair of dentures Simple extractions Oral examinations Fluoride (under age of 21) Periapical and bitewing x-rays Emergency treatment for pain Prophylaxis, including cleaning, scaling and polishing General anesthesia when the dental treatment is covered Endodontics, including pulpotomy, pulp capping and root canal treatment Sealants (one application every four years for each eligible individual age 5 - 17 for permanent first and second molars)
SUPPLEMENTAL PRIMARY 50% payment	Oral surgery Space maintainers Onlays (not part of a bridge) subject to 240-day waiting period* Crowns (not part of a bridge) subject to 240-day waiting period*
PROSTHODONTICS 50% payment	Bridges -- subject to 240-day waiting period* Full or partial dentures -- subject to 240-day waiting period* Dental implant services (\$1,000 lifetime max per insured, per arch) -- subject to 240-day waiting period*
PERIODONTICS 100% payment	Surgery of the bony structure supporting the teeth Periodontic treatment of the gum, consisting of examination, management and surgery
Benefits are not provided for denture or bridge replacement within five years after receiving dentures or bridges under this program. Benefits are limited to standard procedures for prosthodontic services.	
*Credit will be given for the whole or partial satisfaction of the waiting periods to persons covered on the prior carrier's billing immediately preceding the effective date of the new policy. New hires or future additions will not receive credit for prior coverage.	

Monthly Premium

	<u>Employee</u>	<u>Emp/Child(ren)</u>	<u>Emp/Spouse</u>	<u>Family</u>
Dental	\$34.32	\$69.51	\$73.78	\$108.97

Contracting Dentists: Payment will be the maximum allowable charge for covered dental services. Payment will be sent directly to the dentist. The member will only be responsible for any coinsurance amounts and any charges for non-covered services.

Non-Contracting Dentists In Company Service Area: The maximum allowance paid will be 80 percent of the allowance paid to a contracting dentist for the same service. The member will be responsible for the remaining 20 percent. The member will also be responsible for any difference between the payment allowance and the provider's charge, in addition to any coinsurance amounts and any charges for non-covered services. Payment will be sent directly to the member.

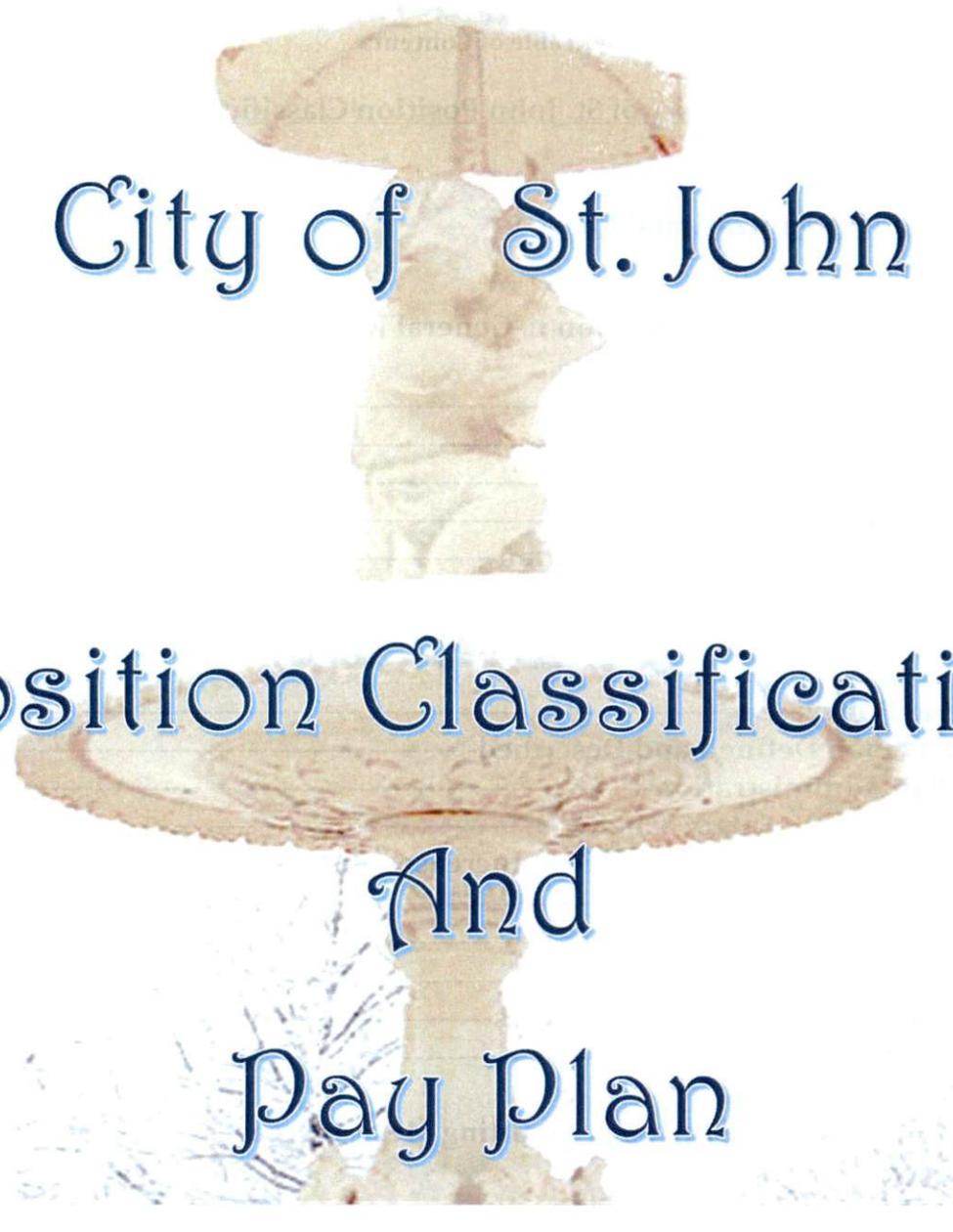
Non-Contracting Dentists Outside Company Service Area: Payment is based on usual, customary and reasonable charges. If the member does not sign payment over to the dentist, or the dentist does not submit the claim on the member's behalf, payment will be sent directly to the member.

Coinsurance: The coinsurance will be applied to the payments of a contracting dentist or a non-contracting dentist as described.

Out-of-State Dentists: As a BCBSKS member, you may go to any dentist located outside the state of Kansas that contracts with the local Blue Cross Plan. Payment amount is based on the local Blue Cross allowance arrangement with their contracting dentists. If the out-of-state Blue plan does not provide their discounted rates to BCBSKS, then the BCBSKS allowance is used. The member may be responsible for the difference between the allowed amount and the BCBSKS paid amount. BCBSKS payments will be sent directly to the member.

Exclusions: Services not listed as eligible dental services in the certificate; duplicate benefits provided under federal, state or local laws, regulations or programs (except for Medicaid); patient education services; hospital calls and consultations; lab work; occlusal adjustments; dental implants (except limited coverage under Prosthodontics); services for diseases or injuries caused by or arising out of acts of war or aggression; services for cosmetic purposes; payments under any provision of a Blue Cross and Blue Shield of Kansas certificate when the payment would duplicate payment for coverage made under another provision of the dental certificate (but only to the extent that such payment would exceed the charge for the service); services provided by a dentist for which there would customarily be no charge; medically unnecessary services; services related to alveolar ridge augmentations; services related to temporomandibular joint dysfunction syndrome over the amount specified in the certificate; orthodontic services; services covered and payable by any medical expense payment provision of any automobile insurance policy; services performed by immediate relatives or by members of the household of the employee; benefits received when a patient transfers during treatment, or if more than one dentist provides services for the same, payment for that benefit will not exceed the amount payable for one service.

This is a brief summary of the coverage available under this program. It is not a legal document.
The exact provisions of the benefits and exclusions are contained in the certificate.



City of St. John

Position Classification
And
Pay Plan

Approved and Adopted by
St. John City Council

**City of St. John
Position Classification
Pay Plan**

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Resolution Adopting the City of St. John Position Classification and Pay Plan
(Still need to adopt)

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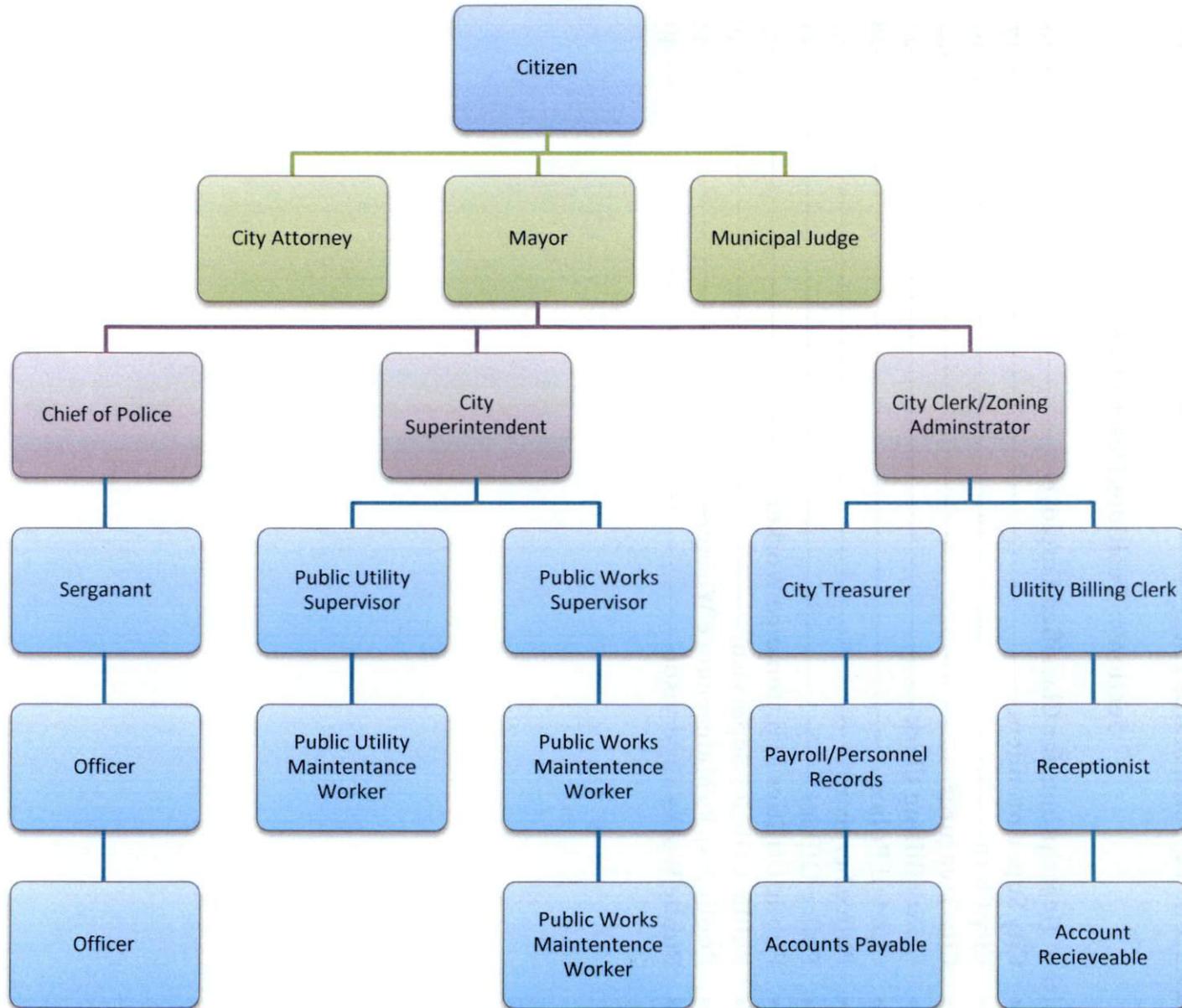
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City of St. John Organizational Chart



