

ADOPTING JOB DESCRIPTIONS FOR CITY EMPLOYEES

WHEREAS, every City employee has had an opportunity to provide input to a contracted human resources professional to develop updated job descriptions for all positions within the City; and

WHEREAS, the updated job descriptions detail the primary function of each respective job and the skills, abilities, requirement and qualifications necessary to perform the job; and

WHEREAS, the said job descriptions will form the foundation for many important processes such as job postings, recruitment, selection, setting expectations, compensation, training and performance management.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marietta that job descriptions attached hereto as "APPENDIX A" shall be adopted for the following positions specifically:

- | | |
|--------------------------------------|--|
| Animal Control Officer | Park and Cemetery Maintenance Operator |
| Assistant Chief of Police | Park and Cemetery Supervisor |
| Chief of Police | Police Officer I |
| City Administrator | Sanitation Operator |
| Code Enforcement Officer | Sanitation Supervisor |
| Court Clerk | Sanitation Transport Operator |
| Deputy City Clerk | Street Equipment Operator |
| Operations Official | Street Supervisor |
| Park and Cemetery Equipment Operator | Transfer Site Operator |

PASSED by the City Council and **SIGNED** by the Mayor of the City of Marietta this 12th day of November 2019.

CITY OF MARIETTA



KIMBERLY FRAIRE, MAYOR

ATTEST



DOTTIE GWIN, CITY CLERK



City of Marietta, Oklahoma Job Description

Position Title: Animal Control Officer	Department: Police
Pay Grade: I	Supervisor: Code Enforcement Officer

Position Purpose:

To perform a variety of duties and enhance public safety by enforcing and attending to the welfare of animals and ensuring enforcement of City, County, and State laws governing the care and keeping of animals in the City; and to impound, care for, and euthanize animals as appropriate. To educate the public on laws and ordinances, safety issues, and proper care of animals. Investigate and impact animal abuse, abandonment, and neglect cases.

Essential Functions:

- Enforce City animal control and welfare laws, ordinances and regulations.
- Explain ordinances relating to keeping and caring for animals to the public, and answer calls regarding wild and domestic animals.
- Investigate reports or complaints of animals creating nuisances and take appropriate action; investigate reports of animal abuse. Investigate reports of animal bites, animal neglect, and abuse.
- Complete all required reports.
- Patrol City streets and roads; search for stray dogs, domestic animals, and livestock; impounding animals as necessary.
- Issue verbal and written warnings, initiate legal actions, and testify in court.
- Impound, quarantine, and euthanize animals as appropriate, contact animal owners if possible.
- Operate and maintain animal control facility and care for impounded animals.
- Operate portable radios, computers, copy machine, and telephone.
- Assist the Police Department in person and on the telephone regarding animal related issues.
- Receive lost and found animal reports; assist citizens in locating missing pets.
- Assist in the establishment of schedules and methods for effective operations; plan routine patrols to search for stray animals.
- Perform any other related duties as required or assigned.

Skills and Knowledge

- Responsible for all equipment and property assigned to them including but not limited to vehicles, catch poles, firearms and radios.
- Read and understand documents such as policy manuals, safety rules, operating and maintaining instructions and procedure manuals.
- Write routine reports and correspondence
- Problem solve involving known variables in situations of a routine nature
- Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper

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judgment can lead to substantial losses to the organization.

Education

- State Certified High School diploma or GED

State of Oklahoma Requirements:

- Valid Oklahoma State Driver’s License
- Driving record acceptable to City insurance carrier
- Reside within 30 minutes of the City of Marietta
- Must have or be able to obtain Basic Animal Control Officer Certification from the Oklahoma Animal Control Association.

Physical and Environmental Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand			X		Lift over 100 pounds		X		
Walk			X		Work Indoors		X		
Sit			X		Work Outdoors				X
Use hands to finger, Handle, or feel				X	Normal Vision with or without corrective lenses – close vision, distance vision, peripheral vision, depth vision, night vision, and adjust focus. Moderate to high Noise Level Moderate to high exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazardous emergency driving, natural and man-made disasters, and hazards associated with traffic				
Climb or balance			X						
Stoop, kneel, crouch, crawl, run or jump			X						
Talk or hear				X					
Taste or Smell		X							
Lift up to 25 pounds				X					
Lift up to 50 pounds			X						

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment background check
- Must be at least 18 years of age

This is a Safety Sensitive position:

This job has been classified as a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will **not** excuse you from the testing process, or the consequences of testing positive for Marijuana.

City of Marietta, Oklahoma Job Description

Position Title: Assistant Chief of Police	Department: Police
Pay Code: O	Supervisor: Chief of Police

Position Purpose:

Under limited direction, directs, manages, supervises, and coordinates the activities and operations of the Police Department; serves as second in command to the Chief of Police; oversees the day-to-day operations of the Police Department; coordinates assigned activities with other departments, and outside agencies,

Essential Functions and Duties:

- Assumes management responsibility for the services and activities of assigned to the Police Department; coordinates the activities of sworn and non-sworn personnel in preserving order, protecting life and property, investigating crimes, and in enforcing laws and municipal ordinances as the operating manager of an assigned division.
- Serves as second in command to the Chief of Police; oversees the day-to-day operations of assigned area of the Department; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; prepares and presents staff reports and other necessary correspondence.
- Studies crime reports and current literature in law enforcement to determine trends and make recommendations for changes in organization and operating policies and procedures.
- Plans, directs, coordinates, and reviews the work plan for assigned staff; determines need for police action and assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; oversees and coordinates police training programs; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as appropriate.
- Participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Liaison for the departments interacting with elected officials, media, and outside agencies; cooperates with other law enforcement agencies in the apprehension of criminals; assists with planning special operations and task forces.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; responds to questions and information requests from citizens and outside agencies.

