



**DOVER ORGANIZATION OF EMPLOYEES (DOE)**

*Job Titles and Pay Grades*

CLERICAL /FINANCE	PAY GRADE
Account Clerk I	12
Account Clerk II	14
Computer Operator	15
Customer Service Clerk I	12
Customer Service Clerk II	14
Field Service Rep I	12
Field Service Rep II	14
Key Punch Operator	12
Office Assistant I	8
Office Assistant II	12
Receptionist	7
Secretary I	10
Secretary II	13
<b>LIBRARY</b>	
Library Assistant	14
Library Clerk I	12
Library Clerk II	13
Library Page	7
Library Page ( <i>hired after 1/28/13</i> )	6
<b>INSPECTIONS/PLANNING</b>	
Inspector I	17
Inspector I, Fire Marshal's Office	17
Inspector II	20
Inspector II, Fire Marshal's Office	20
Inspector Aid	7
Planning Technician	12
<b>POLICE</b>	
Animal Control Officer	12
Communications Operator	18
Parking Enforcement Officer	11
Evidence Technician	19
Police Clerk I	11
Police Clerk II	13
Police Clerk II/III ( <i>closed 12/22/15</i> )	14
<b>FIRE</b>	
Fire Dispatcher	17
<b>WAREHOUSE/PURCHASING</b>	
Central Mailroom Clerk	13
Inventory Clerk	15
Material Expeditor	17
Storekeeper/Buyer I	13
Storekeeper/Buyer II	15
<b>VEHICLE MAINTENANCE</b>	
Mechanic Helper	12
Mechanic I	15
Mechanic II	19

LABOR, TRADES AND TRANSPORTATION	PAY GRADE
CAD Technician	23
Construction Inspector	21
Public Works Inspector	20
<b>BUILDING MAINTENANCE</b>	
Building Maintenance Craftsperson I	15
Building Maintenance Craftsperson II	19
Building Maintenance Utility Technician	17
Custodian I	10
Custodian II	12
<b>GROUNDS MAINTENANCE</b>	
Arborist	16
Crew Leader	17
Laborer I	7
Laborer II	12
Lead Laborer	15
MEO I	11
MEO II	13
Gardener I	13
Gardener II	15
Small Engine Mechanic	13
<b>SANITATION/STREETS/CONSTRUCTION/WATER/WASTEWATER</b>	15
Crew Leader	17
Heavy Equipment Operator I	15
Heavy Equipment Operator II	19
Laborer I	7
Laborer II	12
Lead Laborer	15
MEO I	11
MEO II	13
MEO III	15
Sign/Street Painter	13
Utility Construction Worker	14
Utility Construction Crew Leader	20
Utility Locator I	14
Utility Locator II	16
Utility Maintenance Mechanic I	15
Utility Maintenance Mechanic II	19
Water Service Person	14
Water Treatment Plant Operator I	15
Water Treatment Plant Operator II	19

**Exhibit B**

**DOE Wage Scale**

**July 1, 2018 - June 30, 2019**

\$0.50																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Step																			
Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
6	10.00	10.17	10.47	10.79	11.11	11.40	11.70	12.00	12.32	12.64	12.98	13.32	13.68	13.92	14.17	14.42	14.68	14.94	15.21	15.49
7	11.83	12.04	12.41	12.79	13.18	13.53	13.89	14.27	14.64	15.04	15.44	15.86	16.29	16.59	16.89	17.20	17.51	17.83	18.16	18.49
8	12.23	12.45	12.83	13.23	13.64	14.01	14.38	14.77	15.16	15.57	16.00	16.43	16.89	17.20	17.51	17.83	18.16	18.49	18.83	19.18
9	12.69	12.91	13.31	13.72	14.15	14.52	14.92	15.31	15.73	16.17	16.60	17.05	17.52	17.84	18.17	18.50	18.84	19.19	19.54	19.90
10	13.15	13.38	13.80	14.23	14.67	15.07	15.48	15.90	16.33	16.77	17.23	17.70	18.19	18.52	18.86	19.21	19.57	19.93	20.30	20.67
11	13.65	13.90	14.33	14.78	15.24	15.66	16.08	16.53	16.98	17.43	17.91	18.41	18.91	19.26	19.61	19.98	20.35	20.72	21.11	21.50
12	14.15	14.40	14.85	15.32	15.80	16.23	16.68	17.13	17.60	18.09	18.58	19.09	19.62	19.98	20.35	20.73	21.11	21.51	21.91	22.31
13	14.69	14.96	15.43	15.92	16.42	16.88	17.33	17.81	18.30	18.80	19.32	19.86	20.41	20.79	21.18	21.57	21.97	22.38	22.80	23.22
14	15.27	15.55	16.04	16.55	17.07	17.54	18.02	18.52	19.03	19.55	20.09	20.65	21.23	21.62	22.03	22.44	22.86	23.28	23.72	24.16
15	15.88	16.17	16.68	17.21	17.76	18.25	18.75	19.28	19.80	20.35	20.92	21.50	22.11	22.52	22.94	23.37	23.81	24.26	24.71	25.17
16	16.50	16.80	17.33	17.89	18.46	18.97	19.50	20.03	20.59	21.16	21.76	22.36	22.99	23.42	23.86	24.31	24.76	25.23	25.70	26.19
17	17.15	17.46	18.02	18.60	19.19	19.73	20.28	20.84	21.42	22.01	22.63	23.26	23.91	24.36	24.82	25.28	25.76	26.24	26.74	27.24
18	17.85	18.17	18.76	19.36	19.99	20.54	21.12	21.70	22.30	22.93	23.57	24.24	24.91	25.38	25.86	26.34	26.84	27.35	27.86	28.39
19	18.63	18.97	19.58	20.22	20.87	21.45	22.06	22.68	23.31	23.96	24.63	25.33	26.04	26.53	27.03	27.54	28.06	28.59	29.14	29.69
20	19.48	19.84	20.49	21.15	21.84	22.44	23.07	23.71	24.39	25.08	25.77	26.51	27.25	27.77	28.29	28.83	29.37	29.93	30.50	31.08
21	20.35	20.73	21.40	22.10	22.82	23.46	24.11	24.78	25.48	26.21	26.95	27.71	28.50	29.04	29.59	30.15	30.73	31.31	31.91	32.51
22	21.27	21.66	22.37	23.10	23.85	24.52	25.20	25.91	26.65	27.41	28.19	28.99	29.81	30.38	30.95	31.54	32.14	32.76	33.38	34.02
23	22.21	22.63	23.37	24.13	24.92	25.64	26.36	27.10	27.87	28.66	29.48	30.32	31.18	31.77	32.38	33.00	33.63	34.27	34.92	35.59
24	23.22	23.66	24.43	25.24	26.07	26.80	27.56	28.34	29.15	29.98	30.83	31.72	32.61	33.23	33.87	34.50	35.17	35.85	36.53	37.24

For any employee hired after July 1, 2004, upon hire, management reserves the right to place new hires in Step A, B or C.