Section 1: General Policy

1.0 The Plan

The classification portion of the Employee Classification and Pay Plan comprises a list of employee work groupings with each employee position in those groups supported by a written position description setting out the duties and responsibilities of each position and the minimum or entry qualifications necessary for employment.

1.2 Objectives

The Classification Plan shall be used in the following manner:

- a. To provide equal pay for equal work
- b. To establish qualification standards for recruiting and testing
- c. To provide appointing authorities with a means of analyzing work distribution
- d. To assist department heads and management in determining budget requirements for each employee and department
- e. To provide a means for developing standards of work performance and for evaluating performance
- f. To establish a framework for employee advancement and promotion
- g. To establish guidelines for determining training needs
- h. To provide appropriate titles for all employee positions
- i. To provide standards for equal opportunity employment
- j. To distinguish between exempt and non-exempt employment classifications for purpose of compliance with the Federal Fair Labor Standards Act.

1.3 Position Descriptions

A basic element of the classification plan is the position descriptions. The position descriptions contain the position title, a statement of distinguishing features of work required for the position, a list of examples of the work to be performed, a list of required knowledge, education, abilities and skills necessary for successful performance in the position, and a statement of desirable education, training and experience which normally provide the requirements to successfully perform the work.

The position descriptions also indicate how the various positions are allocated to the several work groupings as determined by duties and responsibilities. Employee work groupings typically include Clerical groupings, Public Safety groupings, Labor and Trade groupings, Supervisory, Professional and Technical groups, Public Health groupings and Management and Administrative groupings.

The distinguishing features of each position within a work group determine the salary range within that group.

A smaller organization, such as that of St. John, may not require position descriptions for all the various work groups. Some positions that may be required in a larger organization might be sought as contractual services in a smaller organization where full-time employees are not required or immediate public service is not required. In that event, the process for establishing a position description can be used to determine personnel requirements when seeking contractual services.

1.4 Allocation of Pay Grades

The position descriptions are the means of determining the relative complexity and responsibilities required of the various positions. A pay plan is based on those determinations by allocating pay grades to the various positions relative to the requirement of the position descriptions. Positions of similar complexity, responsibility, and knowledge are assigned to the same pay grade.

1.5 Maintaining the Classification Plan

Personnel actively involved in the Classification Plan shall be directed to the City Clerk when it becomes evident there has been a significant change in the duties, responsibilities or complexities of a position to justify an evaluation of a particular classification. A detailed explanation shall accompany all proposed actions involving a request for reclassification, a new classification or proposals that do not conform to the classification plan. The City Council shall determine the appropriateness of any change in the classification, and if a change in the classification plan is determined to be necessary, the City Clerk shall take all proposed changes to the Classification Plan before the City Council for review and approval.

The City of St. John Department Heads shall advise and consult with the City Clerk regarding actions involving proposed personnel changes in their departments. All actions regarding changes in personnel shall be finalized by submittal of a City of St. John Personnel Status Form see Appendix B) signed by the Department Head and signed for approval by the City Clerk.

Section 2: The Pay Plan

2.1 General Policy

A Pay Plan is hereby established for the all City of St. John employees in the classified service. The pay plan shall become effective upon approval of the St. John City Council. Any and all amendments to the pay plan shall become effective following approval of the City Council.

2.2 The Pay plan Defined and Described

The primary objective in the establishment of a pay plan is to create fairness and equity through the adoption of a position classification pay plan with each position grouped in an appropriate classification title as determined by duties, responsibilities and personal qualifications for a position as described in Section 1 of this Position Classification and Pay Plan.

Each position classification title has been allocated to a pay grade salary range as determined by:

- a. Wages for similar positions, when found, in the St. John, Stafford County market area
- b. Pay rates for Kansas Cities comparable to the City of St. John as noted in the annual Kansas Municipal League Salary survey
- c. Cost of living factors for the area as noted in the annual Kansas Municipal League Salary Survey and the U.S. Department of Labor.
- d. Relative difficulty, responsibilities, and qualifications for job classification
- e. The financial ability of the City of St. John to be competitive in the labor market.
- f. Any other appropriate factors relative to the area economy and the availability of qualified labor

2.3 Pay Plan Administration

All merit pay increases shall be based on merit and performance and no salary increases shall be made automatically based solely on the passage of time. All merit increases must be recommended by the Department Head and approved by the City Clerk, based upon an annual budget by the St. John City Council.

Merit pay increases will not be approved unless funds have been budgeted for such increase, except in unusual circumstances that are specifically authorized by the City Clerk, following consultation with the Mayor and City Council. No positions, except those budgeted in the annual city budget for and approved by the City Council, shall be employed by any city department. However, grant funded positions may be created anytime during the budget year if those positions have been authorized by the City Council.

Department Heads must recommend an employee for any merit pay increase or any promotion to a higher classification and pay grade. The Department Head shall certify to the City Clerk that the employee's performance has been satisfactory and that all the qualifications and requirements for such advancement have been complied with. Recommendations and certification shall be submitted on a Personnel Status Form in conjunction with an Employee Performance Evaluation Form (see Appendix B). Promotions to a higher classification shall be based on filling an existing budgeted position and not the creation of a classification in order to promote an employee. If the Department Head feels the higher classified position could be filled by a classified position in a lesser grade, the City Clerk may approve the position of a lesser grade as if it were budgeted, so long as the funds appropriated and approved by the City Council for the higher classified position are not exceeded.

2.4 Structure of the Salary Schedule

The salary schedule identifies pay grades and pays ranges. The pay grades begin with grade G-0 and proceed through grade G-12 with various job classifications being assigned to each grade. Each pay grade is assigned a minimum and maximum salary--a range. The minimum and maximum salary ranges may be adjusted periodically by the City Council to reflect wage changes in the area labor market or cost of living adjustments.

Persons employed by the City of St. John shall be paid at the minimum entry pay rate of the pay range to which the position is assigned by job classification unless the City Clerk and the Department Head of the employing department determine that a rate of pay above the minimum is necessary in order to recruit qualified or experienced personnel, or that a candidate for the position holds qualifications such as skill and experience which justify a pay rate above the entry rate. In such case, the entry pay may be increased by the Department Head in an amount not to exceed ten percent (10%) beyond the minimum entry pay rate of the position. An entry rate exceeding ten percent (10%) beyond the minimum entry pay rate for the position must be approved by the City Council.

2.5 Reasons for Withholding Merit Increases

When an employee's performance fails to meet the measures of competency required by the position description, lacks initiative, lacks in judgment, has poor attendance, or other reasons as described by the Department Head in the employee's Performance Evaluation, a merit increase shall not be granted. The appointing authority and his or her supervisor shall be responsible for informing the employee of his or her employment deficiencies and the expected improvements and establish a time of the next scheduled evaluation. Employees who fail to meet performance expectations within the time frame established in the prior evaluation may be released from the City of St. John employment, with or without cause.

2.6 Promotion

An employee promoted to a higher classified position shall be given a minimum of a three percent (3%) pay increase but not less than the base rate for the grade in which the position is classified. The date for the employee's performance evaluation shall remain unchanged as will be the anniversary date of employment.

2.7 Demotion

A demotion is a movement of an employee to a position with a grade level lower than the employee's current grade level. It is the intent of the City of St. John to ensure effective levels of performance are maintained. Based on the availability of a vacant position for which an employee is qualified, an employee may be demoted for inadequate performance, as a means of disciplinary action, or upon voluntary written request for demotion by the employee.

Involuntary Demotion: An employee demoted to a lower pay classification for inadequate performance or as a means of disciplinary action shall be given a minimum of a three percent (3%) reduction in pay from their current salary.

Voluntary Demotion: An employee may request a voluntary demotion in writing and must follow the recruitment process.

- The Department Head shall consult with the City Council to determine the appropriate salary. The salary shall be commensurate with the grade and position. The amount authorized shall be based upon internal equity and qualifications of the applicant for the position. The salary shall not exceed the maximum pay for the appropriate grade.
- The initial employment period of the voluntarily demoted employee begins on the date of demotion and future evaluations shall be given from that anniversary date.

2.8 Report of Performance Evaluation

A completed Employee Performance Evaluation Form must accompany the Personnel Status Form when an employee is considered for a merit pay increase, being promoted, demoted or terminated.