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- Serves as acting Chief of Police as assigned; acts on behalf of the Chief of Police in the absence of the Chief.
- Any other assignments or duties as may be necessary and assigned.

Education and Experience:

- Minimum of a High School Diploma or GED; preference for Associate or Bachelor degree from accredited college/university with major in police science, criminal justice or public administration.
- Preference given to promotion of internal candidates. If promotion not possible, the external candidate needs at least five (5) years of increasingly responsible law enforcement experience, including at least three years management experience.

License and Certifications:

- Possession of an appropriate, valid Driver's License.
- Possession of, or the ability to obtain an Oklahoma Council on Law Enforcement Education and Training (CLEET) Basic and Advanced Certificate within six months of employment.

Knowledge/Skills/Abilities

- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, crime prevention, records management, and care and custody of persons and property.
- Use of firearms and other modern police equipment in a safe and effective manner.
- Principles of customer service, able to establish and maintain effective work relationships
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Select, evaluate, supervise, train, direct, and coordinate the work of lower level staff.
- Analyze and interpret police problems and criminal evidence.
- Participate in the development and administration of division goals, objectives and procedures.
- Prepare and administer medium, complex budgets.
- Interpret, apply, and make decisions in accordance with applicable federal, state, city and local policies, laws and regulations.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.

State of Oklahoma Requirements:

- Valid Oklahoma State Driver's License
- Must be able to obtain CLEET certification within 1 year of hire date

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- Must be 21 years of age
- Must be United States Citizen or legally able to work in the United States
- If military service, must have Honorable discharge
- Have no felony convictions, domestic violence incidents or crimes of moral turpitude
- Not have been involuntarily committed to a mental institution

Physical and Environmental Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand			X		Lift over 100 pounds		X		
Walk			X		Work Indoors			X	
Sit			X		Work Outdoors			X	
Use hands to finger, Handle, or feel				X	Normal Vision with or without corrective lenses – close vision, distance vision, peripheral vision, depth vision, night vision, and adjust focus. Moderate to high Noise Level Moderate to high exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazardous emergency driving, natural and man-made disasters, and hazards associated with traffic				
Climb or balance			X						
Stoop, kneel, crouch, crawl, run or jump			X						
Talk or hear				X					
Taste or Smell		X							
Lift up to 25 pounds				X					
Lift up to 50 pounds			X						

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment physical fitness screen
- Subject to post offer, pre-employment background check
- Must be at least 21 years of age

This is a Safety Sensitive position:

This job has been classified as a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will **not** excuse you from the testing process, or the consequences of testing positive for Marijuana.

City of Marietta, Oklahoma Job Description

Position Title: Chief of Police	Department: Police
Pay Code: S	Supervisor: City Administrator

Position Purpose:

The Police Chief is responsible for overseeing and ensuring the effective planning, organizing, staffing, directing, coordinating, reporting, and budgeting for all aspects of the police department, which includes the operations of code enforcement and animal control. Position is primarily focused on directing, coaching, developing, and evaluating other people. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the department’s business strategies.

Essential Functions and Duties:

- Develops the vision and mission for the department in addition to department plans for delivering police services
- Establishes, evaluates, and communicates annual goals and objectives for the police department
- Communicates with the media on critical police incidents and various other matters of public interests;
- Meets with City officials and entities within the community regarding matters that involve public safety or the police department
- Builds and maintains partnerships with local, state, and federal law enforcement agencies and various other organizations
- Ensures effective technology solutions by identifying technology needs in the Police Department; stays current on new technology developments; determines strategy for rolling out new technology solutions to the Police Department personnel
- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures
- Oversees and participates in the development of organization-wide and administration of various departmental budgets

Education and Experience:

- Minimum of a High School Diploma or GED; preference for Associate or Bachelor degree from accredited college/university with major in police science, criminal justice or public administration.

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- Preference given to promotion of internal candidates. If promotion not possible, the external candidate needs at least five (5) years of increasingly responsible law enforcement experience, including at least three years management experience.

License and Certifications:

- Possession of an appropriate, valid Driver's License.
- Possession of, or the ability to obtain an Oklahoma Council on Law Enforcement Education and Training (CLEET) Basic and Advanced Certificate within six months of employment.

Knowledge/Skills/Abilities

- Knowledge of pertinent federal, state, and local laws, codes, and regulations and the Oklahoma criminal code
- Knowledge of and ability to use the records management system and other applicable police administration software
- Knowledge of principles, practices, and techniques of law enforcement management
- Knowledge of police department rules, regulations, policies, and procedures
- Skill in the use of Microsoft Office products (Word, Outlook, PowerPoint, Excel, and Access)
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to correctly interpret and efficiently implement all applicable policies and procedures
- Ability to develop and interpret budgets, contracts, and financial reports
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing
- Ability to delegate, manage, and supervise effectively

State of Oklahoma Requirements:

- Valid Oklahoma State Driver's License
- Must be able to obtain CLEET certification within 1 year of hire date
- Must be 21 years of age
- Must be United States Citizen or legally able to work in the United States
- If military service, must have Honorable discharge
- Have no felony convictions, domestic violence incidents or crimes of moral turpitude
- Not have been involuntarily committed to a mental institution

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Physical and Environmental Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand			X		Lift over 100 pounds		X		
Walk			X		Work Indoors			X	
Sit			X		Work Outdoors			X	
Use hands to finger, Handle, or feel				X	Normal Vision with or without corrective lenses – close vision, distance vision, peripheral vision, depth vision, night vision, and adjust focus. Moderate to high Noise Level Moderate to high exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazardous emergency driving, natural and man-made disasters, and hazards associated with traffic				
Climb or balance			X						
Stoop, kneel, crouch, crawl, run or jump			X						
Talk or hear				X					
Taste or Smell		X							
Lift up to 25 pounds				X					
Lift up to 50 pounds			X						

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment physical fitness screen
- Subject to post offer, pre-employment background check
- Must be at least 21 years of age

This is a Safety Sensitive position:

This job has been classified as a "safety sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will **not** excuse you from the testing process, or the consequences of testing positive for Marijuana.

