

**LAFOURCHE PARISH GOVERNMENT
CIVIL SERVICE BOARD
PUBLIC HEARING NOTICE**

A public meeting of the Lafourche Parish Government Civil Service Board will be held on **Wednesday, July 17, 2019 at 5:30 P.M.** in the Civil Service meeting room located in the Lafourche Agriculture Building, 402 West 5th Street, Thibodaux, LA. A public hearing will be held at this meeting to hear public comments regarding the following:

1. Abolishing the Human Resources Program Manager position. (*Attachment "A"*)
2. Amending the Bus Driver job description. (*Attachment "B"*)
3. Amending the Solid Waste Manager job description. (*Attachment "C"*)
4. Amending the Sanitation Foreman job description. (*Attachment "D"*)
5. Amending the Special Projects Coordinator III job description. (*Attachment "E"*)
6. Abolishing the Special Projects Coordinator I and Special Projects Coordinator II job descriptions. (*Attachment "F"*)
7. Amending the Compliance Officer job description. (*Attachment "G"*)

If you should have any questions regarding the above, please call the Civil Service Director at (985) 446-8427.

Sheila B. Boudreaux
Civil Service Director

Marcel Lovelace, Chairman
Civil Service Board



Human Resources Program Manager

Department:	Human Resources	Reports To:	Human Resources Director
Division:	Administration	Location:	Administration Building
FLSA Status:	Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	September 17, 2014
Pay Grade Level:	9	Last Revised:	February 1, 2015

JOB SUMMARY

Completes an array of detailed administrative, technical and professional work assisting in the management of the personnel operations of the agency, including classification, compensation, recruitment, selection, labor relations, and training. Responsible for the assurance of the Parish's compliance with all conditions of federal, state and local laws associate with employment. Assists Director by performing related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The essential duties and responsibilities include the following:
- Plans, directs and administers various human resource programs
- Develops training programs and teaches courses
- Does research, analyzes data and prepares reports
- Maintains Employee Handbook with update resolutions and other pertinent information, as needed
- Maintains personnel files in compliance with applicable legal requirements
- Offers explanation, distribution and conformity of Federal requirements and specifications relevant to human resource administration. Confirms that all obligatory
- reports are submitted accurately and punctually to the proper federal, state, and/or local authorities
- Processes personnel action and assures proper approvals
- Provides guidance to employees and supervisors in an effort to resolve conflicts before standard grievance or disciplinary procedures are utilized
- Assists in the formation of agency practices in areas such as drug testing and employee assistance. May offer guidance to employees with personal issues that affect work performance and make necessary recommendation for professional assistance

- Assists with critiquing program operations to evaluate the need for new or amended policies or procedures. Composes policy statements for examination and approval of the Human Resources Director
- Counsels agency management and supervisors on the proper means of filling vacancies

ADDITIONAL RESPONSIBILITIES

- Acts as the director in that person's absence
- Serves as a member of outside affiliated boards and commissions, as assigned
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

Functional over work relative to the assigned program(s). Exercises supervision over Human Resources clerical personnel.

COMPETENCIES

To perform the job successfully, an individual should have considerable knowledge of principles and practices of human resource management, dynamics of employee development and professional growth, training program design and presentation. Individual should also have working knowledge of state and federal labor laws and regulations in addition to demonstrating 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.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

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 legally able to work in the United States.

Education and Experience. Minimum of fifty (50) semester hours of college-level course work in human resources, public administration or a related field and three years of human resource administration experience, including one year of supervisory experience and/or one year as a trainer; and/or equivalent combination of education and experience that demonstrates the ability to perform the duties of the position. Master's Degree preferred.

Language Skills. Ability to read and comprehend complex instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to vendors, elected officials, supervisors, the general public, and other employees of the Lafourche Parish Government.

Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

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

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must have a good knowledge of the methods, practices, and procedures in proper personnel administration. Must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- 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 required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described 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. The noise level in the work environment is moderate.