2.9 Part-Time or Temporary Employees

a. Part-Time or Temporary employees are not classified employees and are not eligible to receive merit pay increases.

b. Pay rates for Part-Time and Temporary employees shall be equivalent to the minimum salary of the Grade "O" of the Schedule of Pay Ranges for Classified Employees, or in the case of a person serving temporarily in a classified position, at the minimum rate for that position unless otherwise approved by the City Council.

c. When deemed justified, pay for part-time employees may be increased by a percentage in the pay range of the equivalent full-time position provided the part-time employee has served efficiently and for a sufficient length of time as required by full-time classified employees based on an Employee Performance Evaluation. The department employing the part-time employee shall illustrate the ability to absorb the cost of such increases within the departmental budget.

2.10 Unclassified Employee Positions

The following positions are excluded from the classified service and the Position Classification and Pay Plan:

- All elected City Officials
- City Attorney
- Municipal Judge

Salaries for persons in the positions listed above shall be established by city ordinance or contract with the approval of the City Council and provided for in the annual city budget. Persons appointed to serve on non-elected boards and commissions receive no salary.

**Section 3: Procedure for Granting
Merit Pay Increases**

3.1 Position Classification and Pay Plan

The City of St. John compensation is based on a salary schedule comprised of pay ranges related to the requirements of the position descriptions. The City of St. John salary schedule is shown in Section 4 of this Position Classification and Pay Plan. The City of St. John employee Position Descriptions are attached as Section 5 at the end of this manual.

3.2 Performance Evaluation Policy

It is the intent of the City of St. John to fairly assess the performance of all employees and provide, within budgetary constraints, merit-based salary compensation. The City shall provide information to its supervisory staff to evaluate employee performance, to provide supervisory staff with current evaluation tools and to create a system of merit-based pay for employees who demonstrate quality and quantity work and a positive work ethic. The City of St. John Employee Performance Evaluation Form attached as Appendix A of this manual shall be used for all classified employee evaluations.

3.3 Merit Increases Based Upon Performance (to be implemented _____)

Merit or performance salary increases shall be based on the results of each employee's performance evaluation. The completed performance evaluation shall be submitted to the City Clerk along with a completed Personnel Status Form (see Appendix B) recommending a pay increase. Employee evaluation and proposed merit pay increases shall be accomplished on the employee's employment anniversary date each year. All merit increases shall be budgeted. Merit pay increases shall become effective on the pay date first following the employee's anniversary date after review and submittal of the Personnel Status Form.

3.4 Determining the Percentage of Increase (to be implemented _____)

The amount of a merit pay increase shall be determined by the total number of points scored in the Employee Performance Evaluation. The following scores shall merit the following increases:

<u>Merit Score</u>	<u>Salary Increase</u>
5.00 to 5.99	1.0%
6.00 to 6.99	1.5%
7.00 to 7.99	2.0%
8.00 to 8.99	2.5%
9.00 to 10.00	3.0%

The percentage determined by the Performance Evaluation shall be used as the multiple of the current salary. The amount determined by the multiple shall be added to the current salary and the result will be the employee's new salary base. The following example illustrates the method of determining the new salary based upon the merit score from the Performance Evaluation:

Example: The employee's current salary is \$15.00 per hour. Based on the merit score of the Performance Evaluation, the merit increase is 2% (could be more or less, depending on the evaluation score) which brings the salary up to \$15.30 per hour. The new pay base is \$15.30 per hour.

3.5 Evaluations and "Lump Sum" merit increases above the maximum salary in the Pay Range

When an employee reaches the maximum salary in a pay range, annual Employee Performance Evaluations shall continue to determine the continuing level of performance of that employee. If it is determined an employee continues to perform at a high level in his/her position as evidenced by greater productivity, improved judgment and increased initiative, the Department Head may recommend to the City Clerk that a "Lump Sum" salary increase be granted to that employee.

To determine the amount of a "Lump Sum" merit increase, follow the example described in 3.4 above. In that example, based on a Performance Evaluation, the employee's merit increase was 2% of \$15.00, or \$.30 to be added to the current base salary in that employee's pay range. For a "Lump Sum" merit increase multiply the \$.30 by two thousand and eight (2080) for the lump sum increase.

$$.30 \times 2080 = \624.00 . The lump sum is paid to the employee in one payment. The \$15.00 per hour maximum of the pay range remains unchanged.

3.6 Frequency of Evaluations (to be implemented _____)

New employees will be evaluated at six months employment and twelve months of employment. Following the first twelve months of employment, employees will be evaluated annually on their anniversary date. Employees may receive a merit salary increase at the end of six months following initial employment based upon satisfactory performance.

Employees may be evaluated at any time for exceptional or unsatisfactory performance.

Section 4: Pay Tables

City of St. John Pay Ranges For Classified Employees

Grade 00:	\$8.30 to \$14.30	Unskilled, Seasonal, Temporary, Part-Time
Grade 01:	\$10.85 to \$15.80	Billing Clerk/Receptionist
Grade 02:	\$11.40 to \$16.60	Public Works Maintenance Worker
Grade 03:	\$12.00 to \$17.45	
Grade 04:	\$12.60 to \$18.35	
Grade 05:	\$14.00 to \$19.30	Police Officer
Grade 06:	\$13.95 to \$20.40	Public Utilities Maintenance Worker
Grade 07:	\$14.65 to \$21.50	Police Sergeant
Grade 08:	\$15.40 to \$22.60	
Grade 09:	\$16.20 to \$23.75	Chief of Police City Clerk City Treasurer
Grade 10:	\$17.00 to \$24.95	Public Works Superintendent Public Utilities Superintendent
Grade 11:	\$17.90 to \$26.25	
Grade 12:	\$18.80 to \$27.60	City Superintendent

City of St. John Pay Schedule
For Classified Employees

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
00	\$ 8.30 \$ 17,264.00	\$ 14.30 \$ 29,744.00
01	\$ 10.85 \$ 22,568.00	\$ 15.80 \$ 32,864.00
02	\$ 11.40 \$ 23,712.00	\$ 16.60 \$ 34,528.00
03	\$ 12.00 \$ 24,960.00	\$ 17.45 \$ 36,296.00
04	\$ 12.60 \$ 26,208.00	\$ 18.35 \$ 38,168.00
05	\$ 14.00 \$ 29,120.00	\$ 19.30 \$ 40,144.00
06	\$ 13.95 \$ 29,016.00	\$ 20.40 \$ 42,432.00
07	\$ 14.65 \$ 30,472.00	\$ 21.50 \$ 44,720.00
08	\$ 15.40 \$ 32,032.00	\$ 22.60 \$ 47,008.00
09	\$ 16.20 \$ 33,696.00	\$ 23.75 \$ 49,400.00
10	\$ 17.00 \$ 35,360.00	\$ 24.95 \$ 51,896.00
11	\$ 17.90 \$ 37,232.00	\$ 26.25 \$ 54,600.00
12	\$ 18.80 \$ 39,104.00	\$ 27.60 \$ 57,408.00

EMPLOYEE PERFORMANCE EVALUATION

CITY OF ST JOHN, KANSAS

NAME: _____ TYPE OF REVIEW: Annual

DEPARTMENT: _____ REVIEW DATE: _____

JOB TITLE: _____ MERIT CONSIDERATION DATE: _____

Employee performance evaluations are completed by your supervisor at least once a year. The evaluation has five categories: Work Habits/Professionalism, Technical Aptitude/Productivity, Leadership Practice/Potential, Attitude/Character, and Supervisory Skills. All employee appraisals are based on the combination of task and performance and attitude.

It is the mission of City of St. John to provide quality services to the public. Employees are expected to maintain the City's high standards of performance in order to continue employment. The City's success depends on qualified personnel meeting or exceeding expectations in service to the community. It is the City's policy to invest in employees who exhibit a high degree of professionalism, productivity, good interactions with others, and a positive attitude. The City desires to attract, retain, and reward employees who not only have the technical knowledge of their position, but also have a positive attitude.

Each question should be answered as objectively as possible by indicating a number from 1 to 10 from the rating scale, in no less than .25 point intervals. Detailed comments are required for each question or category that is below or above the "Satisfactory" range. Each question must be addressed with the exception of Supervisory Skills, which will be evaluated for those in leadership positions. The question ratings are totaled and divided by the number of questions evaluated to determine the "Overall Evaluation."

Score	Interpretation	
1 - 2.99	Unsatisfactory	Unacceptable performance that does not meet job requirements.
3 - 4.99	Marginal	Minimally acceptable performance that meets some job requirements.
5 - 6.99	Satisfactory	Acceptable performance that meets job requirements.
7 - 8.99	Exceptional	Performance that exceeds job requirements.
9 - 10	Outstanding	Performance that far exceeds job requirements.

1. Work Habits/Professionalism

A.	APPEARANCE. Properly wears authorized uniforms and other clothing and maintains clothing in proper condition.
B.	PROFESSIONALISM. Has a professional demeanor, is committed and involved, and demonstrates pride in work.
C.	INITIATIVE. Is reliable self-starter who is mentally alert and can conceive and execute new ideas. Readily seeks and assumes additional responsibility.
D.	DEPENDABILITY. Accepts direction. Understands and applies instructions. Supports decisions of supervisors.
E.	JUDGMENT. Is capable of making sound, common sense decisions.
F.	COMMITMENT. Complies with established policies. Supports the goals and objectives set forth by management.
G.	SAFETY. Actively practices safe work habits.
H.	FLEXIBILITY. Readily adapts to change.
I.	CARE OF RESOURCES. Adequately protects tools, equipment, supplies from neglect or waste.
SUBTOTAL	

2. Technical Aptitude/Productivity

A.	JOB KNOWLEDGE. Knows and understands the specific technical skills for the job. Demonstrates desire to acquire knowledge/skills for increased performance or promotion.
B.	PROBLEM ANALYSIS. Able to properly analyze technical problems and arrive at workable solutions.
C.	PHYSICAL COMPETENCE. Demonstrates the physical competence to perform position requirements.
D.	COMMUNICATION. Verbal and written communications are timely, concise, and professional.
E.	WORK QUANTITY. Performs an acceptable amount of work with acceptable speed.
F.	WORK QUALITY. Work performed meets or exceeds expected quality standards.
SUBTOTAL	