City of Marietta, Oklahoma Job Description

Position Title: City Administrator	Department: City Administration
Pay Grade: BB	Supervisor: Mayor/City Council

Position Purpose:

To plan, direct, manage and oversee the activities and operations of the City of Marietta including the departments of Emergency Management, Police, Fire, Office Management and Operations; to coordinate assigned activities with City departments and outside agencies; to provide administrative support to the City Council.

Essential Functions and Duties:

- Assume full management for all City of Marietta operations, services and activities including the departments of Office Management, Emergency Management, Police, Fire and Operations.
- Manage the development and implementation of the City's goals, objectives, policies and priorities for each service area; recommend and administer policies and procedures.
- Plan, direct and coordinate, through subordinate level managers and/or supervisors, the City's work plan; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Oversee the development and administration of the City budget; approve expenditures and budget adjustments as necessary.
- Carry out the needs of the City's elected officials and outside agencies; coordinate City activities with those of other departments and outside agencies and organizations.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of City management and administration.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Performs any other related duties as required or assigned by the Mayor.

Education and Experience:

- Bachelor's Degree with major course work in public administration, business administration or a related field.
- Master's Degree preferred
- Five (5) years of increasingly responsible administrative and analytical experience in a public sector setting

Certificates and Licenses:

- Valid Oklahoma Driver's License and a driving record acceptable to the City's insurance carrier.

Knowledge and Skills:

- Ability to read, analyze and understand the most complex documents.

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- Ability to respond to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and City Commission.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Ability to apply concepts such as fractions, ratios and proportions to practical situations.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to solve problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined, with guidance from the Mayor or City Council.
- Ability to interpret an extensive variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables.
- Ability to use computer, software and all other office equipment.

Physical and Environmental Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand		X			Lift up to 25 pounds		X		
Walk			X		Work Indoors				X
Sit				X	Normal Vision with or without corrective lenses Low to Moderate Noise Level				
Use hands to finger, Handle, or feel				X					
Climb or balance		X							
Stoop, kneel, crouch, or crawl		X							
Talk or hear				X					
Taste or Smell	X								

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment fit for duty examination
- Subject to post offer, pre-employment criminal background check
- Must be at least 18 years of age

City of Marietta, Oklahoma Job Description

Position Title: Code Enforcement Officer	Department: Police
Pay Grade: I	Supervisor: Chief of Police

Position Purpose:

This position involves securing compliance with City Ordinances, County, State, and Federal laws pertaining to Nuisance Codes, Building Codes, Oil and Gas Regulations, and Regulations as mandated by the E.P.A. It involves skilled, detailed inspections and enforcement work pertaining to private properties, houses, businesses, restaurants, industrial establishments, oil and gas wells, and other structures within the City limits. Included are inspections on Fats, Oil, and Grease discharge, including but not limited to, site inspections, investigations, public education, and annual inspections. Officers are responsible for keeping detailed records of all inspections or investigations and the action taken for compliance. The priorities of performing the duties of this position are based on the severity of the complaint to the Health, Safety, and Welfare of the community. Work is performed with considerable independence within established codes, regulations, and technical guidelines and subject to review through daily conferences.

Essential Functions and Duties:

1. Perform daily skilled, detailed inspections and enforcement work pertaining to private properties, houses, businesses, restaurants, industrial establishments, oil and gas wells, and other structures within the City limits.
2. Routine patrolling of major streets and residential areas for violations of codes.
3. Investigate citizen complaints for violations in all areas of the City limits.
4. Assist other departments within the City with suspected violations.
5. Make and maintain detailed reports on all inspections performed and violations noted.
6. Order abatements or issue citations on violations as necessary to obtain compliance with codes.
7. Prepare files for all citations issued.
8. Testify at arraignments or trials.
9. Enter data on inspections or investigations on daily department reports.
10. Make personal contact with citizens or businesses to educate about code violations and suggest corrective measures when applicable.
11. Take complaints by phone or fax from citizens or other City staff and investigate for violations.
12. Document all abatements with photographs and supervise work being done by abatement contractor.
13. Do safety checks on all vehicles and equipment needed to perform daily investigations or inspections before patrol.
14. Prepare any necessary monthly activity reports required by supervisor.
15. Respond to and resolve citizen inquiries and complaints.
16. Inspect single family homes, apartment buildings, businesses and vacant lots;

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- ensure compliance with applicable zoning and nuisance codes, ordinances and regulations; perform follow-up inspections as necessary.
17. Perform inspections of properties and improvements to determine compliance with zoning, property maintenance, building or health and safety requirements; issue notices of violation(s) as necessary.
 18. Respond to alleged violations; interview complainant and witnesses; take photographs of violations and document activities.
 19. Perform research to determine the approved conditional uses of property; research owners and take actions to enforce City codes.
 20. Inspect property for abandoned or inoperative vehicles; issue notices for vehicle abatement if necessary; oversee abatement and removal of vehicles.
 21. Inspect property for weeds and grass code violations.
 22. Serve as a resource to other City departments regarding zoning and other code requirements.
 23. Perform any other related duties as required or assigned.

Education and Experience:

- High School Diploma or GED

Certificates and Licenses:

- Possession of or ability to obtain valid Code Enforcement Officer Certification
- Valid driver's license

Knowledge and Skills:

- Knowledge of applicable city policies, laws, codes, regulations, statutes and standards.
- Management skills to analyze programs, policies, and operational needs.
- Ability to work and interact with departments throughout the organization and the general public.
- Excellent interpersonal and communications skills (oral and written).
- Able to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists.
- Under limited supervision, plan and arrange own work, referring only unusual cases to supervisor.
- Intermediate skills for computer, typing, Word, Excel and other computer software.
- Maintain confidentiality, exercise judgment, courtesy, tact and diplomacy in dealing with the public, other agencies and City department personnel.