ATTACHMENT "B"



Job Title: Bus Driver

Reports To: Solid Waste Manager

FLSA Status: Non-Exempt

Pay Grade Level: 3

Department: Solid Waste

Division: Solid Waste **Location:** Administration Building

Classification: Part Time/Civil Service **Approved By:** Administration

Date of Approval: January 1999 **Last Revised:** February 2011

Job Summary: This is a part-time position totaling two (2), ten (10) hour work shifts or twenty (20) work hours per pay period, with job duties being performed only **mainly** on Saturdays and Sundays, except when assigned work days occur on a holiday or during inclement weather. Job duties involve the driving of a **thirty-six (36)** passenger bus to transport **court-assigned** individuals to **court-assigned** areas **within the Parish** to perform outdoor clean-up activities. Jobholder is also responsible for the overall safety and supervision of all work activities performed by assigned individuals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Operates ~~the thirty six (36)~~ passenger bus in a safe and effective manner; regulates heating, lighting, and ventilation equipment for passenger comfort
- Transports court-assigned community service workers to designated areas to perform clean-up activities; supervises work activities to ensure that proper safety procedures are followed; logs total time of hours worked for each worker, and files appropriate report(s) documenting time worked
- Complies with all applicable traffic laws
- Reports delays or accidents
- Ensures that routine/standard maintenance activities are performed on the vehicle in accordance with Parish policies and procedures
- Administers prescribed first-aid treatment at job site, performing such activities as application of bandages, and general antiseptic of minor wounds or abrasions incurred in the performance of work activities; requests emergency ambulatory assistance for transporting of injured workers to appropriate medical facility in cases of serious accident or injury; immediately notifies supervisor and files formal report as required under departmental safety rules and procedures
- Monitors inventory of supplies and equipment, and requisitions additional supplies needed
- Responsible for the purchase and provision of litter bags, ice, water, and cups for workers at start of each work day
- Coordinates activities with beautification committees and supervisors
- Ensures that all Lafourche Parish Safety rules and procedures are strictly adhered
- Files the required reports regarding work activities, accidents (personal and property)
- Reports any and all infractions by workers in the performance of community service duties
- Maintains compliance with all required security procedures in the supervision of the workers
- Observes the conduct and behavior of workers during the performance of services to prevent disturbances
- May receive and resolve complaints/questions/concerns received from state and federal agencies, supervisory personnel, and representatives of the judiciary Must possess basic knowledge in the operation and maintenance of a multi-passenger bus
- Ability to deal courteously and effectively with the community, the public, governmental officials, and other employees of the Lafourche Parish Government

NOTE: All parish government employees in a declared emergency shall be considered essential personnel

Supervisory Responsibilities: Responsible for the supervision and safety in the completion of community service work activities of a ~~maximum of thirty six (36)~~ community service workers.

QUALIFICATIONS

Minimum Qualification: High school diploma or general equivalency degree (GED)

Substitution 1: One (1) to two (2) years related experience and/or equivalent combination of education and training in the proper operation and maintenance of a passenger bus

*Must have the ability to exercise independent judgment within established systems and procedures.

A valid driver's license issued by a state other than Louisiana is acceptable for application; however, once an employment offer is extended for a position, an applicant will have thirty (30) days to obtain the required Louisiana license. Failure to obtain a Louisiana driver's license will disqualify an applicant from permanent employment in any position.

JOB SPECIFICATIONS

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 legally able to work in the United States.

Language Skills: Ability to read, and interpret basic location maps; Ability to write basic information onto forms. Ability to effectively present direction and supervision to assigned workers.

Mathematical Skills: Ability to perform basic mathematical calculations such as the addition, subtraction, and multiplication of whole numbers.

Reasoning Ability: Ability to solve practical problems and deal with basic variables in standardized situations. Ability to interpret basic instructions furnished in written, oral, diagram, or schedule form.

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 required to stand and walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to taste and smell; climb or balance; and, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, 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.

The work environment requires the jobholder to be in outdoor weather conditions and working around mechanical moving parts; the noise level in the work environment is noisy.