3. Leadership Practices/Potential

	A.	DECISION MAKING. Makes timely and appropriate decisions.
	B.	PLANNING. Considers variables that may affect or result from his/her decision.
	C.	PRIORITIZATION. Reasonably prioritizes activity within his/her control.
	D.	EFFICIENCY. Effectively uses available resources to achieve maximum work.
	E.	ACHIEVEMENT. Takes time and effective action to achieve established goals and objectives.
	F.	FRATERNIZATION. Demonstrates ability to have positive, interpersonal interactions without inhibiting ability to perform job tasks. Contributes to group cohesiveness and morale.
	SUBTOTAL	

4. Attitude/Character

	A.	JOB ATTITUDE. Displays a positive and caring attitude about his/her job and responsibilities. Shows a high degree of job satisfaction.
	B.	CHARACTER. Demonstrates character traits such as honesty, integrity, trustworthiness, strong work ethic, loyalty to the organization and the City, and high ethical standards in decision making, judgment in risk taking, etc.
	C.	PUBLIC RELATIONS. Is courteous and respectful, and able to establish successful and effective working relationships with entities, businesses, vendors, and the public.
	D.	CO-WORKER RELATIONS. Is respectful towards co-workers and able to establish successful working relationships with employees.
	E.	STRESS. Is able to adapt and respond in a professional manner to stressful situations or those with an increased level of anxiety or conflict.
	F.	MOTIVATION. Is motivated by satisfaction in job well done, making the community a better place, resolving problems, being accurate and timely, etc., versus money, job title, publicity, prestige, or personal benefit.
	SUBTOTAL	

5. Supervisory Skills

	A.	GOAL SETTING. Develops appropriate and challenging goals and objectives for area of responsibility.
	B.	GOAL ACCOMPLISHMENT. Accomplishes goals and objectives established by self and Supervisor.
	C.	RESPONSIBILITY. Is willing to accept responsibility for decision making.
	D.	SUPERVISION. Demonstrates the capacity to direct, control, and influence others. Oversees employee's activities and makes appropriate decisions and adjustments as needed.
	E.	CREDIBILITY. Is personally respected due to skill, abilities, knowledge, leadership, integrity, and ethics.
	F.	COACHING. Displays the ability to teach/train subordinates and other employees.
	G.	BUDGET. Manages budget and uses public funds efficiently and effectively
	SUBTOTAL	

#1 Work Habits/Professionalism (9 Questions)

#2 Technical Aptitude/Productivity (6 Questions)

#3 Leadership Practices/Potential (6 Questions)

#4 Attitude/Character (6 Questions)

#5 Supervisory Skills (7 Questions)

Total All Categories

Total Number of Questions Answered in Evaluation (34 maximum)

OVERALL EVALUATION (Total divided by number of questions rated)

EVALUATOR NARRATIVE

Enter the appropriate question number prior to each comment below:

1. **Work Habits/Professionalism:**

2. **Technical Aptitude/Productivity:**

3. **Leadership Practices/Potential:**

4. **Attitude/Character:**

5. **Supervisory Skills:**

PERSONNEL STATUS FORM CITY OF ST JOHN, KANSAS

Department: _____ Date: _____

EMPLOYEE NAME: _____

Complete this section for new employees or changes in address

ADDRESS 1: _____

ADDRESS 2: _____

City: _____ State: _____ Zip: _____

Social Security No.: _____ Telephone No.: _____

PERSONNEL ACTION REQUEST

<input type="checkbox"/> New Employee	<input type="checkbox"/> Demotion	<input type="checkbox"/> Separation	<input type="checkbox"/> Suspension/Reinstatement	<input type="checkbox"/> Leave/Return from Leave (explanation below)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Promotion/Range Change	<input type="checkbox"/> Position Reclassification	<input type="checkbox"/> Reallocation	<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Cost of Living	

Status:

Full-time Part-time, with Benefits

Temporary/Seasonal Part-time, No Benefits

Category:

Classified Unclassified

FLSA Exempt FLSA non Exempt

DETAIL OF PROPOSED ACTION

New Hire/Before Change		After Change	
Position Title:	Grade:	Position Title:	Grade:
Base Salary/Rate:	Base Salary/Rate:	Base Salary/Rate:	Base Salary/Rate:
Salary/Pay Rate:	Salary/Pay Rate:	Salary/Pay Rate:	Salary/Pay Rate:
Budget Line # 1:	%:	Budget Line # 2:	%:
Budget Line # 3:	%:	Budget Line # 4:	%:
Explanation/Justification:			
Effective Date of Proposed Action:			

Approved: _____

Department Head Signature _____ Date: _____

City Clerk Signature _____ Date: _____

Personnel: _____ Date: _____

POSITION DESCRIPTIONS

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• City Superintendent	17-18
• City Clerk	19-21
• City Treasurer	22-24
• Utility Billing Clerk	25-27
• Chief of Police	28-30
• Police Sergeant	31-33
• Police Officer	34-36
• Public Utilities Maintenance Worker	37-39
• Public Utilities Supervisor	40-42
• Public Works Maintenance Worker	43-45
• Public Works Supervisor	46-48

**CITY OF ST JOHN, KANSAS - JOB DESCRIPTION
CITY SUPERINTENDENT**

Department: Public Works/Utilities
Reports to: Mayor and City Council
FLSA Status: Exempt (not eligible for overtime pay)
Salary Grade: 12
Retirement: KPERS
OSHA: Electric Distribution
Blood borne Pathogens
Hazard Communication

POSITION SUMMARY

Under the administrative direction of the Mayor and City Council, the City Superintendent is responsible for supervising, planning, directing, and organizing the activities of the public works and utility departments. This employee makes recommendations to the Governing Body concerning effective services and is instrumental in developing the departmental budget. This employee should possess excellent supervisory, mathematical, organizational, public relations, and communication skills. This employee consults with the Mayor and Council to determine the operating needs of the City's public works and utility functions and directs personnel and resources to meet immediate and long-term operational goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, directs, and oversees the activities of the public works and utility department;
- Responds to citizen concerns and complaints;
- Maintains departmental equipment;
- Maintains city buildings and properties in an efficient manner;
- Evaluates department heads and oversees the evaluation process for all other employees;
- Performs zoning and city inspection duties;
- Attends council meetings and workshops as requested;
- Enforces city policies and procedures;
- Enforces safety procedures and practices;
- Oversees operation of city brush pile;
- Performs administrative functions relating to budget issues.
- Supervises the repairing and replacement of water lines and meters.
- Supervise the repair and upkeep of sewer lines.
- Able to read and revise blueprints.
- Has effective oral communications with the general public, City Administrator and elected officials, peers and subordinates to resolve problems.
- Maintains a schedule of "on-call" employees.

MARGINAL FUNCTIONS

- Assists other departments as needed;
- Compiles information for future projects;

- Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS

Experience: Four to six years of similar or related experience is preferred. The employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year of employment.

Education: A high school diploma or GED is required, and a technical degree or some college credit in a related field is preferred. This employee must be certified in water, sewer, and wastewater collection systems and possess a valid Kansas Driver's License.

Technical Skills: A thorough knowledge of budgeting procedures, environmental issues, equipment repair and maintenance, and a working knowledge of computers and mathematics is required. This employee must be able to operate computers, printers, and knowledge of city equipment. This employee should possess excellent supervisory, public relations, organizational, and oral and written communication skills.

Problem Solving: Independent problem-solving is a factor in this position. This employee encounters problems with equipment, citizen complaints, and work schedules.

Decision Making: Independent decision making is a factor in this position. This employee makes decisions about resolving personnel issues, citizen complaints, prioritizing department projects and activities, approving expenditures, making necessary repairs, and performing daily duties in the safest and most efficient manner.

Supervision: This employee works under the direction of the Mayor. This employee has supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is responsible for department resources and equipment. This employee does participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and subordinate personnel and frequent contact with the Governing Body and other elected and appointed officials is expected.

Working Conditions: Adverse working conditions exist within this position. Adverse weather conditions, hazardous chemicals, heights, and working around excessive noise is expected.

Physical Requirements: Manual labor including lifting, bending, carrying heavy objects, and the ability to operate departmental equipment is required daily in this position.

**CITY OF ST JOHN, KANSAS - JOB DESCRIPTION
CITY CLERK**

Department: Administration
Reports to: Mayor and City Council
FLSA Status: Exempt (not eligible for overtime pay)
Salary Grade: 09
Retirement: KPERS

POSITION SUMMARY

Under the administrative direction of the Mayor and City Council, the City Clerk/Zoning Administrator performs a wide range of administrative and technical duties. This position is responsible for maintaining city finances, responding to citizen concerns and complaints, preparing and maintaining minutes, ordinances, resolutions, and preparing and monitoring the annual budget. As zoning administrator, this employee is responsible for the enforcement of zoning regulations. This employee should possess excellent supervisory, organizational, public relations, and communication skills. The City Clerk serves as the record keeper of a number of city boards and commissions, including the City Council. An employee in this position has a substantial amount of public contact involving furnishing information pertaining to building codes, city policies, city ordinances and records subject to open records request. Duties are prescribed by Kansas statute, City Code, and the City Clerk's manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares, or assist in the preparation of agendas for regular and special City Council meeting and prepares agenda packets and takes minutes for all City Council meetings.
- Prepares agendas and takes minutes for the St. John Planning Commission and the Board of Zoning Appeals.
- Serves as a clerk for the Municipal Court scheduling trials and hearings maintains records, processes traffic tickets and cases filed, and issues notices as may be required reports court statistics and submit fines and fees to the State of Kansas.
- Assist with building codes, issuing permits and handling contractor registration, scheduled inspection times with contract inspectors, coordinates communication between contractors, citizens, and inspectors maintains a log and file of inspections.
- Serves as grant and project coordinator act as disaster recovery coordinator and serve as the point of contact between the City, State, and Federal agencies.
- Maintains custody of minutes, resolutions, ordinances and other official records of the City.
- Maintains the Municipal Code.
- Serves as the Freedom of Information Officer.
- Administers oaths and maintains city seal.
- Prepares and implements the annual budget in accordance with state statutes.
- Keeps accurate financial records for all city funds.
- Maintains personnel records and health insurance programs.
- Serves as the city's designated agent for the KPERS retirement program.