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Physical Job Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand				X	Lift up to 100 pounds		X		
Walk				X	Work Indoors		X		
Sit		X			Work Outdoors				X
Use hands to finger, Handle, or feel				X	Normal Vision with or without corrective lenses Moderate to high Noise Level				
Climb or balance			x						
Stoop, kneel, crouch, or crawl			X						
Talk or hear				X					
Taste or Smell			X						
Lift up to 50 pounds			X						

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment fit for duty examination
- Subject to post offer, pre-employment criminal background check
- Must be at least 18 years of age

Performance Measurements:

- Provides excellent customer service to the public and other City Departments as required.
- The City’s professional reputation is maintained.
- All situations are evaluated, reviewed and approved for compliance with City, State, and Federal codes.
- Be aware of new developments in the field of code enforcement.

This is a Safety Sensitive position:

This job has been classified as a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will **not** excuse you from the testing process, or the consequences of testing positive for Marijuana.

City of Marietta, Oklahoma Job Description

Position Title: Court/Deputy City Clerk	Department: Office Management
Pay Grade: K	Supervisor: City Administrator

Position Purpose:

Court Clerk performs moderately complex clerical work relative to the activities of Municipal Court, provides customer service to patrons of the court and citizens in a courteous, efficient, and accurate manner while performing necessary duties relative to all court actions. The position requires performance of other essential and secondary functions as the Deputy City Clerk.

Essential Functions and Duties:

Court Clerk -

- Handle customer service in the Municipal Court office and handles related requests for information.
- Accepts all incoming payments and ensure that payment of fines, bonds, court costs, and payment amounts are correct and properly receipted.
- Reconciles payments received
- Maintains accounts receivables of defendants' partial payments and follows up by telephone and in writing if delinquent.
- Assigns trial, issue subpoenas and summons dates upon judge's request
- Data entry of traffic citations, citizen complaints, jailed defendants' paperwork and other court paperwork.
- Records disposition on citations following court and print final dockets.
- Prepares and recalls warrants for the Judge's signature.
- Records attorney entry of appearances and schedules court dates for the court docket.
- Records docket comments, dispositions, pleas, and other information in court records.
- Notifies defendants in writing of failure to appear and other court issues.
- Department of Public Safety data entry; abstracts, suspension/unsuspension of driver license and monthly reporting.
- Prepare monthly reports to file Cleet, OSBI and Forensic fees.

Deputy City Clerk:

- Prepare packets for Council meetings
- Perform record keeping duties of the City Clerk
- Process account receivables for the City
- Manage timecards and prepare payroll for accountants
- Perform customer billing duties for Sanitation
- Issue various permits and licenses
- Prepare for approval, payments for SORD and city fuel usage
- Coordinate and attend planning commission meetings

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- Update City website as needed
- Perform any other related duties as required or assigned.

Education and Experience:

- High School Diploma or GED
- Three (3) years of experience in management, finance, business administration, preferred.

Certificates and Licenses:

- Valid Driver's License
- Preference given for Oklahoma Municipal League City Clerk Certification

Knowledge and Skills:

- Ability to effectively communicate information and respond (verbally or written) to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Sensitivity, confidentiality and discretion are required.
- Basic understanding of city municipalities/public sector administration and there methods of organization, operation, legislative, political, activities, services, and economic trends.
- Understanding of public sector accounting, record keeping, file maintenance, and records management.
- Ability to frequently make minor and major decisions, the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.
- Ability to operate desktop/laptop computer and software and small machinery.

Physical Job Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand			X		Lift up to 50 pounds	X			
Walk			X		Work Indoors				X
Sit			X		Work Outdoors		X		
Use hands to finger, Handle, or feel				X	Normal Vision with or without corrective lenses Low to Moderate Noise Level				
Climb or balance	X								
Stoop, kneel, crouch, or crawl		X							
Talk or hear				X					
Taste or Smell		X							
Lift up to 25 pounds		X							

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Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment background check
- Must be at least 18 years of age

City of Marietta, Oklahoma Job Description

Position Title: Operations Official	Department: Office Management
Pay Grade: K	Supervisor: City Administrator

Position Purpose:

This position is a multi-faceted position that works with minimal direction, with responsibilities in Human Resources, Finance, City Clerk, and City Administrative Assistant.

Essential Functions and Duties:

Human Resources

- Assist with preparation of new hire and termination paperwork
- Submit new or revised insurance and payroll paperwork to respective agencies
- Handle Worker's Compensation claims initial injury report to annual record keeping
- With assistance from third party, research and report best options for employee benefits
- Assist employees with documentation and charges on individual plan

Finance

- Process accounts payable and account receivables
- Assist other departments with budget issues and misc. accounts

City Administrative Assistant

- For all departments: handle and distribute all incoming and outgoing mail; schedule meetings and make travel arrangements;
- Clerical support: typing and proofreading misc. memos and letters
- Maintain copier, printer, computer, and phone systems
- Receptionist and help establish phone etiquette
- Assist general public and business with police report record requests
- Assist officers with retrieving and receipt of documents
- Manage reservations of city facilities

Education and Experience:

- High School Diploma or GED
- Three (3) years of experience in management, finance, business administration, preferred.

Certificates and Licenses:

- Valid driver's license

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Knowledge and Skills:

- Knowledge of applicable city policies, laws, codes, regulations, statutes and standards.
- Management skills to analyze programs, policies, and operational needs.
- Ability to work and interact with departments throughout the organization and the general public.
- Excellent interpersonal and communications skills (oral and written).
- Able to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists.
- Under limited supervision, plan and arrange own work, referring only unusual cases to supervisor.
- Intermediate skills for computer, typing, Word, Excel and other computer software.
- Maintain confidentiality, exercise judgment, courtesy, tact and diplomacy in dealing with the public, other agencies and City department personnel.