SOLID WASTE MANAGER

Department:	Public Works	Reports To:	Director of Public Works Public Works Administrator
Division:	Solid Waste	Location:	Administration Building
FLSA Status:	Exempt	Classification:	Full-Time/Civil Service
Approved By:	Director of Public Works	Date of Approval:	January 1999
Pay Grade Level:	9		

JOB SUMMARY

Directs and coordinates parish wide solid waste collection and disposal program, which includes the administration of the Lafourche Parish Recycling and Nuisance Abatement Program by performing the following duties personally or through division employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Manages and supervises parish wide solid waste and recycling program which includes evaluation of parish wide solid waste needs and demands and conveys concerns to the parish private collection and disposal contractor
- Provides leadership and direction in the development and subsequent implementation of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates division activities with other departments and agencies as needed
- Provides professional recommendations to supervisors, elected officials, the private solid waste contractor and state agencies regarding solid waste issues and concerns in Lafourche Parish
- Communicates official plans, policies and procedures to staff, supervisors, the private solid waste contractor, elected officials, and the general public
- Assures that assigned areas of responsibility within the division are performed within budget; performs cost control activities; monitors revenues and expenditures of the Solid Waste Fund to ensure sound fiscal control and accountability; assists in the preparation of the annual solid waste budget; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, equipment and staff time
- Coordinates activities of workers concerned with sewage treatment, recycling, and nuisance abatement; and ensures are maintained and operated in a safe manner and in accordance with federal and state statutes
- Monitors the activities of the Solid Waste Contractor to ensure that the terms and conditions of his contract are being fulfilled; performs annual commercial solid waste vehicle inspection and permits
- Maintains working liaison with federal, state, and parish regulatory agencies to ensure that the Parish maintains compliance with various laws and regulations regarding solid waste collection and disposal and sewage collection and treatment
- Assists in the completion of the annual audit by providing requested financial documents and records
- Monitors community sewer construction projects to ensure that contract conditions are being fulfilled in a cost effective and timely manner

- Prepares the annual “Request for Statements of Qualifications and Cost Proposals” from interest contractors to provide solid waste collection and disposal services in the Parish; reviews responses received and recommends firms warranting consideration to the Director of Public Works
- Performs public information/promotion services through the development of recycling public service announcements, brochures, other publicity efforts; addressing civic organization regarding the Lafourche Parish Recycling Program
- Receives and resolves citizen complaints, concerns, and questions regarding the solid waste and nuisance abatement program
- Provides training and direction to division staff to ensure that the duties, responsibilities, authority, and accountability of direct subordinates are clearly defined and fully understood; resolves grievances, conducts employee performance evaluations, makes recommendations for promotions, layoffs, terminations, and wage increases; determines manpower shortages and facilitates the creation of new positions within the division

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Responsible for the establishment and maintenance of all division records and reports
- Assists the Emergency Preparedness/Risk Manager, as needed
- Serves as a member of outside affiliated boards and commissions, as assigned
- Serves as computer network manager; provides technical assistance to parish personnel in basic operation and function of personnel computers and parish computer network
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

Directly supervises four (4) employees in the Solid Waste Division. Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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 legally able to work in the United States.

Education and Experience. Bachelor’s degree from four-year college or university; or one (1) to three (3) years related experience and/or training; or equivalent combination of education and experience in the technical and programmatic aspects of solid waste collection and disposal. General knowledge of local government responsibilities and programs associated with the transportation, handling, and occurrence of hazardous waste and other air and water pollutants desirable.

Language Skills. Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must have good knowledge of the methods, practices, and procedures in proper personnel administration; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- 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 required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described 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 outdoor weather conditions, required to work around moving mechanical equipment and may be occasionally exposed to wet/humid conditions, air-borne particles, fumes, and/or toxic or caustic chemicals. The noise level in the occasional outdoor work environment is usually moderately noisy.