MARGINAL FUNCTIONS

- Coordinates activities for the Annual Jubilee;
- Acts as ambassador to the City of St. John in lieu of a Chamber or other similar organization;
- Performs other duties as deemed necessary or assigned.
- Complies with city ordinances and city policies
- Assist other departments and performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS

Experience: Four to six years of similar or related experience is preferred. The employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year of employment.

Education: A college degree with an emphasis in accounting, government administration, or related field is preferred.

License/Certification: Requires possession of a valid Kansas driver's license. Must be insurable by the City's insurance carrier. Certified Municipal Clerk preferable.

Technical Skills: A thorough knowledge of accounting and payroll procedures, office management, finance and investments, and a working knowledge of mathematics and computers is required. This employee must be able to operate computers, printers, calculators, telephone systems, and other office equipment. The ability to prepare reports, memos, agendas, and other documents, and to read and interpret data, ordinances, agendas, financial statements, and other written instructions is required. This employee should possess excellent supervisory, organizational, public relations, and oral and written communication skills.

Knowledge, Skills, and Abilities: This position requires a record of confidentiality. Excellent interpersonal skills are needed. Knowledge of office technology, city government practices and procedures are required. Knowledge and understanding of the Kansas Open Meetings and Kansas Open Records Acts. The ability to understand and analyze financial reports. Ability to speak and understand the English language; with exceptional verbal, written and communication skills. Knowledge of financial reporting, purchasing as well as local government laws and regulations. The ability to work courteously and maintain successful working relationships with entities, employees, city officials, businesses and the public. The use of professional judgment, honesty and integrity in decision making. The ability to carry out projects and duties to their completion following prescribed policies and procedures.

Problem Solving: Independent problem-solving is a factor in this position. This employee encounters problems with personnel issues, citizen concerns and complaints, and interpreting city codes and zoning laws.

Decision Making: Independent decision making is a factor in this position. This employee makes decisions concerning the scheduling of daily work assignments, resolving personnel issues, and performing daily duties in the most efficient manner.

Supervision: This employee works under the supervision of the Mayor and City Council. This employee has supervisory responsibility for subordinate personnel.

Financial Accountability: This employee is responsible for city resources and is required to be bonded. This employee prepares the annual budget.

Personal Relations: Daily contact with the general public, subordinate personnel, co-workers, and supervisory personnel and frequent contact with the Governing Body and elected or appointed officials are expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

Physical Requirements: The ability to express or exchange ideas by means of communications is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

CITY OF ST JOHN, KANSAS - JOB DESCRIPTION
CITY TREASURER

Department: Administration
Reports to: City Clerk
FLSA Status: Non-exempt (eligible for overtime pay)
Salary Grade: 09
Retirement: KPERS

POSITION SUMMARY

Under the administrative direction of the City Clerk the City Treasurer performs a wide range of financial accounting and administrative duties involving varying degrees of difficulty and considerable responsibility. This employee is responsible for payroll, accounts payable, city investments of idle funds, issue and sign checks, preparing financials for the annual audit, monthly & quarterly financial reports, developing financial policies and procedures for effective day to day operations, and coordinating financial transactions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Balances and closes out books; prepares monthly, quarterly, and annual financial reports
- Acts as custodian of City investments and cash.
- Records classify and verifies various accounting transactions, including revenues, invoices following accounting, operating procedures, and administrative policies. Involves internal auditing, coding and working with City staff and vendors to resolve discrepancies and clarify information.
- Reviews daily cash reconciliation of utility and general receipts.
- Reconciling all of the City's bank statements & maintaining daily available funds.
- Prepares monthly Budget Expenditure and Revenue reports.
- Makes investments of the City's idle funds in consultation with the City Clerk.
- Prepares appropriations ordinances for City Council review and approval.
- Receives and reviews employee time sheets, prepares payroll and files all appropriate semi-monthly, quarterly and annual reports.
- Processes required payroll and City's quarterly tax payments.
- Prepares payroll and accounts payable checks for the signature of the Mayor and the City Clerk.
- Maintains employee attendance records & accrued leave
- Receives completed Personnel Status Forms to initiate changes in employee status.
- Preparing the annual Treasurer's report as required by State Statute

MARGINAL FUNCTIONS

- Assists the city clerk and utility clerk as needed and assumes their responsibilities in their absence;
- Answers the telephone;
- Maintains office equipment;

- Maintains the filing system as needed;
- Performs other duties as deemed necessary or assigned.
- Complies with city ordinances and city policies.
- Assist other departments and performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is preferred. The employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year of employment.

Education: A high school diploma or GED is required.

Licenses/Certification: Must possess and maintain a valid Kansas Driver's License. Must be insurable by the city's insurance carrier.

Technical Skills: A thorough knowledge of office procedures, computers, computer software, and mathematics is required. This employee must be able to efficiently operate computers, printers, telephone systems, and other office equipment. The ability to follow department policies and procedures, to concentrate on tasks in the presence of distractions, to prepare reports, to type with speed and accuracy, to interpret data, and to read and interpret written instructions, reports, and other official documents is required. This employee should possess excellent organizational, public relations, and oral and written communication skills.

Knowledge, skills, and Abilities: This position requires a high degree of confidentiality. Excellent interpersonal skills are required. Knowledge of office technology, city government practices and procedures are necessary. Knowledge of generally accepted accounting principles and generally accepted auditing standards as well as Kansas budget law as related to funding accounting is required. Knowledge of accounting procedures, financial reporting, investments, insurance, payroll, and taxes is expected. The ability to use computer spreadsheets and word processing, calculator, and related office equipment. Ability to speak and understand the English language; the ability to work courteously and establish successful working relationships with employees, city officials, businesses and the public; have professional judgment, honesty and integrity; and have excellent organizational, verbal and written communications skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with office equipment malfunctions, incorrect charges, and dealing with difficult customers.

Decision Making: Decision making is a factor in this position. This employee makes decisions concerning daily work assignments and correcting errors made in posting.

Supervision: This employee works under the supervision of the City Clerk. This employee has no supervisory responsibility for subordinates.

Financial Accountability: This employee is responsible for city resources and is required to be bonded. This employee is responsible for revenue generation and expenditure control in their area but does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel and monthly contact with the Governing Body and elected or appointed officials are expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

Physical Requirements: The ability to express or exchange ideas by means of oral or written communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

**CITY OF ST JOHN, KANSAS - JOB DESCRIPTION
UTILITY BILLING CLERK/RECEPTIONIST**

Department: Administration
Reports to: City Clerk
FLSA Status: Non-exempt (eligible for overtime pay)
Salary Grade: 01
Retirement: KPERS

POSITION SUMMARY

Under the supervision of the City Clerk, the Billing Clerk/Receptionist performs a variety of clerical and accounting work in utilities and customer relations for the City of St. John. This position is responsible for account receivables, utility billings, collecting monies, making daily deposits, and assisting the public with their concerns and complaints. This employee should possess excellent organizational, public relations, and communication skills. The employee will answer the telephone, help citizens with questions or transfer call to other departments, type correspondence and perform other clerical duties. The employee in this position has specific responsibilities but is cross-trained to assist the City Treasurer with a wide variety of duties. The Billing Clerk/Receptionist follows prescribed policies and procedures. Once responsibilities are defined, little supervision is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews meter readings, calculates usage, and investigate discrepancies;
- Enters information needed to generate monthly utility billings;
- Receives utility payments and other monies that come into the office;
- Keeps a record of all utility payments and adjustments;
- Sets up and maintains all utility accounts for the master file;
- Sends delinquent and disconnect notices;
- Handles citizen concerns and complaints;
- Makes daily deposits;
- Updates sewer rates annually;
- Responsible for turning utilities on and off;
- Prepares disconnect and reconnect order for service, service orders for persons moving, utility service orders, and receipts of money collected in other departments and codes credits to proper accounts
- Records all trash customer charges and adjustments;
- Prepares meter reading sheets;
- Prepares minibus reports;
- Calculates and prepares court assessment payments;
- Calculates and prepares bills for all bulk water sold;
- Balances revenue funds;
- Issues city licenses.
- Uses the computer for input and report generating
- Assists with accounts receivable
- Uses reports to check for past due accounts moved accounts and the past due accounts that have been paid

- Maintains file for continuous utility agreements for property owners
- Figures and maintains record for meter deposit and Letter of Guarantee
- Assists the zoning administrator with zoning permits

MARGINAL FUNCTIONS

- Relays messages to city workers concerning problems with electric, sewer, or water consumption;
- Makes reports to citizens concerning abnormal electric or water usage;
- Relays messages to the police department and dispatches officers when necessary;
- Maintains insurance records for contractor's licenses;
- Answers questions concerning rates, adjustments, etc.;
- Reviews and sends out letters of credit;
- Sends out materials requested by citizens;
- Performs other duties as deemed necessary or assigned.
- Complies with city ordinances and city policies
- Assist other departments and performs other duties as necessary or assigned

POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is preferred. The employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required.

Technical Skills: A thorough knowledge of office procedures, computers, computer software, and mathematics is required. This employee must be able to efficiently operate computers, printers, calculators, and other office equipment. The ability to follow department policies and procedures, to concentrate on tasks in the presence of distractions, to prepare reports, to type with speed and accuracy, to interpret data, and to read and interpret written instructions, reports, and other official documents is required. This employee should possess excellent organizational, public relations, mathematical skills, and oral and written communication skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with computers and calculating billings. Problems also arise when dealing with difficult customers.

Decision Making: Decision making is a factor in this position. This employee makes decisions concerning daily work assignments and utility shut-offs.

Supervision: This employee works under the supervision of the City Clerk. This employee has no supervisory responsibility for subordinates.

Financial Accountability: This employee is responsible for city resources and is required to be bonded. This employee is responsible for revenue generated in their department but does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel and occasional contact with the Governing Body and elected or appointed officials are expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

Physical Requirements: The ability to express or exchange ideas by means of oral or written communication is important in this position. This employee must be able to convey and receive detailed or important instructions from other workers and the general public.