Physical Job Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand		X			Lift up to 50 pounds	X			
Walk		X			Work Indoors				X
Sit				X	Work Outdoors		X		
Use hands to finger, Handle, or feel				X	Normal Vision with or without corrective lenses Low to Moderate Noise Level				
Climb or balance	X								
Stoop, kneel, crouch, or crawl		X							
Talk or hear				X					
Taste or Smell		X							
Lift up to 25 pounds		X							

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment criminal background check
- Must be at least 18 years of age

City of Marietta, Oklahoma Job Description

Position Title: Park & Cemetery Equip. Operator	Department: Operations
Pay Grade: J	Supervisor: Park and Cemetery Supervisor

Position Purpose:

Performs semi-skilled and skilled maintenance work on parks and cemeteries of the City. Operates medium maintenance equipment such as dump trucks, skip loaders, front-end loaders, and other equipment in support of park and cemetery maintenance, along with various general maintenance and repair of parks and cemeteries and equipment.

Essential Functions and Duties:

- Operate construction and maintenance equipment such as dump trucks, weed eaters, tank trucks, front-end loaders, forklifts, street sweepers, flushers, and various other types of equipment for maintenance and construction operations.
- Clean debris from ditches, culverts and creek beds; bulldoze land as required; collect and haul trash, garbage, debris, dirt, sand and gravel.
- Maintain and repair any type of equipment used in maintenance or repairs of parks and cemeteries.
- Mow and trim grass, trim trees and bushes at cemetery and parks
- Plot cemetery and prepare burial sites as needed
- Other duties as assigned or requested.

Education and Experience:

- Requires High School Diploma or GED

Certificates and Licenses:

- Valid Driver's License
- Possession of, or ability to obtain, Class B Commercial Driver's License, preferred
- Preference for welding/fabrication experience.

Knowledge and Skills:

- Operation and maintenance of power-driven equipment,
- Practices, methods, and materials used in streets, grounds, and general maintenance work.
- Ability to perform heavy manual labor.
- Communicate clearly and concisely, both orally and in writing.

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Physical Job Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand			X		Lift up to 25 pounds			X	
Walk			X		Lift up to 50 pounds		X		
Sit				X	Work Outdoors				X
Use hands to finger, Handle, and feel				X	Normal Vision with or without corrective lenses Moderate Noise Level				
Climb and balance		X							
Stoop, kneel, crouch, and crawl		X							
Talk and hear				X					
Taste and Smell	X								

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment background check
- Must be at least 18 years of age

This is a Safety Sensitive position:

This job has been classified as a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will **not** excuse you from the testing process, or the consequences of testing positive for Marijuana.

City of Marietta, Oklahoma Job Description

Position Title: Park and Cemetery Maint. Operator	Department: Operations
Pay Grade: G	Supervisor: Park and Cemetery Supervisor

Position Purpose:

To operate light maintenance equipment in support of a variety of maintenance activities involving landscaping; perform loading, hauling, scraping, sweeping, mowing and related operations; and to perform semi-skilled maintenance tasks.

Essential Functions and Duties:

- Assist in the maintenance of City recreational areas, parks, and cemeteries as needed.
- Respond to public inquiries in a courteous manner. Provide information within area of assignment and resolve complaints in an efficient and timely manner.
- Maintain and repair any type of equipment used in maintenance or repairs of rights-of-way, parks and cemeteries.
- Work in and near high traffic areas remaining mindful of nearby citizens
- Service equipment and make field adjustments and repairs as necessary
- Stand, carry and operates trimmers, blowers, edger's and other handheld, or pack, equipment
- Prune trees, sod, flowers and shrubs; weed grounds; rake leaves; fertilize, cultivate and trim park lawns.
- Be responsible for the safety of yourself, your crew members and general public in your work area
- Other duties as assigned or requested.

Education and Experience:

- Requires High School Diploma or GED
- Prefer two years performing maintenance work involving the operation of moderate to light construction and maintenance equipment.

Certificates and Licenses:

- Valid driver's license
- Preference for valid commercial driver's license.

Knowledge and Skills:

- Operation and maintenance of power-driven equipment,
- Practices, methods, and materials used in general construction, grounds maintenance, and general maintenance work.
- Ability to perform heavy manual labor.
- Communicate clearly and concisely, both orally and in writing.
- Occupational hazards and standard safety practices;

APPENDIX A

Physical Job Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand				X	Lift up to 25 pounds			X	
Walk				X	Lift up to 50 pounds		X		
Sit				X	Work Outdoors				X
Use hands to finger, Handle, or feel			X		Normal Vision with or without corrective lenses Low to Moderate Noise Level				
Climb or balance		X							
Stoop, kneel, crouch, or crawl		X							
Talk or hear				X					
Taste or Smell	X								

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment fit for duty examination
- Subject to post offer, pre-employment criminal background check
- Must be at least 18 years of age

This is a Safety Sensitive position:

This job has been classified as a "safety sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will **not** excuse you from the testing process, or the consequences of testing positive for Marijuana.

City of Marietta, Oklahoma Job Description

Position Title: Park and Cemetery Supervisor	Department: Operations
Pay Grade: Q	Supervisor: Director of Operations

Position Purpose:

As a working supervisor, to supervise, plan, coordinate, and assist with the activities and operations of the Parks and Cemetery by coordinating assigned activities with other agencies and the general public.

Essential Functions and Duties:

- Direct, coordinate and review the work of the Parks and Cemetery personnel; assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Coordinate maintenance for cemetery, all parks, center median, train depot, library, and fire station.
- Participate in the development and administration of the Parks and Cemetery budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Responsible seasonally for mosquito abatement as necessary.
- Perform any other related duties as required or assigned.