**Exhibit C**  
**DOE Wage Scale**  
**July 1, 2019 - June 30, 2020**

\$0.25																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Step																			
Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
6	10.25	10.42	10.72	11.04	11.36	11.65	11.95	12.25	12.57	12.89	13.23	13.57	13.93	14.17	14.42	14.67	14.93	15.19	15.46	15.74
7	12.08	12.29	12.66	13.04	13.43	13.78	14.14	14.52	14.89	15.29	15.69	16.11	16.54	16.84	17.14	17.45	17.76	18.08	18.41	18.74
8	12.48	12.70	13.08	13.48	13.89	14.26	14.63	15.02	15.41	15.82	16.25	16.68	17.14	17.45	17.76	18.08	18.41	18.74	19.08	19.43
9	12.94	13.16	13.56	13.97	14.40	14.77	15.17	15.56	15.98	16.42	16.85	17.30	17.77	18.09	18.42	18.75	19.09	19.44	19.79	20.15
10	13.40	13.63	14.05	14.48	14.92	15.32	15.73	16.15	16.58	17.02	17.48	17.95	18.44	18.77	19.11	19.46	19.82	20.18	20.55	20.92
11	13.90	14.15	14.58	15.03	15.49	15.91	16.33	16.78	17.23	17.68	18.16	18.66	19.16	19.51	19.86	20.23	20.60	20.97	21.36	21.75
12	14.40	14.65	15.10	15.57	16.05	16.48	16.93	17.38	17.85	18.34	18.83	19.34	19.87	20.23	20.60	20.98	21.36	21.76	22.16	22.56
13	14.94	15.21	15.68	16.17	16.67	17.13	17.58	18.06	18.55	19.05	19.57	20.11	20.66	21.04	21.43	21.82	22.22	22.63	23.05	23.47
14	15.52	15.80	16.29	16.80	17.32	17.79	18.27	18.77	19.28	19.80	20.34	20.90	21.48	21.87	22.28	22.69	23.11	23.53	23.97	24.41
15	16.13	16.42	16.93	17.46	18.01	18.50	19.00	19.53	20.05	20.60	21.17	21.75	22.36	22.77	23.19	23.62	24.06	24.51	24.96	25.42
16	16.75	17.05	17.58	18.14	18.71	19.22	19.75	20.28	20.84	21.41	22.01	22.61	23.24	23.67	24.11	24.56	25.01	25.48	25.95	26.44
17	17.40	17.71	18.27	18.85	19.44	19.98	20.53	21.09	21.67	22.26	22.88	23.51	24.16	24.61	25.07	25.53	26.01	26.49	26.99	27.49
18	18.10	18.42	19.01	19.61	20.24	20.79	21.37	21.95	22.55	23.18	23.82	24.49	25.16	25.63	26.11	26.59	27.09	27.60	28.11	28.64
19	18.88	19.22	19.83	20.47	21.12	21.70	22.31	22.93	23.56	24.21	24.88	25.58	26.29	26.78	27.28	27.79	28.31	28.84	29.39	29.94
20	19.73	20.09	20.74	21.40	22.09	22.69	23.32	23.96	24.64	25.33	26.02	26.76	27.50	28.02	28.54	29.06	29.62	30.18	30.75	31.33
21	20.60	20.98	21.65	22.35	23.07	23.71	24.36	25.03	25.73	26.46	27.20	27.96	28.75	29.29	29.84	30.40	30.98	31.56	32.16	32.76
22	21.52	21.91	22.62	23.35	24.10	24.77	25.45	26.16	26.90	27.66	28.44	29.24	30.06	30.63	31.20	31.79	32.39	33.01	33.63	34.27
23	22.46	22.88	23.62	24.38	25.17	25.89	26.61	27.35	28.12	28.91	29.73	30.57	31.43	32.02	32.63	33.25	33.88	34.52	35.17	35.84
24	23.47	23.91	24.68	25.49	26.32	27.05	27.81	28.59	29.40	30.23	31.08	31.97	32.86	33.48	34.12	34.75	35.42	36.10	36.78	37.49

For any employee hired after July 1, 2004, upon hire, management reserves the right to place new hires in Step A, B or C.