CITY OF St. John, KANSAS - JOB DESCRIPTION
CHIEF OF POLICE

Department: Police
Reports to: Mayor and City Council
FLSA Status: Exempt (not eligible for overtime pay)
Salary Grade: 09
Retirement: KPERS
OSHA: Blood borne Pathogens

POSITION SUMMARY

Under the administrative direction of the Mayor and City Council, the Chief of Police performs a wide range of public safety and administrative duties. An employee of this class is responsible for the enforcement of those provisions of the City Code, State Statutes, and regulations involved in the preservation of law and order, and the protection of life and property. Work may involve an element of personal danger. The employee must be able to act without direct supervision and exercise independent judgment in meeting emergencies. This employee is responsible for direction all police activities. Work includes supervising, training, assigning and disciplining all department members. This employee consults with the Mayor in determining plans and policies to be observed in police operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforces all federal, state, and local laws and ordinances;
- Serves and protects the citizens of St. John;
- Operates an automobile in patrolling an assigned area for the prevention of crime and enforcement of traffic laws;
- Responds to radio and telephone dispatches and reports to scenes of disorder or crime;
- Investigates and prepares reports on accidents and criminal offenses;
- Fields questions, concerns, and complaints from the general public;
- Makes arrests, directs traffic and requests medical attention when necessary;
- Appears in court as arresting officer or to present evidence;
- Transports prisoners, investigates crime, and collects and preserves evidence;
- Assists other law enforcement agencies;
- Serves as the Department's record custodian;
- Manages the Special Purpose Vehicle registration process;
- Prepares the annual department budget;
- Supervises and evaluates subordinate personnel;
- Makes recommendations to the Mayor regarding all departmental personnel actions.
- Maintains an effective liaison with Federal, State, and other local law enforcement agencies;
- Participates in civic and professional activities and meetings;
- Plans and directs the general operation of the entire Police Department;
- Attends City Council meetings to provide law enforcement specific information when required.

MARGINAL FUNCTION

- Coordinates law enforcement efforts with other law enforcement agencies;
- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS

Experience: Five (5) years law enforcement experience preferred with at least three (3) years' experience in administration. The employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six (6) months in the position.

Education: High School graduation or GED required. Bachelor's Degree, with specialized curriculum in law enforcement studies, preferred.

License/Certification: Requires possession of Kansas law Enforcement Training Certification and a valid Kansas Driver's License. Must be insurable by the City's insurance carrier.

Knowledge, Skills and Abilities: A thorough knowledge of all federal, state, and local laws and ordinances, law enforcement techniques, law enforcement supervision, and mathematics is required. This employee must be able to efficiently operate firearms, computers, two-way radios, office equipment, and other law enforcement equipment. The ability to interpret data, to complete and check reports and documents, to develop and interpret manuals, legal documents, reports, and written instructions is required. This employee should possess excellent public relation, supervisory, organizational, managerial, oral and written communication skills. The ability to work independently and in a team setting is required.

Problem Solving: Frequent independent problem solving is involved in this position. This employee encounters problems with criminal investigations, personnel issues, citizen complaints, scheduling conflicts, budget and City Council concerns.

Decision Making: Frequent independent decision making is involved in this position. This employee makes decisions about prioritizing assignments, resolving personnel issues and citizen complaints, preparing daily work schedules, performing criminal investigations, preparing the annual budget, and performing daily duties in the most efficient manner.

Supervision: This employee works under the direction of the Mayor, and exercises supervision over subordinate personnel.

Financial Accountability: This employee is responsible for City resources and equipment and has limited authority to purchase necessary department supplies and equipment. This employee participates in the annual budget process.

Personal Relationships: Continual contact with all Departments, the governing body, City legal counsel, and the general public. The employee should have the ability to effectively deal with occasional difficult and stressful situations.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, explosives, heights, excessive noise, and adverse weather conditions is expected. This position contains an element of risk to personal safety. This employee has exposed to bloodborne pathogens while investigating crime scenes, seizing and preserving evidence, and assisting fire and ambulance crews.

Physical Requirements: The ability to pass and maintain all physical activities and requirements of the Kansas Law Enforcement Training Center is required. The employee must occasionally lift and/or move objects weighing up to one-hundred (100) pounds.

**CITY OF ST JOHN - JOB DESCRIPTION
POLICE SERGEANT**

Department: Police
Reports to: Chief of Police
FLSA Status: Non-exempt (eligible for overtime pay)
Salary Grade: 07
Retirement: KPERS
OSHA: Blood borne Pathogens

POSITION SUMMARY

Under the administrative direction of the Chief of Police, the Police Sergeant Officer performs a wide range of public safety and administrative duties. An employee of this class is responsible for the enforcement of those provisions of the City Code, State Statutes, and regulations involved in the preservation of law and order, and the protection of life and property. Work may involve an element of personal danger and the employee must be able to act without direct supervision and exercise independent judgment in meeting emergencies. Work is performed in accordance with departmental rules and regulations. Work normally consists of routine patrol, preliminary investigations and traffic regulation duties. Work methods and results are checked by the Chief of Police through personal inspections, review of reports and discussions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforces all federal, state, and local laws and ordinances;
- Serves and protects the citizens of St. John;
- Operates an automobile in patrolling an assigned area for the prevention of crime and enforcement of traffic laws;
- Responds to radio and telephone dispatches and reports to scenes of disorder or crime;
- Investigates and prepares reports on accidents and criminal offenses;
- Gives directions and information to the public;
- Makes arrests, directs traffic, and request medical attention when necessary;
- Appears in court as arresting officer or to present evidence;
- Transports prisoners, investigates crime, and collects and preserves evidence;
- Interrogates witnesses and suspects;
- Participates in safety conferences and programs;
- Assists other law enforcement agencies;
- Participates in civic and professional activities and meetings;
- May be assigned to special functions;

- Supervises & Evaluates Subordinate Personnel
- Animal Control Officer Duties

MARGINAL FUNCTIONS

- Maintains department vehicles;
- Assumes the duties of the Chief of Police in his/her absence;
- Serves as range master and fire arms instructor;
- Conducts safety fairs;
- Assists other law enforcement departments as needed;
- Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS

Experience: Two to four years of law enforcement experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year of employment.

Education: High School graduation or GED required. KLETC certification required within (1) one year of service.

License/Certification: Requires possession of a valid Kansas Driver's License. Must be insurable by the City's insurance carrier.

Knowledge, Skills and abilities: A thorough knowledge of all federal, state, and local laws and ordinances and mathematics is required. A thorough knowledge of the geography of the City of St. John and the location of important buildings or ability to acquire this knowledge rapidly is necessary. This employee must be able to efficiently operate firearms, computers, two-way radios, office equipment, and other law enforcement equipment. The ability to interpret data, to complete and check reports and documents, to understand and anticipate problems, read and interpret policies and manuals, legal documents, reports, and written instructions is required. This employee must possess the ability to analyze situations and to adopt a quick, effective and reasonable course of action. This employee should possess excellent public relation, organizational, oral and written communication skills. The ability to work independently, and in a team setting, is required.

Problem Solving: Frequent problem solving is a factor in this position. This employee encounters problems with investigations, citizen complaints, domestic violence, and prioritizing work assignments.

Decision Making: Must be able to make independent decisions. Constant, accurate decision making is necessary at all times.

Supervision: This employee works under the direction of the Chief of Police, and has supervisory responsibility over subordinate personnel in the absence of the Chief of Police

Financial Accountability: None

Personal Relationships: An officer is responsible to have and use excellent public relation skills at all times. This employee should have the ability to effectively deal with occasional difficult and stressful situations.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, explosives, heights, excessive noise, and adverse weather conditions is expected. This position contains an element of risk to personal safety. This employee is exposed to blood borne pathogens while investigating crime scenes, seizing and preserving evidence, and assisting fire and ambulance crews.

Physical Requirements: The ability to pass and maintain all physical activities and requirements of the Kansa law Enforcement Training Center is required. The employee must occasionally lift and/or move objects weighing up to one-hundred (100) pounds.

**CITY OF ST JOHN - JOB DESCRIPTION
POLICE OFFICER**

Department: Police
Reports to: Chief and Police Sergeant
FLSA Status: Non-exempt (eligible for overtime pay)
Salary Grade: 05
Retirement: KPERS
OSHA: Blood borne Pathogens

POSITION SUMMARY

Under the administrative direction of the Police Sergeant and Chief of Police, the Police Officer performs a wide range of public safety. An employee of this class is responsible for the enforcement of those provisions of the City Code, State Statutes, and regulations involved in the preservation of law and order, and the protection of life and property. Work may involve an element of personal danger and the employee must be able to act without direct supervision and exercise independent judgment in meeting emergencies. Work is performed in accordance with departmental rules and regulations. Work normally consists of routine patrol, preliminary investigations and traffic regulation duties. Work methods and results are checked by the Chief of Police through personal inspections, review of reports and discussions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforces all federal, state, and local laws and ordinances;
- Serves and protects the citizens of St. John;
- Operates an automobile in patrolling an assigned area for the prevention of crime and enforcement of traffic laws;
- Responds to radio and telephone dispatches and reports to scenes of disorder or crime;
- Investigates and prepares reports on accidents and criminal offenses;
- Gives directions and information to the public;
- Makes arrests, directs traffic, and request medical attention when necessary;
- Appears in court as arresting officer or to present evidence;
- Transports prisoners, investigates crime, and collects and preserves evidence;
- Interrogates witnesses and suspects;
- Participates in safety conferences and programs;
- Assists other law enforcement agencies;
- Participates in civic and professional activities and meetings;
- May be assigned to special functions;
- Animal Control Officer Duties

MARGINAL FUNCTIONS

- Assists other departments as the need arises;
- Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS

Education: High School graduation or GED required. KLETC certification required within (1) one year of service.

License/Certification: Requires possession of a valid Kansas Driver's License. Must be insurable by the City's insurance carrier.

Knowledge, Skills and abilities: A thorough knowledge of all federal, state, and local laws and ordinances and mathematics is required. A thorough knowledge of the geography of the City of St. John and the location of important buildings or ability to acquire this knowledge rapidly is necessary. This employee must be able to efficiently operate firearms, computers, two-way radios, office equipment, and other law enforcement equipment. The ability to interpret data, to complete and check reports and documents, to understand and anticipate problems, read and interpret policies and manuals, legal documents, reports, and written instructions is required. This employee must possess the ability to analyze situations and to adopt a quick, effective and reasonable course of action. This employee should possess excellent public relation, organizational, oral and written communication skills. The ability to work independently, and in a team setting, is required.