Education and Experience:

- High School Diploma or GED
- Minimum five (5) years of increasingly responsible experience in parks and cemetery, including two (2) years of supervisory responsibility.

Certificates and Licenses:

- Valid driver's license

Knowledge and Skills:

- Knowledge of Street department and road construction
- Knowledge of applicable city policies, laws, codes, regulations, statutes and standards.
- Management skills to analyze operational needs.
- Ability to work and interact with the general public.
- Excellent interpersonal and communications skills (oral and written).

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Physical Job Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand			X		Lift up to 50 pounds		X		
Walk			X		Work Indoors			X	
Sit			X		Work Outdoors			X	
Use hands to finger, Handle, or feel				X	Normal Vision with or without corrective lenses Moderate to high Noise Level				
Climb or balance	X								
Stoop, kneel, crouch, or crawl		X							
Talk or hear				X					
Taste or Smell		X							
Lift up to 25 pounds		X							

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment background check
- Must be at least 18 years of age

This is a Safety Sensitive position:

This job has been classified as a "safety sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will **not** excuse you from the testing process, or the consequences of testing positive for Marijuana.

City of Marietta, Oklahoma Job Description

Position Title: Police Officer I	Department: Police
Pay Grade: L	Supervisor: Assistant Chief of Police

Position Purpose:

This position performs police patrol, investigation, traffic regulation, and related activities in the protection of life and property through the enforcement of laws and ordinances. Every officer is required to know and to fulfill these obligations to the best of their ability and to follow every order of their supervisors unless such order is illegal or immoral.

Essential Functions:

- To enforce all city ordinances, state statutes, and federal law.
- Work on rotating shifts to perform the basic function of patrol using the methods for patrolling property and watch for violations of the law as instructed in basic training.
- To investigate completely, fairly and objectively and to properly report any offenses brought to their attention including traffic accidents and issues that may not rise to the level of being a criminal offense.
- To properly detain, question and to arrest when necessary those persons that violate the law or are wanted by the issuance of a valid arrest warrant.
- To issue traffic citations as required to maintain public safety and based on legal precedent that allows for the citing of drivers who violate the law.
- To report to court when so ordered and to testify truthfully to the facts.
- To participate in those circumstances that provide for opportunities to further the department's professional image, to promote good relations between the citizens and the police and to treat each person as valuable regardless of title, positions, race, sex, ethnicity, color, national origin or economic status.
- To be consistently aware of and to report such conditions or situations, as may pose a threat to public safety such as traffic conditions, hazards, inclement weather, debris or damaged traffic control devices.
- To maintain all issued equipment and the police vehicle in clean condition and in good working order.
- To maintain a professional appearance by keeping the police uniform clean and pressed with all equipment serviced and in order.
- To provide necessary assistance to fellow officers and to those officers of other law enforcement agencies whenever requested.
- Respond to and handle calls regarding animal control issues
- Respond to and handle calls regarding questionable juvenile activities
- Conduct criminal investigation in a professional manner, giving special consideration to the collection of evidence necessary to successfully prosecute the crime.
- Other duties as assigned.

APPENDIX A

Education

- State Certified High School diploma or GED

State of Oklahoma Requirements:

- Valid Oklahoma State Driver’s License
- Must be able to obtain CLEET certification within 1 year of hire date
- Must be 21 years of age
- Must be United States Citizen or legally able to work in the United States
- If military service, must have Honorable discharge
- Have no felony convictions, domestic violence incidents or crimes of moral turpitude
- Not have been involuntarily committed to a mental institution

Physical and Environmental Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand			X		Lift over 100 pounds		X		
Walk			X		Work Indoors		X		
Sit			X		Work Outdoors				X
Use hands to finger, Handle, and feel				X	Normal Vision with or without corrective lenses – close vision, distance vision, peripheral vision, depth vision, night vision, and adjust focus. Moderate to high Noise Level Moderate to high exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazardous emergency driving, natural and man-made disasters, and hazards associated with traffic				
Climb or balance			X						
Stoop, kneel, crouch, crawl, run and jump			X						
Talk and hear				X					
Taste and Smell		X							
Lift up to 25 pounds				X					
Lift up to 50 pounds			X						

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment physical fitness screen
- Subject to post offer, pre-employment background check
- Must be at least 21 years of age

This is a Safety Sensitive position:

This job has been classified as a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will not excuse you from the testing process, or the consequences of testing positive for Marijuana.

City of Marietta, Oklahoma Job Description

Position Title: Sanitation Operator	Department: Operations
Pay Grade: J	Supervisor: Sanitation Supervisor

Position Purpose:

To perform sanitation collection services for commercial and/or residential accounts for the City; to deliver sanitation to designated landfill site; and to perform minor maintenance and cleaning activities on sanitation heavy equipment.

Essential Functions and Duties:

- Perform sanitation collection services for commercial and/or residential accounts for the City; deliver sanitation to designated transfer site.
- Maintain and repair sanitation dumpsters; replace faulty dumpsters as assigned.
- Perform minor maintenance activities on sanitation heavy equipment; clean sanitation equipment; clean and maintain dumpster yard.
- Maintain appropriate logs and records on collection and delivery activities.
- Respond to citizen inquiries and complaints.
- Support park, cemetery, and streets with mowing, as needed.
- Perform any other related duties as required or assigned.

Education and Experience:

- Requires High School Diploma or GED
- Prefer one (1) year of experience in city sanitation practices
- Prefer fabrication/welding experience

Certificates and Licenses:

- Valid Oklahoma Driver's License
- Possession of, valid Class A Commercial Driver's License.