**Exhibit D**  
**DOE Wage Scale**  
**July 1, 2020 - June 30, 2021**

\$0.25																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Step																			
Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
6	10.50	10.67	10.97	11.29	11.61	11.90	12.20	12.50	12.82	13.14	13.48	13.82	14.18	14.42	14.67	14.92	15.18	15.44	15.71	15.99
7	12.33	12.54	12.91	13.29	13.68	14.03	14.39	14.77	15.14	15.54	15.94	16.36	16.79	17.09	17.39	17.70	18.01	18.33	18.66	18.99
8	12.73	12.95	13.33	13.73	14.14	14.51	14.88	15.27	15.66	16.07	16.50	16.93	17.39	17.70	18.01	18.33	18.66	18.99	19.33	19.68
9	13.19	13.41	13.81	14.22	14.65	15.02	15.42	15.81	16.23	16.67	17.10	17.55	18.02	18.34	18.67	19.00	19.34	19.69	20.04	20.40
10	13.65	13.88	14.30	14.73	15.17	15.57	15.98	16.40	16.83	17.27	17.73	18.20	18.69	19.02	19.36	19.71	20.07	20.43	20.80	21.17
11	14.15	14.40	14.83	15.28	15.74	16.16	16.58	17.03	17.48	17.93	18.41	18.91	19.41	19.76	20.11	20.48	20.85	21.22	21.61	22.00
12	14.65	14.90	15.35	15.82	16.30	16.73	17.18	17.63	18.10	18.59	19.08	19.59	20.12	20.48	20.85	21.23	21.61	22.01	22.41	22.81
13	15.19	15.46	15.93	16.42	16.92	17.38	17.83	18.31	18.80	19.30	19.82	20.36	20.91	21.29	21.68	22.07	22.47	22.88	23.30	23.72
14	15.77	16.05	16.54	17.05	17.57	18.04	18.52	19.02	19.53	20.05	20.59	21.15	21.73	22.12	22.53	22.94	23.36	23.78	24.22	24.66
15	16.38	16.67	17.18	17.71	18.26	18.75	19.25	19.78	20.30	20.85	21.42	22.00	22.61	23.02	23.44	23.87	24.31	24.76	25.21	25.67
16	17.00	17.30	17.83	18.39	18.96	19.47	20.00	20.53	21.09	21.66	22.26	22.86	23.49	23.92	24.36	24.81	25.26	25.73	26.20	26.69
17	17.65	17.96	18.52	19.10	19.69	20.23	20.78	21.34	21.92	22.51	23.13	23.76	24.41	24.86	25.32	25.78	26.26	26.74	27.24	27.74
18	18.35	18.67	19.26	19.86	20.49	21.04	21.62	22.20	22.80	23.43	24.07	24.74	25.41	25.88	26.36	26.84	27.34	27.85	28.36	28.89
19	19.13	19.47	20.08	20.72	21.37	21.95	22.56	23.18	23.81	24.46	25.13	25.83	26.54	27.03	27.53	28.04	28.56	29.09	29.64	30.19
20	19.98	20.34	20.99	21.65	22.34	22.94	23.57	24.21	24.89	25.58	26.27	27.01	27.75	28.27	28.79	29.33	29.87	30.43	31.00	31.58
21	20.85	21.23	21.90	22.60	23.32	23.96	24.61	25.28	25.98	26.71	27.45	28.21	29.00	29.54	30.09	30.65	31.23	31.81	32.41	33.01
22	21.77	22.16	22.87	23.60	24.35	25.02	25.70	26.41	27.15	27.91	28.69	29.49	30.31	30.88	31.45	32.04	32.64	33.26	33.88	34.52
23	22.71	23.13	23.87	24.63	25.42	26.14	26.86	27.60	28.37	29.16	29.98	30.82	31.68	32.27	32.88	33.50	34.13	34.77	35.42	36.09
24	23.72	24.16	24.93	25.74	26.57	27.30	28.06	28.84	29.65	30.48	31.33	32.22	33.11	33.73	34.37	35.00	35.67	36.35	37.03	37.74

For any employee hired after July 1, 2004, upon hire, management reserves the right to place new hires in Step A, B or C.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: ACCOUNT CLERK I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide routine accounting support for the assigned area. The position is responsible for accounting tasks of responsibility. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Performs accounting tasks such as making journal entries, preparing routine financial forms, or processing accounts receivable.

Processes invoices for stock and non-stock materials, including checking pricing, quantities, and values.

Performs accounts payable functions, including keying bills, editing bills, printing and distributing checks, and filing vouchers.

Assists with processing of time sheets for payroll and documenting of employee sick and vacation leave.

Performs routine office tasks such as typing, processing departmental mail, handling petty cash, data entry, filing, answering the telephone, faxing, or photocopying.

Gathers and maintains information/data to prepare routine reports.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers utilizing custom or commercial financial or accounting software.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of supplies of high value or moderate amounts of money.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires associate's degree or equivalent of two years of college or technical school education in accounting or bookkeeping.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six months of accounting or bookkeeping experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: ACCOUNT CLERK II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide accounting support for the assigned area. The position is responsible for accounting tasks of responsibility. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Prepares bank and account reconciliations, makes journal entries, prepares statements and income tax forms, records returned checks, and/or performs tracking for assigned area.

Processes invoices for stock and non-stock materials, including checking pricing, quantities, and values.

Performs accounts payable functions, including keying bills, editing bills, printing and distributing checks, and filing vouchers.

Handles collections, including researching returned checks, mailing final bills and lien letters, and preparing collections report.

Coordinates and/or performs counting of inventory and maintains record of same.

Processes time sheets for payroll and documents and maintains employee sick and vacation leave.

Performs routine office tasks such as typing, processing departmental mail, preparing spreadsheets, handling petty cash, data entry, answering the telephone, faxing, photocopying, or ordering office supplies.

Gathers and maintains information/data to prepare periodic and special reports for the area of responsibility.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers utilizing custom or commercial financial or accounting software.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of supplies of high value or moderate amounts of money.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

High school diploma or GED with some coursework in accounting.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of accounting or bookkeeping experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: COMPUTER OPERATOR**

**FLSA: Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to perform responsible work in operating and monitoring data processing equipment. The position is responsible for monitoring computer jobs, resolving problems, preparing reports, scheduling operations, performing back up, software upgrades, and assisting computer users. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Monitors activity of reports, bills, special assessments, payroll, taxes, and other jobs in the computer system for abnormalities.

Monitors configured printers and assists users with printing problems; assists with resolution of other computer-related issues, questions, and problems as required.

Maintains security at both hardware and software levels.

Schedules/conducts upgrades to software; coordinates with Programmer Analyst in scheduling/conducting any major vendor version changes.

Performs back up of all critical records and information in accordance with operating procedures; maintains back up systems and equipment.

Prints and distributes computer output to appropriate departments.

Checks/changes dates in computer system in preparation for running of monthly reports.

Maintains inventory of forms, computer paper, and related supplies.

Gathers and maintains information/data to support periodic and special reports for the area of responsibility.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, and software programs such as word processing, spreadsheets, or custom applications.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of high value equipment.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in computer science.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating machines, tools, or office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

7/7/04 Non-exempt to exempt (KDH)

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: CUSTOMER SERVICE CLERK I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide customer assistance to the general public. The position is responsible for clerical and accounting tasks relating to City utility services. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Receives payments for utility bills; issues receipts for customers and posts payments to proper accounts.

Provides customer service to the general public; answers questions, assists with problem/complaint resolution, or directs persons to appropriate personnel.

Interacts with the general public via telephone, providing information and processing utility payments.

Balances cash drawer, verifies completed work, and submits paperwork to supervisor.

Updates customer files; runs credit reports; processes extension letters.

Performs routine office tasks such as data entry, processing mail, preparing work orders, faxing, filing, and photocopying.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, fax machines, copiers, or telephone systems.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of moderate amounts of money.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three months of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: CUSTOMER SERVICE CLERK II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide customer assistance to the general public. The position is responsible for clerical and accounting tasks relating to City utility services. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Provides customer service to the general public; answers questions, assists with problem/complaint resolution, or directs persons to appropriate personnel.