ATTACHMENT "D"



SANITATION FOREMAN COORDINATOR

Department:	Public Works	Reports To:	Solid Waste Manager
Division:	Solid Waste	Location:	Administration Building
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Civil Service Board	Date of Approval:	February 2004
Pay Grade Level:	8	Last Revised:	July 2012

JOB SUMMARY

Responsible for the daily operation and maintenance of Parish-owned sewer facilities, including treatment plants, pump stations, and collection systems to ensure that optimum performance and compliance with the various state and federal regulations are maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Oversees operation and maintenance/repair activities to all parish-owned sewer facilities to ensure that equipment operates in accordance with all applicable state and federal regulations including NPDES effluent permit discharge limits
- Directs the cleaning of filter screens, processing tanks and precipitates such as grit, sludge, trash, and muck from sump, catch basins, and grit chambers
- Verifies that equipment such as pumps and valves are well lubricated
- Regulates the collection and testing of effluent samples
- Supervises the repair of breaks in sewer lines
- Assists in the preparation and submittal of required reports to DEQ/EPA
- Provides recommendations to fellow supervisors, elected officials, and state and federal agencies regarding sewage treatment issues and concerns in Lafourche Parish
- Assures that assigned areas of responsibility within the division are performed within budget; performs cost control activities; monitors revenues and expenditures to ensure sound fiscal control and accountability; assists in the preparation of the annual budget; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, equipment and staff time
- Coordinates activities of workers concerned with sewage treatment and ensures operations are performed in a safe manner and in accordance with federal and state statutes
- Maintains working liaison with federal, state, and parish regulatory agencies to ensure that the Parish maintains compliance with various laws and regulations regarding sewage collection and treatment

- Assists in the completion of the annual audit by providing requested financial documents and records
- Monitors community sewer construction projects to ensure that contract conditions are being fulfilled in a cost effective and timely manner
- Receives and resolves complaints, concerns, and questions regarding the Parish sewer systems

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Responsible for the establishment and maintenance of all records and reports of the Parish sewer system
- Serves as a member of outside affiliated boards and commissions, as assigned
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

Supervises maintenance crews in the repair of sewer facilities to ensure that repair and maintenance activities are properly conducted.

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 legally able to work in the United States.

Education and Experience. High school diploma or general equivalency degree (GED); and two (2) to three (3) years related experience and/or training; or equivalent combination of education and experience in the technical and programmatic aspects of sewer treatment and disposal.

Language Skills. Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before supervisors, regulatory representatives, and other employees of the Parish.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Must complete and successfully maintain the Wastewater Treatment Operator's Class 1-W and Class 1-C certification within one (1) year of employment.

OTHER SKILLS AND ABILITIES

- Must have good knowledge of the methods, practices, and procedures in proper maintenance of mechanical equipment and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- 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 required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand; walk; sit; climb or balance; and stoop, kneel, crouch and crawl. The employee is regularly required to talk or hear, and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, 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 outdoor weather conditions, required to work around moving mechanical equipment and exposed to wet/humid conditions, air-borne particles, fumes, and/or toxic or caustic chemicals. The noise level in the outdoor work environment is usually noisy.



Job Title: Special Projects Coordinator III
Reports To: Director of Public Works **Parish-wide Operations Manager**
FLSA Status: Non-Exempt
Pay Grade Level: 7 **8**

Department: Public Works
Division: Administration **Location:** Administration Building
Classification: Full Time/Civil Service
Approved By: Public Works Administrator **Date of Approval:** October 2002
Last Revised: July 2012

Job Summary: Manages and coordinates the planning, organization, control, integration, and completion of special projects within the area of assigned responsibility by performing the following duties personally or through subordinate employees.

~~ESSENTIAL DUTIES AND RESPONSIBILITIES~~

~~The essential duties and responsibilities include the following:~~

Essential Responsibilities: Below are brief samples of common duties associated with this job title. Not all possible tasks are included. Other additional departmental duties may be assigned by the Supervisor or Manager of the department.

