



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

MAYOR'S OFFICE

Phone: 610-865-7100
Fax: 610-865-7257
TDD: 610-865-7257
www.bethlehem-pa.gov
bobdonchez10@gmail.com

Robert J. Donchez
Mayor

From: Robert J. Donchez, Mayor
To: President Reynolds
Date: January 28, 2015
Re: For Council's Agenda

Please add the attached item to the February 3, 2015 City Council Agenda:

- 1) Director Carp's Open Positions in Parks and Public Property.

If you have any questions, please feel free to call me at anytime.

Sincerely,

A handwritten signature in black ink that reads "Robert J. Donchez". The signature is written in a cursive style.

Robert J. Donchez
Mayor

Cc:
Carp
Brong
Cichocki
City Council

CITY OF BETHLEHEM
Inter-Departmental Correspondence
Office of Parks and Public Property

To: Mayor Donchez
From: Ralph Carp 
Subject: Open Positions in Parks and Public Property - *Revised*
Date: 1-27-15

There are currently two open positions in the Parks and Public Property Department that I would like approval to fill.

1. In the Buildings Bureau I have an entry level Maintenance Worker I, full-time position that has evolved from retirements last year. This position is approved in the 2015 Budget at a salary of \$41,565 and it warrants filling, as we are one person short in the Bureau. The vacancy is impinging buildings maintenance work and snow abatement activities.
2. In the Parks office I would like to fill the open Business Administrator job. As you know, Jody Reppert retired in December. Jody was critical to Parks and Public Property administration, in that she provided support of budget administration and she was instrumental in helping me obtain and manage millions of dollars of grants. This position is approved in the 2015 Budget at a salary of \$72,223.00. The Department is currently impaired with the open position. Attached is a job description for your review.

Thank you in advance of your consideration of these requests. Please contact me if you need further information.

Cc: Copy to file

MAINTENANCE WORKER I

GENERAL STATEMENT OF DUTIES: Performs routine and some semi-skilled tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is the beginning level class in the Maintenance Worker series of classes. While some previous experience is desirable, the tasks to be performed may be learned on the job. Some distinguishing requirements would include operation of dump truck, light tractor with mower attachment or similar equipment on a production basis. A Maintenance Worker I should possess sufficient knowledge of the methods, tools and equipment of the department and/or division to which assigned.

EXAMPLES OF WORK: (Illustrative Only)

Operates dump truck, flat bed truck or other vehicle in hauling gravel, cement, brush or other materials involved in the maintenance of streets, sanitary sewers, storm sewers, water distribution system, parks or golf course;
Operates a light tractor with gang or sickle bar mower attachment, roller or comparable attachment;
Spreads and rakes gravel or asphalt in the patching and resurfacing of streets;
Blows out cracks in pavement, mixes slurry seal materials in cement mixer and applies to cracked surface;
Operates power tools such as air compressors, jack hammers, tapping machines, and painting and spraying equipment;
Repairs sewer lines which involves inspecting sewers for obstructions, digging trenches, bracing lines, and flushing, rodding and maintaining catch basins;
Prunes, sprays, feeds and fertilizes, stakes, and otherwise cares for trees and shrubs in park and watershed areas and along City streets;
As a trainee or on a temporary or intermittent assignment, performs some of the duties of a Maintenance Worker II;
When not working as a Maintenance Worker I, performs same duties as a Laborer;
Performs sanitary and security patrol tasks in watershed;
Loads, unloads stone, gravel, dirt, asphalt, pipe, timer and heavy mechanical equipment;
Patches streets by shoveling mix off trucks, placing in excavation and tamping;
Performs a variety of other heavy manual work in connection with the maintenance and construction of sidewalks, streets, sewers, water mains and parks.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Some knowledge of work practices governing the maintenance and construction of municipal facilities, such as streets, sewers, water lines and parks; ability to operate a dump truck or like motor vehicle requiring comparable skills; demonstrated ability to operate pneumatic and power tools; ability to lift heavy article; ability to understand simple oral instructions; ability to read and write.

ACCEPTABLE EXPERIENCE AND TRAINING: Some construction or maintenance experience at level of Laborer or above and education equivalent to completion of 12th school grade or any equivalent combination of experience and training which provides required knowledges and abilities.

ADDITIONAL REQUIREMENTS: Possession of valid Pennsylvania motor vehicle operator's license with proper CDL.

Job Title: Department Business Manager

Bureau: Administration

Department:

Reports to: Director

Union Status: Non-Union TAMS (27T)

**Exempt/
Non-Exempt:** Exempt

Compensation: 75 Hrs/260 Days/7.5 Hrs. /Day

Position Summary: This position is a direct report to the Department Director and assists him/her in carrying out the administrative, financial, commercial, and strategic initiatives of the Department.

Qualifications: General knowledge of municipal operations. Extensive experience on Microsoft Office Suite; GIS; power user of selected enterprise management software currently applied for city operations. Must have the ability to generate and analyze necessary budget reports. Wide-ranging knowledge of department and city procedures, ordinances and policies. Ability to write clearly and to communicate effectively both orally and in the written form. Must have the ability to perform under pressure and work well with residents, management and elected officials. Must be proactive, thorough, detailed oriented, self motivated and a strong team player. Must be flexible and be able to prioritize multiple tasks and take initiative. Thorough knowledge of purchasing and financial transactions. Detailed knowledge of budgeting and administrative practices. Extensive experience in a municipal government setting with a minimum of five (5) years in an administrative capacity in some aspect of business management or customer service. Completion of high school education with additional continuing education at a college level or business school or any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform in this position.

Essential Functions: Manage daily operations within the Director's office including assistance with customer care through conflict resolution, scheduling, and written correspondence. Generate employee documentation; maintain confidential personnel information and files. Assist with creating annual budgets, grants and funding applications. Submit for State and/or Federal funding as required through Emergency Management Agencies. Create PowerPoint presentations for annual budget presentations to elected officials and various stakeholders as required. Attend after-hour meetings to facilitate presentations as required. Initiate and execute contracts and amendments. Acts as liaison within the department and interacts with outsiders for the benefit of the organization. Responsible for financial transactions which include managing grant funding, account transfers, process requisitions, purchase orders, invoices, contract payments and petty cash. Allocate all Purchasing Card transactions and provide metrics. Provide budget analysis on revenues and expenses. Create cost reduction opportunities using supply chain optimization practices for existing goods and services. Initiate miscellaneous billing invoices for monthly rentals, property damage, maintenance activities, festivals and other miscellaneous services. Track and re-invoice as required to ensure collection. Possess strong process orientation in order to ensure accurate maintenance of appropriate systemic databases and sound business execution. Participate in continuous improvement activities for department and City-wide efforts. Create and maintain measures based on those CI activities. Enter payroll for Administration Bureau daily and other Bureaus in the absence of Bureau Chief. Review and approve all activity permits. Follow-up with applicants and internal personnel as required. Respond to citizen, customer and other complaints. Delegate corrective action to other responsible parties to insure swift resolution of complaints. Provide administrative support as required for all bureaus.