Sets up and closes utility accounts; adds or makes changes for services as requested, including automatic payment deductions.

Interacts with the general public via telephone, email, written correspondence, and in person, providing information and processing utility payments.

Prepares lien sheets, work orders, and disconnect list for delinquent accounts.

Grants extensions on utility accounts; adjusts or transfers balances on customer accounts.

Maintains data/information for area of responsibility and prepares routine reports.

Serves as lead worker in absence of supervisor; assists other Customer Service Clerks as required.

Performs routine office tasks such as data entry, filing, processing mail, faxing, and photocopying.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, fax machines, or telephone systems.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of moderate amounts of money.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in computer operations and office skills.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six months of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: FIELD SERVICE REPRESENTATIVE I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to read and record electricity and water meter readings and complete work orders. The position is responsible for meter readings and work orders for the assigned route. The position works under direct supervision according to set procedures.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Reads electricity and water meters, both manually and through wireless techniques, and enters readings into hand-held computer for billing services.

Connects and disconnects electricity and water services according to work orders.

Rechecks and verifies meter readings to ensure accuracy of readings as requested.

Reports damaged and/or leaking meters/wiring to appropriate personnel; identifies meter irregularities and/or illegal use of water or electricity and reports to supervisor.

Interacts with customers in the field to discuss meter readings and disconnects or to provide general information.

Collects utility payments as needed.

Operates assigned truck and maintains in clean condition. When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Follows instructions of supervisor.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as trucks, hand-held computers, or remote readers.

## **FIELD SERVICE REPRESENTATIVE I**

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment, supplies, or small amounts of money.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six months of related experience.

## **FIELD SERVICE REPRESENTATIVE I**

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking most of the time, exerting between 20 and 50 pounds of force on a regular basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, fumes or noxious odors, moving mechanical parts, electrical shock, heights, disease/pathogens, traffic, animals/wildlife, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

7/8/04 general purpose vehicle for commuting KDH  
4-3-2017 cxm

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: FIELD SERVICE REPRESENTATIVE II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to complete work orders, disconnect service, and read and record electricity and water meter readings. The position is responsible for work orders, disconnects, and meter readings for the assigned route. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Disconnects electricity and water service on non-payment accounts.

Completes work orders for such services as meter exchanges, new services/locations, leaks, or sequencing meters.

Reads electricity and water meters and enters readings into hand-held computer for billing services.

Rechecks and verifies meter readings to ensure accuracy of readings as requested.

Reports damaged and/or leaking meters/wiring to appropriate personnel; identifies meter irregularities and/or illegal use of water or electricity and documents same.

Interacts with customers in the field to discuss meter readings and disconnects or to provide general information.

Collects utility payments as needed.

Operates assigned truck and maintains in clean condition. When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as trucks, hand-held computers, or remote readers.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment, supplies, or small amounts of money.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking most of the time, exerting between 20 and 50 pounds of force on a regular basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, fumes or noxious odors, moving mechanical parts, electrical shock, heights, disease/pathogens, traffic, animals/wildlife, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*7/8/04 general purpose vehicle for commuting KDH*

**Job Description is not available for this position.**

**TITLE: KEY PUNCH OPERATOR**

**Job Description is not available for this position.**

**TITLE: OFFICE ASSISTANT I**

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: OFFICE ASSISTANT II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide clerical support. The position is responsible for performing difficult office tasks for the assigned department. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Performs office tasks such as transcribing or composing and typing correspondence, maintaining/coordinating office schedules, performing research, typing reports, filing, data entry, faxing, or photocopying.

Interacts with other departments and the public by telephone and in person; provides information, directs individuals to appropriate personnel for disposition, collects fees or other monies, processes or files licenses, permits or other paperwork, or receives and processes customer complaints.

Processes incoming and/or outgoing mail; opens, time stamps, sorts, and distributes mail to appropriate personnel or departments; assists with preparation of special mailings and/or stuffing of bills and inserts.

Sorts, indexes, and files office materials; checks reports, records, plans, forms, and/or other data for clerical accuracy, completeness, and conformance with established regulations and procedures.

Compiles information from various sources for records and reports; performs routine computations, and maintains and updates departmental records and logs; performs research for information requests as required.

Maintains inventory of office supplies; orders replacement materials as required.

Attends business meetings to exchange information and/or take minutes; prepares meeting packets as required.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

## **OFFICE ASSISTANT II**

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, and software programs such as word processing, spreadsheets, or custom applications.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in computer operation and clerical skills.

## OFFICE ASSISTANT II

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Job Description is not available for this position.**

**TITLE: RECEPTIONIST**

**Job Description is not available for this position.**

**TITLE: SECRETARY I**

**Job Description is not available for this position.**

**TITLE: SECRETARY II**

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: LIBRARY ASSISTANT**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to obtain and supply to other libraries materials via electronic means, and/or to process library materials for public use. The position is responsible for materials for the assigned area. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Obtains library materials not available through local resources, and supplies materials to local, national, and international libraries via electronic means.

Upgrades and processes all materials received and sent; prepares requested material for pick up.

Processes in deliveries of library materials; checks packing slip against shipment, and labels materials; deletes materials from OCLC/Dynix and updates holding records.

Assists patrons at the public service Circulation Desks, checking materials in and out, and assisting with material/information searches; performs on-line searches/requests.

Packs up and ships library materials back to suppliers as needed.

Informs patrons and staff of regulations and policies for area of responsibility.

Gathers and maintains information/data and prepares periodic and special reports for the area of responsibility.

Attends staff meetings to exchange information; attends professional seminars or conferences to improve professional skills/knowledge.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, software programs such as word processing or spreadsheets, or micro film leaders.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of materials of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires associate's degree or the equivalent of two years of college or specialized vocational training in library science, or equivalent experience and education.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of library experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery or office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: LIBRARY CLERK I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide assistance with library operations and provide customer service to patrons. The position is responsible for assigned tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Assists at public service Circulation Desks, checking library materials in and out and collecting fines from patrons; assists with material and information searches; performs online searches and requests.

Provides customer service to patrons, including assisting with use of the library catalog system, providing directions to specific materials, signing up patrons for library cards, and assisting with the copier.

Performs routine clerical tasks such as data entry, answering the telephone and providing information, assisting with mailings, and typing labels for library materials.

Puts library materials in order in preparation for reshelving; reshelves materials and reads shelves to ensure proper order of previously shelved materials; pulls books to be discarded.

Processes new materials into the library system; prepares displays for library materials.