- In consultation with the Director of Public Works, plans and formulates special projects/programs conducted within the Department of Public Works
- Reviews and confers with the Director of Public Works project specifications to determine staff assistance required such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports
- Surveys project sites to determine and analyze topographical details and conditions
- Calculates dimensions, profile specifications, and quantities of materials such as dirt, concrete, and asphalt
- Inspects project sites to ensure conformity with design specifications
- Directs and coordinates development and production activities of computerized geographical information and mapping system by consulting with management in the analysis of computer system needs for functional operation, determination of the scope and priorities of projects, and to discuss system capacity and equipment acquisitions; recommends and develops plans for system development and operations, hardware and software purchases, budget, and staffing; manages computer operation scheduling, backup, storage, and retrieval functions
- Assists the Planning Division in the review of engineering plans for new subdivision construction to ensure conformity with Parish specifications regarding drainage, road, and all other public infrastructure to be accepted for maintenance and operation by the Parish
- Coordinates and monitors the activities of the Rights-of-Way Coordinator to ensure that work activities are performed in a timely fashion and in conformity with Parish policies, procedures, and ordinances
- Examines public property records to ascertain ownership of properties, the existence of any encumbrances and other rights-of-way, and the disposition of rights along streets, roadways, drainage ways, alleys, and highways
- Determines roads, bridges, and utility systems that must be maintained during construction; negotiates with landowners for access routes and restoration of roads and surfaces
- Releases information to concerned parties regarding parish rights-of-way agreement and arranges for modifications or release of existing agreements

- Maintains the database of all parish construction and maintenance servitudes, easements, and rights-of-way; and, monitors terms of various agreements are maintained to ensure that files and records remain current and that the Parish maintains compliance with terms and conditions of agreements; advises supervisor of pending expiration dates
- Assists surveying crews in surveying rights-of-way and lines for new construction and maintenance activities
- Prepares written descriptions of properties to be acquired
- ~~Establishes production and quality control standards, develops budget and cost controls, and obtains data regarding types, quantities, specifications, and delivery dates of products ordered~~
- Provides guidance to the development of an operational plan, including personnel requirements, material needs, subcontract requirements, facility needs, and equipment needs
- Performs administrative activities associated with the effective management of organizational operations, including compiling, storing, and retrieving production data for reports
- Determines responsibilities of assigned organization and staff positions to accomplish business objectives
- Trains and ensures all assigned employees are aware of and comply with organizational policies, procedures, and regulations
- Prepares legislative documents required for formal acquisition by the Parish Council
- Prepares reports, as required
- ~~Assists in the preparation of the annual budget~~
- Assists in the completion of annual audit by retrieving departmental documents
- May receive and resolve complaints/questions/concerns received from state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding parish rights-of-way, servitudes, and construction occurring thereon
- Must possess the capability to learn the technical and professional methods, practices, and procedures in the proper acquisition of public lands and facilities; must have knowledge of appropriate management and supervisory skills to supervise assigned personnel; and, competent abilities in the operation of personal computers and computerized mapping systems, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and methods and techniques in record keeping and filing systems
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government

Other duties may be assigned.

NOTE: All parish government employees in a declared emergency shall be considered essential personnel

Supervisory Responsibilities: Supervises the activities of the Rights-of-Way Coordinator and any other personnel assigned in completion of special projects. Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana.

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.

~~Interpersonal Skills~~ — Maintains confidentiality.

~~Oral Communication~~ — Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

~~Written Communication~~ — Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

~~Teamwork~~ — Balances team and individual responsibilities.

~~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

Minimum Qualification: Bachelor's degree from four-year college or university

Substitution 1: five-(5) years related experience and/or training

Substitution 2: equivalent combination of education and training in public works construction administration, public works project management

*Must possess the ability to exercise independent judgment within established systems and procedures. Substantial knowledge of computerized geographical information systems preferred.

A valid driver's license issued by a state other than Louisiana is acceptable for application; however, once an employment offer is extended for a position, an applicant will have thirty (30) days to obtain the required Louisiana license. Failure to obtain a Louisiana driver's license will disqualify an applicant from permanent employment in any position.

JOB SPECIFICATIONS

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 legally able to work in the United States.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to sit, smell, or taste, stoop, kneel, crouch, crawl, and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance 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 and working near mechanical moving parts. The noise level in the work environment is normally moderate and occasionally noisy.