Problem Solving: All officers must possess quick, accurate problem solving skills.

Decision Making: Must be able to make independent decisions. Constant, accurate decision making is necessary at all times.

Supervision: This employee works under the direction of the Chief of Police. There are no supervisory responsibilities involved with this position.

Financial Accountability: None

Personal Relationships: An officer is responsible to have and use excellent public relation skills at all times. This employee should have the ability to effectively deal with occasional difficult and stressful situations.

Working Conditions: Some adverse working conditions exist within this position. Exposure to hazardous chemicals, explosives, heights, excessive noise, and adverse weather conditions is expected. This position contains an element of risk to personal safety. This employee is exposed to blood borne pathogens while

investigating crime scenes, seizing and preserving evidence, and assisting fire and ambulance crews.

Physical Requirements: The ability to pass and maintain all physical activities and requirements of the Kansas Law Enforcement Training Center is required. The employee must occasionally lift and/or move objects weighing up to one-hundred (100) pounds.

**CITY OF ST JOHN, KANSAS - JOB DESCRIPTION
PUBLIC UTILITY MAINTENACE WORKER**

Department: Public Utilities
Reports to: Public Utility Supervisor
FLSA Status: Non-Exempt (eligible for overtime pay)
Salary Grade: o6
Retirement: KPERS
OSHA: Hazard Communications
Blood borne Pathogens

POSITION SUMMARY

Under the direction and supervision of the Public Utilities Supervisor, performs semi-skilled physical work in the construction and maintenance of the electrical distributions system, the construction, and maintenance of the water distribution system, the sewer system for the City of St. John. May take direction from the Public Works Supervisor when assigned tasks which fall under his/her expertise. The employee in this position is responsible for exercising judgment as to the details of assigned work within prescribed operating procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates and works from bucket truck or climbs and works from a ladder.
- Frames and sets electric poles.
- Strings new conductors
- Sets pole mounts and assists in hanging transformers.
- Sets pad mounts and prepares transformers
- Assists making stress cones for de-energize underground residential distribution primary.
- Assists in installation of underground residential distribution primary and secondary conductors.
- Assists in the installation of street light poles street lights and wiring.
- Required to operate various equipment such as a backhoe, trencher, tamper, jackhammer, sewer machine, tractors, trucks, etc.
- Wears rubber gloves when doing electrical work.
- Trims trees.
- Climbs in and out of sewer manholes.
- Assists in the construction of new water lines and sewer lines.
- Repairs broken water mains.
- Reads electric and water meters.
- Makes taps for new water service lines.
- Installs and replaces water meters.
- Cleans and repairs sewer lines.
- Maintains and repairs waste water treatment lagoons.
- Notifies Utility Superintendent of the need for maintenance or repair of equipment.

- Be available for on-call duty when required and always have a telephone number or a location in order to be contacted.
- Be available to work extended hours or weekends.
- Communicates by telephone and/or in-person to the public and other City employees.

MARGINAL FUNCTIONS

- Complies with city ordinances and city policies.
- Assists other departments
- Performs other duties as necessary or assigned.

POSITION REQUIREMENTS

Experience: This is a position requiring a person who may be untrained but who has innate skills and knowledge to work with equipment and materials to perform quality work. While no initial experience is required, one to three years' experience is preferred. The employee is expected to have acquired the necessary skills and knowledge to perform at an acceptable level within six months after being awarded the position.

Education: High School Diploma or GED required.

License/Certification: Requires possession of a valid Kansas Commercial Driver's License (CDL). Must be insurable by the City's insurance carrier.

Technical Knowledge, Skills, and Abilities: Must have the ability to take directions from others and retain knowledge of repetitive situations. Must have a healthy respect but lack of fear when working with electricity and working in high places. Must have knowledge of electrical distribution, water distribution, sewer system materials, measurements and equipment. Must have the ability to communicate with others and the ability to work courteously and establish successful working relationships with entities, employees, City officials, businesses and the public. Must use professional judgment, honesty, and integrity in decision making.

Problem Solving: Limited independent problem solving is required. Problem-solving requirements include completion of work assignments in a timely manner, assessing equipment problems or defects, analyzing possible courses of corrective action, and implementing corrective action. Timely reporting of problems expressed by the general public is also required.

Decision Making: Independent decision making exists in this position. Decisions include methods of equipment use, repair, and maintenance; use of appropriate safety practices and equipment.

Supervision: Periodic supervision is provided and job-related decisions made by the employee are approved by the Utilities Superintendent. The employee does not have supervisory responsibility for subordinate personnel.

Financial Accountability: Employee is not responsible for budgetary control, and has limited input in the budgetary process.

Personal Relations: Employee routinely has contact with all City employees and the general public. It is a necessity that the employee shall maintain cooperative working relationships with supervisors and peers and shall relate to the public in a positive manner.

Working Conditions: Manual labor is required. Adverse weather conditions, including prolonged exposure to temperature and precipitation extremes, are to be expected. Exposure to fuels, chemicals, and hazardous implements also exist. Must be able to work at heights well above ground and in confined spaces.

Physical Requirements: This position functions primarily on the job site. The ability to operate a variety of motorized equipment, ability to negotiate rough terrain on foot to access maintenance problems, ability to climb in and out of confined spaces, ability to lift objects weighing seventy-five (75) pounds or more in confined spaces during the execution of duties, mobility to run errands, flexibility of body, manual dexterity and hand/eye coordination adequate to operate equipment as assigned, is required.

**CITY OF ST JOHN, KANSAS - JOB DESCRIPTION
PUBLIC UTILITIES SUPERVISOR**

Department: Public Utilities
Reports to: City Superintendent
FLSA Status: Exempt (not eligible for overtime pay)
Salary Grade: 10
Retirement: KPERS
OSHA: Electric Distribution
Blood borne Pathogens
Hazard Communication

POSITION SUMMARY

Under the administrative direction of the City Superintendent, the Public Utility Supervisor is responsible for managing, directing, coordinating and supervising and inspecting the construction, maintenance, repair and day to day operation of the Electric Distribution, Water Distribution and Sewer System for the City of St John. The successful functioning of the City rests with the ability of this department to provide a high level of public service. This employee consults with the City Superintendent to determine the operating needs of the City's utility functions and directs personnel and resources to meet immediate and long-term operational goals. This employee establishes the work schedules for all employees within the Public Utilities Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Purchases and maintains inventory of departmental supplies;
- Repairs and maintains the generating plant; Schedules, supervises and trains subordinate personnel, including skilled and unskilled workers in the performance of assigned construction, maintenance, and repair functions.
- Schedules supervise and trains subordinate personnel, including skilled and unskilled workers in the performance of assigned construction, maintenance, and repair functions.
- Schedules supervise and trains subordinate personnel, including skilled and unskilled workers in the performance of assigned construction, maintenance, and repair functions.
- Responds to citizen concerns and complaints regarding the Electric Utility Department;
- Reads water and light meters.
- Recommends improvement programs to the City Superintendent and the City Council.
- Operates all the equipment used by the Utility Department as necessary and directs the care and maintenance of the same.
- Leads direct and supervise a crew of skilled, semi-skilled and unskilled workers engaged in the construction of the City's utility system.
- Troubleshoots electric distribution problems.

- Builds and maintains electrical distribution lines.
- Directs the building and maintenance of the City's street lighting system.
- Trains employees in repair, installation and safety procedures.
- Maintains records on departmental work assignments and activities.
- Assists with electrical inspections.
- Have effective oral communications with the general public, City Superintendent and elected officials, peers and subordinates to resolve problems.
- Maintains a schedule of "on-call" employees.

MARGINAL FUNCTIONS

- Operates and maintains departmental equipment;
- Assists with snow removal when necessary;
- Complies with city ordinances and city policies
- Assists other departments and performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS

Experience: Four to six years of similar or related experience is preferred. The employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: A high school diploma or GED is required. Must possess a valid Kansas Driver's License and a CDL.

Technical Skills: A thorough knowledge of electrical safety procedures, electrical equipment, transformers, power lines, welding, mechanics, electric codes, and a working knowledge of mathematics is required. This employee must be able to operate a bucket truck, pole/digger truck, brush chipper, tractor, mower, backhoe and other department equipment. The ability to interpret data, to read and interpret electrical system maps, electrical codes, written documents, reports, and manuals is required. This employee should possess a strong technical and mechanical aptitude, and excellent public relations and oral and written communication skills.

Problem Solving: Independent problem-solving is a factor in this position. This employee encounters problems with the Electric Distribution System and equipment malfunctions at the Power Plant, work schedules, and customer complaints.

Decision Making: Independent decision making is a factor in this position. This employee makes decisions about resolving personnel issues, prioritizing department projects and activities, scheduling repairs, purchasing necessary materials, and performing daily duties in the safest and most efficient manner.

Supervision: This employee works under the direction of the City Superintendent. This employee has supervisory responsibilities over subordinates.

Financial Accountability: This employee is responsible for city resources and equipment and has limited authority to purchase necessary department supplies and equipment. This employee does participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, supervisors, and subordinate personnel and occasional contact with the Governing Body is expected.

Working Conditions: Adverse working conditions exist within this position. Adverse weather conditions, hazardous chemicals, heights, confined spaces, and working around excessive noise is expected.

Physical Requirements: Manual labor including lifting, bending, carrying heavy objects, and the ability to operate departmental equipment is required daily in this position.