Knowledge/Skills/Abilities:

- Knowledge of principles and practices of sanitation collection services, occupational hazards, and standard safety practices.
- Knowledge of City streets layout, and pertinent Federal, State, and local laws, regulations, or ordinances.
- Ability to perform heavy manual labor.
- Communicate clearly and concisely, both orally and in writing.
- Occupational hazards and standard safety practices;

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Physical Job Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand		X			Lift up to 25 pounds		X		
Walk		X			Lift up to 50 pounds	X			
Sit				X	Work Outdoors				X
Use hands to finger, Handle, and feel				X	Normal Vision with or without corrective lenses Moderate-High Noise Level				
Climb and balance		X							
Stoop, kneel, crouch, and crawl	X								
Talk and hear				X					
Taste and Smell	X								

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment background check
- Must be at least 18 years of age

This is a Safety Sensitive position:

This job has been classified as a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will **not** excuse you from the testing process, or the consequences of testing positive for Marijuana.

City of Marietta, Oklahoma Job Description

Position Title: Sanitation Supervisor	Department: Operations
Pay Grade: N	Supervisor: Director of Operations

Position Purpose:

With minimum direction, supervise, direct workflow, and evaluate the day-to-day activities of the commercial/resident sanitation and transfer site employees.

Essential Functions and Duties:

- Oversee the daily operations of the sanitation routes and transfer site for the City
- Assist customer with the unloading of personal garbage at transfer site, utilizing backhoe to move garbage into transfer trailers.
- Collection of fees from customers
- On occasion as needed, drive the SORD semi-truck to the landfill; drive and work the residential sanitation route; drive and work the commercial sanitation route
- Maintain and repair sanitation dumpsters; replace faulty dumpsters as assigned.
- Perform minor maintenance activities on miscellaneous equipment
- Operate a variety of heavy equipment, such as, but no limited to brush hog, tractor, skid steer, backhoe, cutting torch, welding equipment, and lawn mowers
- Respond to citizen inquiries and complaints.
- Perform any other related duties as required or assigned.

Education and Experience:

- Requires High School Diploma or GED
- Prefer two (2) years of supervisory experience
- Prefer three (3) year of experience in city sanitation practices
- Prefer fabrication/welding experience

Certificates and Licenses:

- Valid Oklahoma Driver's License
- Possession of, valid Class A Commercial Driver's License.

Knowledge/Skills Abilities:

- Knowledge of principles and practices of sanitation collection services, occupational hazards, and standard safety practices.
- Knowledge of City streets layout
- Knowledge of pertinent Federal, State, and local laws, regulations, or ordinances.
- Ability to work independently, is dependable, and performance driven
- Work well with all levels of management, commissioners, and citizens
- Communicate clearly and concisely, both orally and in writing.
- Understand occupational hazards and standard safety practices;

APPENDIX A

Physical Job Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand		X			Lift up to 25 pounds		X		
Walk		X			Lift up to 50 pounds	X			
Sit				X	Work Outdoors				X
Use hands to finger, Handle, and feel				X	Normal Vision with or without corrective lenses Moderate-High Noise Level				
Climb and balance		X							
Stoop, kneel, crouch, and crawl	X								
Talk and hear				X					
Taste and Smell	X								

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment background check
- Must be at least 18 years of age

This is a Safety Sensitive position:

This job has been classified as a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will **not** excuse you from the testing process, or the consequences of testing positive for Marijuana.

City of Marietta, Oklahoma Job Description

Position Title: Sanitation Transport Operator	Department: Sanitation
Pay Grade: K	Supervisor: Sanitation/Transfer Site Supervisor

Position Purpose:

Transfer of trash from local transfer station to landfill; assist as needed sanitation collection services for commercial and/or residential accounts for the City; to deliver sanitation to designated landfill site; and to perform minor maintenance and cleaning activities on sanitation heavy equipment. To assist other departments as necessary.

Essential Functions and Duties:

- Transfer of trash from local transfer station to the SORD landfill
- Assist with sanitation collection services for commercial and/or residential accounts for the City; deliver sanitation to designated transfer site.
- Perform minor maintenance activities on sanitation heavy equipment; clean sanitation equipment; clean and maintain dumpster yard.
- Maintain appropriate logs and records on collection and delivery activities.
- Respond to citizen inquiries and complaints.
- Perform any other related duties as required or assigned.

Education and Experience:

- Requires High School Diploma or GED
- Prefer Two (2) years of experience in city sanitation practices

Certificates and Licenses:

- Valid Oklahoma Driver's License
- Possession of, valid Class A Commercial Driver's License.

Knowledge/Skills/Abilities:

- Knowledge of principles and practices of sanitation collection services, occupational hazards, and standard safety practices.
- Knowledge of City streets layout, and pertinent Federal, State, and local laws, regulations, or ordinances.
- Ability to perform heavy manual labor.
- Communicate clearly and concisely, both orally and in writing.
- Understand occupational hazards and standard safety practices;

APPENDIX A

Physical Job Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand		X			Lift up to 25 pounds		X		
Walk		X			Lift up to 50 pounds		X		
Sit				X	Work Outdoors				X
Use hands to finger, Handle, and feel				X	Normal Vision with or without corrective lenses Moderate-High Noise Level				
Climb and balance		X							
Stoop, kneel, crouch, and crawl		X							
Talk and hear				X					
Taste and Smell	X								

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment background check
- Must be at least 18 years of age

This is a Safety Sensitive position:

This job has been classified as a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will **not** excuse you from the testing process, or the consequences of testing positive for Marijuana.

City of Marietta, Oklahoma Job Description

Position Title: Street Equipment Operator	Department: Street
Pay Grade: J	Supervisor: Street Supervisor

Position Purpose:

Performs semi-skilled and skilled maintenance work on the street of the City. Operates medium maintenance equipment such as dump trucks, skid loaders, front-end loaders, and other equipment in support of street repair and maintenance, along with various general maintenance and repair of streets and equipment.