Performs opening and closing procedure and cash receipt tally.

Signs up patrons for internet usage; places holds on books for patrons; processes interlibrary loans.

Polices assigned area for unshelved materials and returns to designated areas.

Maintains record of designated activities and prepares periodic reports for supervisor.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, micro fiche equipment, or scanners.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school degree or GED, and the equivalent of one year of college or specialized vocational training in Library Science.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of library experience, or substantially equivalent education and experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking some of the time, exerting between 10 and 20 pounds of force on a regular basis, and some dexterity in operating machines or office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: LIBRARY CLERK II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide assistance with library operations and provide customer service to patrons. The position is responsible for assigned tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Provides customer service to patrons, including assisting with use of the library catalog system, providing directions to specific materials, and signing up patrons for library cards.

Assists at the Circulation Desk, checking library materials in and out and collecting fines from patrons.

Processes in and prepares new library materials; puts library materials in order in preparation for reshelving.

Performs closing procedure and cash receipt tally.

Provides assistance and instructions to other library personnel as needed.

Maintains information/data for area of responsibility and prepares periodic reports.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, software programs such as word processing or spreadsheets, or cash registers.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school degree or GED, and the equivalent of one year of college or specialized vocational training in Library Science.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of library experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking some of the time, exerting between 10 and 20 pounds of force on a regular basis, and some dexterity in operating machines or office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: LIBRARY PAGE**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide assistance with library operations. The position is responsible for assigned tasks. The position works under direct supervision according to library policy and set procedures.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Puts library materials in order in preparation for reshelving; reshelves materials and reads shelves to ensure proper order of previously shelved materials.

Polices assigned area for unshelved materials and returns to designated areas.

Empties book drop.

Works with daily transit; locates, checks in and crates materials to send to other libraries; checks in and shelves incoming transit items.

Processes expired holds.

Directs patrons to library collections and resources; and refers patrons to appropriate staff for assistance.

As appropriate and necessary, maintain records of designated activities and prepare periodic reports for supervisor; notify patrons when materials are ready for pick up; and assist at the Circulation Desk, checking library materials in and out and collecting fines from patrons.

Contributes ideas for the continual improvement of circulation policies and procedures.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compares or inspects data, people, or things against a standard.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers or other library equipment.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires minimum responsibility for only small quantities of low cost items or supplies.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health by reporting any concerns to immediate supervisor or other library leaders as necessary.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents. Must be able to correctly put materials in numerical and alphabetical order.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar. Must be able to communicate effectively in the English language using spoken and written means.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs routine work following procedures, with occasional problems; requires normal attention to detail for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school experience. High School diploma or GED preferred.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

On-the-job training, however prior experience shelving in a library is preferred.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking most of the time, (exerting up to 20 to 50 pounds of force on a regular basis), lifting, bending, pushing, pulling and considerable dexterity and skill in operating machinery, tools or office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*DPL: 07/11/12 and HR/KDH 7/20/12*

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: INSPECTOR I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to perform inspections for code compliance. The position is responsible for performing inspections, reviewing plans, code compliance, permits, licenses, fire investigations, and reporting. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Performs review of commercial and residential building plans to ensure compliance with applicable codes and ordinances.

Performs field inspections on buildings and such systems as fire protection, plumbing, and HVAC for code/ordinance compliance.

Performs periodic review of permits and licenses to ensure currency of same.

Reviews sprinkler system and fire protection plans; performs testing of fire systems; performs surveys of residential areas.

Conducts fire investigations; determines and documents origin and cause of fire; testifies in court as required.

Interacts with the general public and contractors to provide code-related information regarding such matters as zoning, licensing, fire protection, abandoned vehicles, or building construction, and to assist with resolution of issues/complaints.

Prepares routine reports for the area of responsibility and submits to supervisor.

Stays abreast of changes in codes and ordinances affecting area of responsibility.

Inspects and maintains equipment of responsibility in a clean, functioning manner.

Attends technical or professional classes or seminars to improve technical or professional skills.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as office equipment, vehicles, or cameras and video equipment.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment, materials, or supplies.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios, proportions, and percentages.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and one year of college or vocational school education in fire science, construction, engineering, architecture, or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License and job-specific certification.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, fumes or noxious odors, heights, violence, traffic, and explosives.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: INSPECTOR I (Fire Marshal's Office)**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to perform fire related inspections for code compliance. The position is responsible for performing inspections, reviewing plans, code compliance, permits, licenses, fire investigations, and reporting. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Conducts acceptance tests on fire alarm systems, fire suppression systems, hood, and hood suppression systems

Performs Certificate of Occupancy inspections.

Issues Notice of Violations for code related issues.

Reviews fire alarm systems, fire suppression systems, hood, and hood suppression systems plans and permits.

Conducts site plan and building plan review.

Performs review of commercial and residential building plans to ensure compliance with applicable codes and ordinances.

Performs annual fire and life safety inspections on buildings and such systems as fire protection, for code/ordinance compliance.

Performs periodic review of permits and licenses to ensure currency of same.

Performs periodic reviews of fire suppression systems and fire protection plans.

Conducts fire investigations; determines and documents origin and cause of fire; writes reports; testifies in court as required.

Interacts with the general public and contractors architects, and engineers to provide code-related information regarding such matters as zoning, licensing, fire protection, or building construction, and to assist with resolution of issues/complaints. utilizing City of Dover Code of Ordinances, State of Delaware Fire Prevention Regulations, National Fire Protection Association codes and standards, International Property Maintenance Code, and International Building Code.

Prepares routine schedules and reports for the area of responsibility; maintains required logs, forms, and records.

Stays abreast of changes in codes and ordinances affecting area of responsibility.

Inspects and maintains equipment of responsibility in a clean, functioning manner.

## **INSPECTOR I (Fire Marshal's Office)**

Attends staff meetings to exchange information; attends technical, professional classes, seminars, or conferences to improve technical or professional skills.

Rotating on-call responsibilities to include weekends and holidays. Must be able to respond safely within thirty (30) minutes of contact as defined in the office Standard Operating Guideline.

Required to work special events. For example, 4<sup>th</sup> of July celebration, race weekends, festivals and concerts, and other special events within city limits.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and recommends action based on results.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as office equipment, vehicles, or cameras and video equipment.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving moderate economies and/or preventing moderate losses through the handling of or accounting for equipment, materials, or supplies.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios, proportions, and percentages.