**CITY OF ST JOHN, KANSAS - JOB DESCRIPTION
PUBLIC WORKS MAINTENANCE WORKER**

Department: Public Works
Reports to: Public Works Supervisor
FLSA: Non-exempt (eligible for overtime pay)
Salary Grade: 02
Retirement: KPERS
OSHA: Blood borne Pathogens
Hazard Communication

POSITION SUMMARY

Under the direction and supervision of the Public Works Supervisor, performs street repair and maintenance, drainage control and maintenance, maintenance of city parks, planting and maintenance of grasses and trees, maintenance and repairs of the municipal swimming pool, mowing, streetscape maintenance, and maintenance and repair of sprinkler systems. The employee in this position operates vehicles and equipment, and will use hand tools to accomplish various task including mowing city-owned properties as directed, paint or install street signs and markings, perform street repairs including patching and sealing, grading, ditching, snow removal, and other maintenance of driving surfaces, and assist as directed in weed and pest control operations. May take direction from the Public Unity Supervisor when assigned tasks which fall under his/her expertise

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates a variety of motorized equipment, including but not limited to, self-propelled tractor mowers, backhoes, front-end loaders, street sweepers, dump trucks, campers, rollers, pickup trucks, and snow removal equipment.
- Understands and performs basic operator level maintenance on equipment used.
- Negotiates rough terrain on foot to access maintenance problems.
- Performs general construction work related to the operation and maintenance of the streets, parks and drainage systems, including setting forms for drainage inlets, curb, and gutters, mixing and placing concrete, cutting holes and placing asphalt.
- Operates air tools and jackhammers.
- Paints traffic lines, crosswalks and parking stalls.
- Performs minor carpentry work.
- Plants, prunes, cuts and removes trees as directed, including removal of dead and dangerous trees, removing stumps, removing debris on public property and on private property when assigned in accordance with proper legal authority or agreement between a property owner and the City.
- Completes mowing on public property and on private property when assigned in accordance with proper legal authority or agreement between a property owner and the City.
- Completes lawn care and landscaping activities, including chemical application and pest control.
- Paints and repairs playground equipment and recreation facilities, structures, and outdoor furniture.

- Cleans public restroom facilities and disposes of refuse in public receptacles on City property.
- Hauls snow and otherwise assists in removing snow and ice from roadways as directed.
- Hauls rock, asphalt, and concrete for street repairs and other purposes.
- Prepares written reports if required.

MARGINAL FUNCTIONS

- Complies with city ordinances and city policies.
- Assists other departments and performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS

Experience: This is a position requiring a person who may be untrained but has innate skills to work with equipment and materials to perform quality work. While no initial experience is required, one to three years of experience is preferred. The employee is expected to have acquired the necessary basic skills and knowledge to perform at an acceptable level within six months after being awarded the position.

Education: High School Diploma or GED required.

License/Certification: Possession of a valid Kansas Commercial Driver's License (CDL) is required. Must be insurable by the City's insurance carrier. Arborist certification and commercial herbicide certification are preferred.

Technical Knowledge, Skills, and Abilities: The ability to receive, understand and comply with and carry out written and oral instructions is required. General knowledge of grounds maintenance is required, as are general carpentry skills. The ability to operate and maintain equipment is required. The ability to work well with fellow employees and maintain successful working relationships with entities, City officials, businesses and the public and use of good professional judgment, honesty, and integrity in decision making is required. Must have adequate verbal and written communication skill with the general public, supervisors, peers and subordinates to resolve problems.

Problem Solving: Limited independent problem solving is required. Problem-solving requirements include completion of work assignments in a timely manner, assessing equipment problems or defects, analyzing possible courses of corrective action, and implementing corrective action. Timely reporting of problems expressed by the general public is also required.

Decision Making: Independent decision making exists in this position. Decisions include methods of equipment use and repair and maintenance; use of appropriate safety practices and equipment.

Supervision: Periodic supervision is provided and job-related decisions made by the employee are approved by the Public Works Superintendent. The employee does not have supervisory responsibility for subordinate personnel.

Financial Accountability: Employee is not responsible for budgetary control, and has limited input in the budgetary process.

Personal Relations: Employee routinely has contact with all City employees and the general public. It is a necessity that the employee shall maintain cooperative working relationships with supervisors and peers and shall relate to the public in a positive manner.

Working Conditions: Manual labor is required. Adverse weather conditions, including prolonged exposure to temperature and precipitation extremes, are to be expected. Exposure to fuels, chemicals, and hazardous implements also exist. Must be able to work at heights well above ground and in confined spaces.

Physical Requirements: This position functions primarily on the job site. The ability to operate a variety of motorized equipment, ability to negotiate rough terrain on foot to access maintenance problems, ability to climb in and out of confined spaces, ability to lift objects weighing seventy-five (75) pounds or more in confined spaces during the execution of duties, mobility to run errands, flexibility of body, manual dexterity and hand/eye coordination adequate to operate equipment as assigned.

CITY OF ST JOHN, KANSAS - JOB DESCRIPTION
PUBLIC WORKS SUPERVISOR

Department: Public Works
Reports to: City Superintendent
FSLA Status: Non-exempt (eligible for overtime pay)
Salary Grade: 10
Retirement: KPERS
OSHA: Hazard Communication
Bloodborne Pathogen

POSITION SUMMARY

Under the administrative direction of the City Superintendent, the Public Works Superintendent is responsible for directing, coordinating and supervising and inspecting the maintenance and improvement activities of the City of St John streets, parks, and drainage systems. The employee in this position determines the maintenance and construction needs for City public works operations in consultation with the City Administrator. In the role of Street Supervisor, this employee performs supervisory functions in the construction and maintenance activities related to streets, bridges, alleys, storm sewer and drainage control. In the role of Park Supervisor, this employee inspects parks, landscape areas, playgrounds, the municipal swimming pool, equipment, and facilities, to determine and implement maintenance and to identify and correct any safety hazards. This employee establishes all work schedules of the subordinates under his supervision and budgets and provides the resources to implement the goals of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Schedules supervises and trains subordinate personnel, including skilled and unskilled workers in the performance of assigned maintenance functions.
- Must be able to use a transit to determine relative elevations and to check work performed by others.
- Must understand and supervise operation level maintenance on assigned equipment.
- Consults and confers with the City Mechanic on the maintenance and care of Public Works Department equipment.
- Plans and prioritizes work assignments and supervise work of subordinate personnel.
- Completes necessary written documentation and reports and maintains records of work assignments and completed tasks.
- Has effective oral communications with the general public, City Administrator and elected officials, peers and subordinates to resolve problems.
- Coordinates work assignments with other departments.
- Acts as inspector and liaison to contractors for projects involving Streets and Parks or drainage projects.
- Directs and supervises the removal of snow and ice from roadways.
- Directs and supervises the painting of street markings, crosswalks, parking stalls, skip lines, etc.
- Directs disposal of refuse from public receptacles in city parks and other locations.

- Works with boards and committees assisting with community sanctioned events and festivals as well as groups such as the City Tree Board, local flower clubs, and other groups working with the City to beautify St. John.
- Installs, maintains, paints, repairs and inspects to ensure the safety of park equipment.
- Directs and supervises repairs and maintenance of the municipal swimming pool and other recreational facilities such as ball fields and tennis courts.

MARGINAL FUNCTIONS

- Complies with city ordinances and city policies.
- Assists other departments and performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS

Experience: A minimum of three years' experience in Public Works, street, drainage and park maintenance is required. Supervisory experience, project management, and municipal budget knowledge are preferred. The employee is expected to have acquired the necessary skill and knowledge to perform at an acceptable level within six to twelve months of being awarded the position.

Education: High School Diploma or GED is required. Post high school training and progressive technical training relative to the construction, maintenance and inspections aspects of the position is preferred.

License/Certification: Requires possession of a valid Kansas Commercial Driver's License (CDL). Must be insurable by the City's insurance carrier. Arborist certification and commercial herbicide certification are preferred.

Knowledge, Skills, and Abilities: Must have the ability to manage employees, give clear direction and instruction, to understand the goals and objectives of the department and see those goals and objectives brought to reality through sound management practices. Must have knowledge of street construction and maintenance, drainage control and maintenance, park, landscape, streetscape and public recreational facilities design, maintenance and repair. General knowledge of welding and carpentry is useful. The ability to receive, understand and comply with written and verbal instructions is required. The ability to operate and maintain equipment normally assigned to and used by the Public Works Department is required. The ability to read and interpret diagrams and blueprints is required. The ability to work courteously and establish successful working relationships with entities, employees, City officials, businesses and the public and to use professional judgment, honesty, and integrity in decision making.

Problem Solving: Problem solving is fundamental to managing the Street and Park Departments. Problem-solving requirements include scheduling and completion of simultaneous work assignments in a timely manner, assessing equipment problems and defects, analyzing possible courses of corrective action, and implementing corrective action.

Decision Making: The choice of decisions and inclusiveness in the decision-making process is critical to the long-term success of the Public Works Department and the person managing the department. Independent decision making is required on a daily basis when prioritizing multiple tasks, allocation of available resources for satisfactory performance outcomes, determining appropriate choices for use of equipment, and following required safety procedures.

Supervision: Limited daily supervision is required of this position. An employee in this position should maintain frequent communication with the City Superintendent as to the departmental work schedule, discussion of priorities, and management of the budget. The Public Works Superintendent has supervisory responsibility for all employees in the public works functions.

Financial Accountability: An employee in this position assists in preparation of the annual operating budget for the departments within his management control. The Public Works Superintendent manages the use of financial resources throughout the budget year to achieve the goals and objectives determined by the collaborative efforts of the department head, the City Administrator and the Mayor and City Council.

Personal Relations: Employee has day to day contact with all employees under his supervision. Frequent contact is involved with the City Administrator, City Treasurer, and City Clerk. The employee must maintain positive and cooperative working relationships with supervisors, peers, and subordinates and relate to the public in a positive manner. The employee may, on occasion, be called upon to make written and verbal presentations to the City Council.

Working conditions: Working conditions often include working in the field to supervise projects and work activities. Considerable time can also be devoted to working in the office, meetings with contractors, the public and city officials. Time is also required to manage the operations aspects of the department, including preparing purchase orders, reviewing or preparing plans and specifications for projects or seeking equipment bids, budget planning, and evaluating personnel. Working in adverse weather conditions, exposure to fuels, chemicals, and hazardous equipment are also involved in this position.

Physical Requirements: Must be physically capable of working in rough terrain and extreme weather conditions. Must be capable of lifting seventy-five (75) pounds or more in the execution of duties. Requires mobility, the flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as necessary.