SPECIAL PROJECTS COORDINATOR I

Department:	Public Works	Reports To:	Director of Public Works
Division:	Administration	Location:	Administration Building
FLSA Status:	Exempt	Classification:	Full-Time/Civil Service
Approved By:	Public Works Administrator	Date of Approval:	October 2002
Pay Grade Level:	5		

JOB SUMMARY

Coordinates the planning, organization, control, integration, and completion of special projects within the area of assigned responsibility by performing the following duties personally or through subordinate employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- In consultation with the Director of Public Works, plans and formulates special projects/programs conducted within the Department of Public Works
- Surveys project sites to determine and analyze topographical details and conditions
- Coordinates development and production activities of computerized geographical information and mapping system by consulting with management in the analysis of computer system needs for functional operation, determination of the scope and priorities of projects, and to discuss system capacity and equipment acquisitions; recommends and develops plans for system development and operations, hardware and software purchases, budget, and staffing; manages computer operation scheduling, backup, storage, and retrieval functions
- Examines public property records to ascertain ownership of properties, the existence of any encumbrances and other rights-of-way, and the disposition of rights along streets, roadways, drainage ways, alleys, and highways
- Determines roads, bridges, and utility systems which must be maintained during construction; negotiates with landowners for access routes and restoration of roads and surfaces
- Releases information to concerned parties regarding parish rights-of-way agreement and arranges for modifications or release of existing agreements
- Maintains the database of all parish construction and maintenance servitudes, easements, and rights-of-way; and, monitors terms of various agreements are maintained to ensure that files and records remain current and that the Parish maintains compliance with terms and conditions of agreements; advises supervisor of pending expiration dates
- Prepares written descriptions of properties to be acquired

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Prepares reports, as required
- Assists in the completion of annual audit by retrieving departmental documents
- May receive and refer complaints/questions/concerns received from state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding parish rights-of-way, servitudes, and construction occurring thereon
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

COMPETENCIES

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

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily; Undertakes self-development activities.

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 legally able to work in the United States.

Education and Experience. One (1) year certificate from college or technical school; or one (1) to three (3) years related experience and/or training; or equivalent combination of education and training in public works construction administration, public works project management. Must possess the ability to exercise independent judgement within established systems and procedures. Substantial knowledge of computerized geographical information systems preferred.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Incumbent of this position must complete assigned certification training courses necessary to comply with state and federal guidelines.

OTHER SKILLS AND ABILITIES

- Must possess the capability to learn the technical and professional methods, practices, and procedures in the proper acquisition of public lands and facilities and competent abilities in the operation of personal computers and computerized mapping systems, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- 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 regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to sit, smell, or taste, stoop, kneel, crouch, crawl, and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance 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 and working near mechanical moving parts. The noise level in the work environment is normally moderate and occasionally noisy.



SPECIAL PROJECTS COORDINATOR II

Department:	Public Works	Reports To:	Director of Public Works
Division:	Administration	Location:	Administration Building
FLSA Status:	Exempt	Classification:	Full-Time/Civil Service
Approved By:	Public Works Administrator	Date of Approval:	October 2002
Pay Grade Level:	6		

JOB SUMMARY

Coordinates the planning, organization, control, integration, and completion of special projects within the area of assigned responsibility by performing the following duties personally or through subordinate employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- In consultation with the Director of Public Works, plans and formulates special projects/programs conducted within the Department of Public Works
- Reviews and confers with the Director of Public Works project specifications to determine staff assistance required such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports
- Surveys project sites to determine and analyze topographical details and conditions
- Calculates dimensions, profile specifications, and quantities of materials such as dirt, concrete, and asphalt
- Inspects project sites to ensure conformity with design specifications
- Coordinates development and production activities of computerized geographical information and mapping system by consulting with management in the analysis of computer system needs for functional operation, determination of the scope and priorities of projects, and to discuss system capacity and equipment acquisitions; recommends and develops plans for system development and operations, hardware and software purchases, budget, and staffing; manages computer operation scheduling, backup, storage, and retrieval functions
- Assists the Planning Division in the review of engineering plans for new subdivision construction to ensure conformity with Parish specifications regarding drainage, road, and all other public infrastructure to be accepted for maintenance and operation by the Parish
- Examines public property records to ascertain ownership of properties, the existence of any encumbrances and other rights-of-way, and the disposition of rights along streets, roadways, drainage ways, alleys, and highways
- Determines roads, bridges, and utility systems that must be maintained during construction; negotiates with landowners for access routes and restoration of roads and surfaces
- Releases information to concerned parties regarding parish rights-of-way agreement and arranges for modifications or release of existing agreements