**COMMUNICATIONS REQUIREMENTS:** *Communications involve the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

## **INSPECTOR I (Fire Marshal's Office)**

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Impact of decisions is very serious – affects the general public or loss of life and/or damage could occur and probability.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED. One year of college or vocational school education or equivalent in fire science, construction, engineering, architecture, criminal justice, or a closely related field is preferred.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License and job-specific certification.

DELJIS and LEISS access must be obtained and maintained which requires a SBI background check.

Obtain National Fire Protection Association Fire Inspector I, National Fire Academy Fire Investigation Essentials, Emergency Vehicle Operator, Incident Command System 100, 200, 700, and 800, and Emergency Medical Responder and CPR AED or equivalent within 1 year of employment.

Obtain National Fire Academy Fire Investigation: Interview and Testimony or equivalent within 2 years of employment

Any/all training completion dates are subject to acceptance, availability, and funding.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

### **ADDITIONAL REQUIREMENTS**

Inspectors will be subject to a psychological exam, drug and alcohol testing and physical if required to carry a defensive weapon. Inspectors would also be subject to Safety Sensitive Random Drug and Alcohol Testing.

**INSPECTOR I (Fire Marshal's Office)**

**AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking most of the time, exerting up to 75-100 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment. Extended period of walking and standing during public events or during investigations.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, fumes or noxious odors, heights, violence, traffic, and explosives.

Unknown hazards during fire investigations.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: INSPECTOR II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to lead in the performing of inspections for code compliance. The position is responsible for performing inspections, reviewing plans, code compliance, permits, licenses, fire investigations, and reporting. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Leads and performs review of commercial and residential building plans to ensure compliance with applicable codes and ordinances.

Leads and performs field inspections on buildings and such systems as fire protection, plumbing, and HVAC for code/ordinance compliance.

Performs periodic review of permits and licenses to ensure currency of same.

Reviews sprinkler system and fire protection plans; performs testing of fire systems; performs surveys of residential areas.

Conducts fire investigations; determines and documents origin and cause of fire; testifies in court as required.

Interacts with the general public and contractors to provide code-related information regarding such matters as zoning, licensing, fire protection, abandoned vehicles, or building construction, and to assist with resolution of issues/complaints.

Prepares routine schedules and reports for the area of responsibility; maintains required logs, forms, and records.

Stays abreast of changes in codes and ordinances affecting area of responsibility.

Inspects and maintains equipment of responsibility in a clean, functioning manner.

Attends or conducts staff meetings to exchange information; attends technical or professional classes or seminars to improve technical or professional skills.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; instructs or assigns duties to coworkers.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as office equipment, vehicles, or cameras and video equipment.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment, materials, or supplies.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios, proportions, and percentages.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires associate's degree or the equivalent of two years of college or vocational school education in fire science, construction, engineering, architecture, or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License and job-specific certification.

Requires national certification (BOCA, ICC or equivalent) in at least one of the following major areas of responsibility: Basic building code; plumbing code; mechanical systems; fire protection systems; property maintenance.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, fumes or noxious odors, heights, violence, traffic, and explosives.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: INSPECTOR II (Fire Marshal's Office)**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to lead in the performing of inspections for code compliance. The position is responsible for performing inspections, reviewing plans, code compliance, permits, licenses, fire investigations, and reporting. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Conducts acceptance tests on fire alarm systems, fire suppression systems, hood, and hood suppression systems

Performs Certificate of Occupancy inspections.

Issues Notice of Violations for code related issues.

Reviews fire alarm systems, fire suppression systems, hood, and hood suppression systems plans and permits.

Conducts site plan and building plan review.

Leads and performs review of commercial and residential building plans to ensure compliance with applicable codes and ordinances.

Leads and performs annual fire and life safety inspections on buildings and such systems as fire protection, for code/ordinance compliance.

Performs review of permits and licenses to ensure currency of same.

Performs periodic reviews of fire suppression systems and fire protection plans.

Conducts fire investigations; determines and documents origin and cause of fire; writes reports; testifies in court as required.

Interacts with the general public and contractors, architects, and engineers to provide code-related information regarding such matters as zoning, licensing, fire protection or building construction, and to assist with resolution of issues/complaints. utilizing City of Dover Code of Ordinances, State of Delaware Fire Prevention Regulations, National Fire Protection Association codes and standards, International Property Maintenance Code, and International Building Code.

Prepares routine schedules and reports for the area of responsibility; maintains required logs, forms, and records.

Stays abreast of changes in codes and ordinances affecting area of responsibility.

Inspects and maintains equipment of responsibility in a clean, functioning manner.

Attends staff meetings to exchange information; attends technical, professional classes, ~~or~~ seminars, or conferences to improve technical or professional skills.

Rotating on-call responsibilities to include weekends and holidays. Must be able to respond safely within thirty (30) minutes of contact as defined in the office Standard Operating Guideline.

Required to work special events. For example, 4<sup>th</sup> of July celebration, race weekend, festivals and concerts, and other special events within city limits.

Assists with training of the Inspector I.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and recommends action based on results.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; instructs or assigns duties to coworkers.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as office equipment, vehicles, or cameras and video equipment.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving moderate economies and/or preventing moderate losses through the handling of or accounting for equipment, materials, or supplies.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios, proportions, and percentages.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Impact of decisions is very serious – affects the general public or loss of life and/or damage could occur and probability is very likely.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires associates degree or the equivalent of two years of college or vocational school education in fire science, construction, engineering, architecture, criminal justice, or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires national certification National Fire Protection Association, National Fire Academy, or equivalent in at least one of the following major areas of responsibility: Basic building code; inspections; fire plans reviewer, and fire investigator.

Requires valid Delaware Driver's License and job-specific certification.

DEJIS and LEISS access must be obtained and maintained which requires a SBI background check.

Obtain National Fire Protection Association Fire Inspector I, National Fire Academy Fire Investigation Essentials, , Emergency Vehicle Operator, Incident Command System 100, 200, 700, and 800, and Emergency Medical Responder and CPR AED or equivalent, within 1 year of employment.

National Fire Academy Fire Investigation: Interview and Testimony within two (2) years of employment

Obtain National Fire Protection Association Fire Inspector II, National Fire Academy Fire Inspection Principles I and II within three (3) years of employment.

Obtain Certified Fire Investigator within six (6) years of employment.

