
LAFOURCHE PARISH CIVIL SERVICE – RESOLUTION NO. CS09-001

RESOLUTION APPROVING THE ADDITION OF THE SPECIAL EQUIPMENT OPERATOR POSITION INTO THE CLASSIFIED SERVICE AT A GRADE LEVEL OF 7; ADOPTING SAID JOB DESCRIPTION ATTACHED HERETO; AND AUTHORIZING THE AMENDMENT OF THE CLASSIFICATION PLAN AND THE SALARY PLAN TO INCLUDE THE COMPLIANCE OFFICER POSITION.

WHEREAS, the Administration has requested the addition of a Special Equipment Operator position into the Classified Service at a Grade Level of 7; and

WHEREAS, the addition of said position was discussed at its October 15, 2008 meeting and the required Public Hearing was held on January 28, 2009 with all employees being notified accordingly; and

WHEREAS, Section 5.1 of Section 5, "Use of Classification Titles" in Chapter III, "Classification Plan", of the Civil Service Manual, shall be amended to include the Special Equipment Operator position into the Classification Plan on the Grade Level of 7; and

WHEREAS, the "Summary of Pay Ranges by Grade" in Chapter IV, "Salary Plan", of the Civil Service Manual, shall be amended to include the Special Equipment Operator position into the Salary Plan on the Pay Grade Level of 7; and

WHEREAS, the Job Description for the Special Equipment Operator position is attached hereto; therefore,

BE IT RESOLVED, by the Lafourche Parish Civil Service Board convened in regular session on January 28, 2009, that it does hereby approve the addition of a Special Equipment Operator position into the Classified Service at a Grade Level of 7; adopt said Job Description attached hereto; and authorize the amendment of the Classification Plan and the Salary Plan to include the Compliance Officer I position.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Lafourche Parish Administration; and a copy of the amended Civil Service Manual forwarded to all parish employees accordingly.

This resolution having been submitted to a vote, the vote thereon was recorded as follows:

YEAS: Ms. Joyce Leonard
 Mr. Lloyd Robinson
 Mr. Marcel Lovelace

NAYS: None

ABSENT: Mr. Ronnie Lefort
 Mr. James Barnidge

On motion by Ms. Joyce Leonard and seconded by Mr. Lloyd Robinson, the above resolution was declared adopted on this 28th day of January, 2009.

/s/ Ronnie Lefort

**RONNIE LEFORT, CHAIRMAN
CIVIL SERVICE BOARD**

/s/ Sheila B. Boudreaux

**SHEILA B. BOUDREAUX
CIVIL SERVICE DIRECTOR**

I, SHEILA B. BOUDREAUX, Civil Service Director for the Lafourche Parish Government, do hereby certify that the foregoing is a true and correct copy of Resolution No. CS09-0001 adopted by the assembled Board in regular session on January 28, 2009, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS ON THE 2nd DAY OF February, 2009.

/s/ Sheila B. Boudreaux

**SHEILA B. BOUDREAUX
CIVIL SERVICE DIRECTOR**

Assist in training of lower-level employees performing the operation, maintenance, and repair duties, as required or assigned.

Additional Responsibilities

Performs work activities of the grounds person on the line crew and equipment operators I, II, and III, as required or directed;

Controls traffic at work sites by flagging/directing traffic through work zones to ensure the safety of the public and the public works personnel and proper traffic facilitation.

Supervisory Responsibilities

Directly supervises other equipment operators and laborers within the Public Works Department. Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include training employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems;

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Teamwork - Balances team and individual responsibilities.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders

must be at least eighteen (18) years of age and be legally able to work in the United States.

Education and Experience

High school diploma or general education degree (GED); and at least 7 years related experience and/or training; or equivalent combination of education and training in the basic operation and maintenance of the associated equipment required to facilitate function. Working knowledge of heavy-equipment operating principles and ability to drive and/or operate the equipment under varying working conditions preferred;

Language Skills

Ability to read, analyze, and interpret technical procedures, construction plans and specifications, and operation manuals. Ability to effectively present information and respond to questions from supervisors, employees, representatives of federal and state agencies, elected officials, and other employees.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volumes, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed and complex written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

Must possess a valid Louisiana Operator's License; Commercial Driver's License (CDL) preferred.

Other Skills and Abilities

Must possess the capability of operating a variety of equipment including backhoe, mowers, blowers, trimmers, tractors, airifiers, chainsaws, edgers, and weed trimmers; as well as, electric motors, pumps, drills, screw drivers, and other power tools required in the completion of basic carpentry and journeyman trades;

Ability to use electrical repair equipment such as hydraulic press, wire cutters, heat sensors, hot sticks, clamp sticks line tracers, shovels, wrenches, detection devices, mobile radio, phone, and other various hand and power tools;

Must possess the ability to establish and maintain effective working relationships with other employees, supervisors, and the general public;

Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

Physical Demands

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

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and vibration. The employee is regularly exposed to high, precarious places and risk of electrical shock; and, is frequently required to sit, walk, stand, use hands to finger, handle, or feel; reach with hands and arms; and talk, smell, hear, stoop, climb, and balance. The employee must occasionally lift and/or move up to 75 pounds; Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and the ability to adjust focus.

Work Environment

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

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is frequently noisy.