Essential Functions and Duties:

- Operate construction and maintenance equipment such as dump trucks, weed eaters, tank trucks, front-end loaders, forklifts, street sweepers, flushers, and various other types of equipment for maintenance and construction operations.
- Roll asphalt; maintain asphalt and concrete roadway surfaces.
- Clean debris from ditches, culverts and creek beds; bulldoze land as required; collect and haul trash, garbage, debris, dirt, sand and gravel.
- Maintain and repair any type of equipment used in maintenance or repairs of streets.
- Operate street sweeper; clean and maintain roadways; clean storm drains; and remove ice and snow from roadways as appropriate.
- Other duties as assigned or requested.

Education and Experience:

- Requires High School Diploma or GED

Certificates and Licenses:

- Valid Driver's License
- Possession of, or ability to obtain, Class B Commercial Driver's License, preferred.
- Preference for welding/fabrication experience.

Knowledge and Skills:

- Operation and maintenance of power-driven equipment.
- Practices, methods, and materials used in streets, grounds, and general maintenance work.
- Ability to perform heavy manual labor.
- Communicate clearly and concisely, both orally and in writing.

APPENDIX A

Physical Job Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand			X		Lift up to 25 pounds			X	
Walk			X		Lift up to 50 pounds		X		
Sit				X	Work Outdoors				X
Use hands to finger, Handle, and feel				X	Normal Vision with or without corrective lenses Moderate Noise Level				
Climb and balance		X							
Stoop, kneel, crouch, and crawl		X							
Talk and hear				X					
Taste and Smell	X								

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment background check
- Must be at least 18 years of age

This is a Safety Sensitive position:

This job has been classified as a "safety sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will **not** excuse you from the testing process, or the consequences of testing positive for Marijuana.

City of Marietta, Oklahoma Job Description

Position Title: Street Supervisor	Department: Operations
Pay Grade: Q	Supervisor: Director of Operations

Position Purpose:

As a working supervisor, to supervise, plan, coordinate, and assist with the activities and operations of the Street by coordinating assigned activities with other agencies and the general public.

Essential Functions and Duties:

- Direct, coordinate and review the work of the Streets personnel; assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate as needed with street repairs and operation of repair equipment; maintain traffic control signal lights;
- Participate in the development and administration of the Streets department's budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Manage and participate in the construction of cement on curbs, gutters, sidewalks, streets, alleys and other related areas; manage the repair of concrete and asphalt surfaces; oversee the excavation and replacement of surfaces including hot patching and sealing activities.
- Perform any other related duties as required or assigned.

Education and Experience:

- High School Diploma or GED
- Minimum five (5) years of increasingly responsible experience in street construction and repair, including two (2) years of supervisory responsibility

Certificates and Licenses:

- Valid driver's license

Knowledge and Skills:

- Knowledge of Street department and road construction
- Knowledge of applicable city policies, laws, codes, regulations, statutes and standards.
- Management skills to analyze operational needs.
- Ability to work and interact with the general public.
- Excellent interpersonal and communications skills (oral and written).

APPENDIX A

Physical Job Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand			X		Lift up to 50 pounds		X		
Walk			X		Work Indoors			X	
Sit			X		Work Outdoors			X	
Use hands to finger, Handle, or feel				X	Normal Vision with or without corrective lenses Moderate to high Noise Level				
Climb or balance	X								
Stoop, kneel, crouch, or crawl		X							
Talk or hear				X					
Taste or Smell		X							
Lift up to 25 pounds		X							

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment background check
- Must be at least 18 years of age

This is a Safety Sensitive position:

This job has been classified as a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will **not** excuse you from the testing process, or the consequences of testing positive for Marijuana.

City of Marietta, Oklahoma Job Description

Position Title: Transfer Site Operator	Department: Operations
Pay Grade: H	Supervisor: Sanitation Supervisor

Position Purpose:

This position is responsible for the operations of the City's waste transfer site. The operator will accept trash, brush and debris, and subsequent payment, from customers. The operator must use equipment to load trash and debris that is delivered to the transfer site into transport trucks to be delivered to landfill.

Essential Functions and Duties:

- Utilize backhoe to load and pack trash/debris into transfer site trailers
- As needed, exchange loaded trailer/truck for empty trailer/truck
- Maintain and repair equipment
- Maintain appropriate logs and records on collection and delivery activities
- Manage the daily monetary collection from site and ensure daily deposit
- Respond to citizen inquiries and complaints
- Maintain, clean, and mow transfer yard/site
- Perform any other related duties as required or assigned

Education and Experience:

- Requires High School Diploma or GED
- Prefer one (1) year of experience in city sanitation practices
- Prefer fabrication/welding experience

Certificates and Licenses:

- Valid Class D Oklahoma Driver's License
- Preference for valid commercial driver's license.

Knowledge/Skills/Abilities:

- Knowledge of principles and practices of transfer site services, occupational hazards, and standard safety practices.
- Ability to understand Federal, State, and local laws, regulations, or ordinances regarding sanitation.
- Communicate clearly and concisely, both orally and in writing.
- Understand occupational hazards and standard safety practices;
- Basic Computer skills

APPENDIX A

Physical Job Requirements:

The following physical and environmental activities and conditions represent those that must be met by and employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand		X			Lift up to 25 pounds		X		
Walk		X			Lift up to 50 pounds	X			
Sit				X	Work Outdoors				X
Use hands to finger, Handle, and feel				X	Normal Vision with or without corrective lenses Moderate-High Noise Level				
Climb and balance		X							
Stoop, kneel, crouch, and crawl	X								
Talk and hear				X					
Taste and Smell	X								

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment background check
- Must be at least 18 years of age

This is a Safety Sensitive position:

This job has been classified as a "safety sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will **not** excuse you from the testing process, or the consequences of testing positive for Marijuana.