Any/all training completion dates are subject to acceptance, availability, and funding.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

### ADDITIONAL REQUIREMENTS

Inspectors will be subject to a psychological exam, drug and alcohol testing and physical if required to carry a defensive weapon. Inspectors would also be subject to Safety Sensitive Random Drug and Alcohol Testing.

### AMERICANS WITH DISABILITIES REQUIREMENTS

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking most of the time, exerting up to 75-100 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment. Extended period of walking and standing during public events or during investigations.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, fumes or noxious odors, heights, violence, traffic, and explosives.

Unknown hazards during fire investigations.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

### AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Job Description is not available for this position.**

**TITLE: INSPECTION AID**

**Job Description is not available for this position.**

**TITLE: PLANNING TECHNICIAN**

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: ANIMAL CONTROL OFFICER**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to control animals in the City of Dover. The position is responsible for capturing stray animals, issuing summons, lock jocks, and patrol. The position works independently, reporting major activities through periodic meetings.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Responds to citizen complaints regarding nuisance animals.

Captures dangerous, stray, and injured animals; delivers animals to appropriate facility.

Patrols the City for stray animals and citizens violating animal ordinances; issues warnings/citations for animal ordinance violations.

Investigates reports of animal bites and acts of cruelty to animals; obtains information from involved parties and quarantines animals engaging in biting behavior.

Unlocks vehicles for citizens who locked their keys inside their vehicle.

Picks up and distributes mail for the Department.

Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.

Maintains assigned equipment, including vehicle, capture equipment, and related gear.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as animal control equipment such as loops, nets, traps or syringe poles, tranquilizer guns, or light trucks.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, equipment, or small amounts of money.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Read routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving guidelines and rules with constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact – affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires a high school diploma or GED and one year certificate from college or vocational school.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six months of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking most of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating animal control equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, heights, disease/pathogens, traffic, and animals/wildlife.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and depth perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: COMMUNICATIONS OPERATOR**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to dispatch emergency services in response to calls for assistance. The position is responsible for answering emergency services phones, dispatching appropriate emergency services, maintaining emergency reference materials, maintaining logs and tapes, and servicing/maintaining equipment. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Answers emergency services telephone lines; records essential information and dispatches units from appropriate agencies such as Police Department, Fire Department, ambulance, or other emergency response activities.

Monitors and responds to administrative and other telephone lines, radio calls, and citizen requests; decides on appropriate course of action, dispatches assistance as required or refers to appropriate service agency; records information or complaints.

Provides assistance to emergency services personnel by answering questions, researching information, or performing other services.

Maintains various logs, charts, and recordings to provide records of all emergency and non-emergency actions for follow-up investigative, administrative, or legal action; prepares routine reports.

Operates/maintains emergency and non-emergency equipment such as computers, printers, playback systems, CAD, and other systems.

Monitors building security system, including security cameras.

Maintains immediately available library of emergency reference material such as computer manuals, maps, repair logs, wrecker logs, policy/procedure SOP's, policy memos, and other reference material.

Assists and advises other Operators as required; monitors and reviews work; participates in or provides technical and other training; may assist with or prepare duty schedules.

Performs routine office tasks such as typing, filing, faxing, telephoning, or photocopying.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view; may instruct or assign duties to coworkers.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as electronic telecommunications equipment, commercial video equipment, and complex software or systems.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact - affects entire organization and the general public; probability of loss of life and/or damage is very likely.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or specialized vocational training.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires DELJIS certification.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three months of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and sustained keyboard operations.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: PARKING ENFORCEMENT OFFICER**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to enforce parking ordinances and laws. The position is responsible for parked vehicles in the assigned area. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Patrols assigned area for violators of City ordinances and State laws pertaining to parked vehicles.

Marks parked vehicles.

Issues citations to violators, entering vehicle data and location into hand-held computer.

Interacts with the general public to respond to requests for directions and other general information.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as a hand-held computer.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through issuing of citations that generate revenue.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety of others and/or continuous enforcement of the laws and standards of public safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires DELJIS certification.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires no prior experience, just a short demonstration.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking all of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery or office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, traffic and violence.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*Certification updated 9/9/2019 KMD*

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: EVIDENCE TECHNICIAN**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to serve as Evidence Technician managing crime scene evidence. The position will work under general supervision, independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Receives and logs confiscated or found property/evidence; enters information into a computer database; arranges for orderly storage of property/evidence.

Coordinates laboratory testing of seized narcotics and blood evidence with the State Medical Examiner.

Arranges for testing of narcotics currency for narcotics residue and arranges for deposit of seized narcotics currency.

Logs tested items back into evidence database; arranges for destruction or return to victims of property/evidence as designated by investigator.

Provides officers and court personnel with evidence for trial as requested.

Responsible for the destruction and disposal of weapons and ammunition.

Maintains evidence room in orderly and neat manner.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information. Interaction with police officers and the public on a regular basis.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

## **EVIDENCE TECHNICIAN**

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, photography equipment, or video equipment.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management or handling of very large amounts of money and high value materials.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for maintaining standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change and basic problem solving.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with extended periods of concentration for accurate results and occasional exposure to unusual pressure. Responsible for chain of custody and may require occasional courtroom testimony.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with critical impact - affects those in department and in the Criminal Justice System.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in business, or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Driver's License.

Must be able to obtain and maintain related security clearances. For example, DELJIS and NCIC.

## **EVIDENCE TECHNICIAN**

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Law enforcement experience. Requires two years of related experience with the duties associated with the position. Excellent organizational skills required.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, fumes or noxious odors, disease/pathogens, traffic, and narcotics.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, and depth perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

10/10/2014 CXM  
4/3/17 KDH

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: POLICE CLERK I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide clerical support for the Police Department. The position is responsible for performing assigned clerical tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Performs data entry for such information as criminal reports, arrest sheets and reports, parking summons, DUI, Driver's License, and registration plate information, or traffic tickets.

Performs clerical tasks such as coding reports for data input, retrieving and sending out information from various programs, setting up and maintaining files, records, and logs, or processing accident reports.

Provides assistance to the general public and other City personnel by telephone and in person, providing requested information and answering questions.

Processes fine payments and balances cash register.

Performs research for and processes insurance company requests for accident information/reports; provides accident and other information/reports to police personnel for court.

Performs routine office tasks such as typing, filing, faxing, operating microfilm machine, or photocopying.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, microfilm machines, peripherals, or software programs such as word processing, spreadsheets, or custom applications.

## **POLICE CLERK I**

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in computer operation.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires DELJIS certification.