- Maintains the database of all parish construction and maintenance servitudes, easements, and rights-of-way; and, monitors terms of various agreements are maintained to ensure that files and records remain current and that the Parish maintains compliance with terms and conditions of agreements; advises supervisor of pending expiration dates
- Assists surveying crews in surveying rights-of-way and lines for new construction and maintenance activities
- Prepares written descriptions of properties to be acquired

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Prepares legislative documents required for formal acquisition by the Parish Council
- Prepares reports, as required
- Assists in the completion of annual audit by retrieving departmental documents
- May receive and resolve complaints/questions/concerns received from state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding parish rights-of-way, servitudes, and construction occurring thereon
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

COMPETENCIES

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

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities.

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 legally able to work in the United States.

Education and Experience. Associate's degree or equivalent from a two-year college or technical school; or three-(3) years related experience and/or training; or equivalent combination of education and training in public works construction

administration, public works project management. Must possess the ability to exercise independent judgement within established systems and procedures. Substantial knowledge of computerized geographical information systems preferred.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Incumbent of this position must complete assigned certification training courses necessary to comply with state and federal guidelines.

OTHER SKILLS AND ABILITIES

- Must possess the capability to learn the technical and professional methods, practices, and procedures in the proper acquisition of public lands and facilities and competent abilities in the operation of personal computers and computerized mapping systems, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- 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 regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to sit, smell, or taste, stoop, kneel, crouch, crawl, and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance 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 and working near mechanical moving parts. The noise level in the work environment is normally moderate and occasionally noisy.

ATTACHMENT "G"



Job Title: Compliance Officer

Reports To: Director of Public Works **Parish-wide Operations Manager**

FLSA Status: Non-Exempt

Pay Grade Level: 8

Job Summary: The Compliance Officer oversees the Parish Compliance Program, functioning as an independent and objective body that reviews and evaluates compliance issues/concerns within the parish. Establishes and implements an effective compliance program to prevent illegal or improper conduct. The Compliance Officer acts as staff to the Director of Public Works by monitoring and reporting results of the compliance of the parish and in providing guidance for public works and administration on matters relating to compliance such as permitting, servitude issues and other matters. The Compliance Officer is authorized to implement all necessary actions to ensure achievement of the objectives of an effective compliance program.

Essential Responsibilities: Below are brief samples of common duties associated with this job title. Not all possible tasks are included. Other additional departmental duties may be assigned by the Supervisor or Manager of the department.

- Ensures compliance with federal, state, and local laws and regulations while serving as the primary resource person concerning compliance issues
- Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the parish are being appropriately evaluated, investigated and resolved
- Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends
- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future
- Provides reports on a regular basis, and as directed or requested, to keep administration informed of the operation and progress of compliance efforts
- Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required
- Assist other departments as directed to achieve an effective compliance program
- Review assigned construction plans and engineering calculations to ensure compliance with applicable codes within the public works and recommend methods of compliance to meet the intent of each related item
- Provide assistance to architects, engineers, and contractors concerning drainage issues and designs
- Performs inspections, violations, citations, compliance as required by Nuisance Abatement Program
- Serves as a member of outside affiliated boards and commissions, as assigned

- Must have a good knowledge of the methods, practices, and procedures in laws and regulations; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer work processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government

Supervisory Responsibilities: Functional over work relative to the assigned program(s). May exercise supervision as directed over clerical personnel.

NOTE: All parish government employees in a declared emergency shall be considered essential personnel.

QUALIFICATIONS

Minimum Qualification: Graduation from an accredited four-year college or university with a bachelor's degree in Business Administration or related field

Substitution 1: five (5) years in interpreting regulations and laws and disseminate information.

A valid driver's license issued by a state other than Louisiana is acceptable for application; however, once an employment offer is extended for a position, an applicant will have thirty (30) days to obtain the required Louisiana license. Failure to obtain a Louisiana driver's license will disqualify an applicant from permanent employment in any position.

JOB SPECIFICATIONS

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 legally able to work in the United States.

Language Skills: Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, technical procedures, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described 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. The noise level in the work environment is moderate.