## **POLICE CLERK I**

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six months of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating machines, tools, or office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

None.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: POLICE CLERK II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide clerical support for the Police Department. The position is responsible for performing complex clerical tasks. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Performs data entry for such information as criminal reports, arrest sheets and reports, parking summons, DUI, Driver's License, and registration plate information, or traffic tickets.

Verifies departmental payroll information; calculates and inputs payroll; verifies and records employee leave slips.

Performs clerical tasks such as coding reports for data input, retrieving and sending out information from various programs, setting up and maintaining files, records, and logs, processing accident reports, or performing quality control of information going out of the Department.

Provides assistance to the general public and other City personnel by telephone and in person, providing requested information and answering questions; processes fine payments and balances cash register.

Performs research for and processes insurance company requests for accident information/reports; provides accident and other information/reports to police personnel for court and to the Attorney General's Office.

Provides training for volunteers; monitors and assists volunteers with task completion as required.

Performs routine office tasks such as filing, faxing, operating microfilm machine, or photocopying.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, microfilm machines, peripherals, or software programs such as word processing, spreadsheets, or custom applications.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in computer operation.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires DELJIS certification.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating machines, tools, or office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

None.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: FIRE DISPATCHER**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to dispatch emergency personnel and equipment in response to calls for assistance. The position is responsible for emergency and non-emergency calls, dispatching appropriate personnel and equipment, and maintaining the fire fleet, equipment, and station. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Responds to emergency and non-emergency calls/alarms; records essential information; dispatches appropriate personnel and equipment or directs call to other City personnel/department.

Maintains fire vehicles and equipment in a clean, optimally functioning manner; performs janitorial tasks to clean the fire station.

Communicates with departmental personnel at the emergency site, providing guidance and assistance as required.

Performs clerical tasks such as updating computer information, performing data entry, record keeping, taking member telephone calls, faxing, or photocopying.

Assists visitors to the station, providing department-related information or giving directions; gives fire prevention tours to the general public.

Willingness to work any shift assignment, work holidays, weekends and overtime on short notice, is required.

The ability to handle a high volume of emergency calls with tact, good judgment, initiative and speed.

The ability to remain alert, responsible, diligent, thorough and who can speak clearly and concisely.

The ability to exercise good judgment under demanding circumstances while maintaining a professional demeanor.

Provides training for other dispatchers as directed.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

## **FIRE DISPATCHER**

Persuades or influences others in favor of a service, course of action, or point of view.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, software for custom applications, fire apparatus and equipment, or multi-line telephone system.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of high value materials, supplies and equipment.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact - affects entire organization and the general public; probability of loss of life and/or damage is very likely.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in computer operation, radio operation, or a closely related field.

## **FIRE DISPATCHER**

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of fire service experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, moving mechanical parts, and heights.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

#### Updates

4/5/11 Certified Fire Dispatcher /kdh

3/16/12 Additional primary duties /kdh

3/2/17 Removed Certified Fire Dispatcher /kdh

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: CENTRAL MAILROOM CLERK**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to calculate and affix the correct postage on letters, parcels, and certified mail then process and deliver mail to the United States Post Office, contract mail services, and internal customers. The position is responsible for ensuring conformance with United States Postal Regulations and established procedures. The position works independently, reporting major activities through periodic meeting.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Receive, process, sort and distribute incoming and outgoing mail, including calculates and affix the correct postage and preparing necessary forms.

Operates and maintains folder/inserter and postage machines. Provides folding/inserting services to internal customer.

Processes packages for shipment to shipping companies, such as the United States Postal Services, Federal Express, or United Parcel Service. Provide required data and tracking codes to the customer as necessary.

Advises Departments on the most effective and timely mailing method. Stays abreast of current postal/shipping rates, rules, and regulations and keeps City employees informed of changes.

Prepares and conducts periodic briefings for City personnel to keep them informed of current postal regulations and changes.

Assists warehouse personnel as needed.

Responsible for performing on-call duties as necessary. When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through handling supplies of a large division or minor department, and/or handling of very large amounts of money.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Read simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License. When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three months of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking all of the time (exerting 20 to 50 pounds of force on a regular basis), (and considerable dexterity and skill in operating machinery, tools, or office equipment).

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, and traffic.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

10/1120/05 KDH  
1/19/2013 KDH

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: INVENTORY CLERK**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to perform routine and complex clerical and technical work in inventory control and purchasing of goods and services. The position is responsible for assigned clerical and technical tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Reviews purchase requisitions; confers with vendors to obtain product or service information such as price, availability, or delivery schedule.

Checks invoices for correct pricing and approves invoices for payment.

Checks shipments received for accuracy; verifies quantity of material received against requisitions and invoices and inspects articles for conformance to purchasing specifications.

Discusses defective or unacceptable goods or services with users, vendors, and others to determine course of action for resolution.

Plans inventory control cycle counts of warehouse areas; audits storekeepers' counts to ensure accuracy; prepares monthly inventory trial balances as required.

Maintains automated and physical inventory records; maintains lists of materials required by the City government and vendors supplying materials.

Coordinates ordering of City-wide office supplies/forms and City supplied uniforms.

Gathers and maintains data/information and prepares routine and special reports for the area of responsibility.

Performs routine clerical tasks such as typing correspondence, filing, faxing, and photocopying.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, and software programs such as word processing, spreadsheets, or custom applications.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute discounts, interest, ratios and proportions, and percentages.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in computer operation, inventory control, purchasing, or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six months of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: MATERIALS EXPEDITER**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION:**

Perform routine and complex clerical and technical work in inventory control and in the processing of invoices for payment. Manage day to day data entry functions of inventory management system and serve as additional support for the courier. Compiles and maintains material and parts inventory and status information to expedite movement of material and parts.

**PRIMARY DUTIES:**

Prepares purchase orders and works with vendors to resolve issues that prevent speedy fulfillment.

Responds to customer status requests and brings issues or questions to resolution.

Coordinates and expedites processing of orders with vendors by obtaining shipping confirmation, UPS tracking numbers, and working to resolve problems.

Assist with invoice processing and dispute resolution.

Interact with internal customers and suppliers with respect to materials management, problem resolution, and process improvement.

Maintain a variety of material, supply, and equipment listings.

Check invoices to ensure correct price. Approves invoices for payment.

Prepare end of month and end of year program inputs.

Participate in annual physical inventory.

Other duties as assigned.

When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**DATA RESPONSIBILITY:**

Copies, transcribes, enters, or posts data or information. Assist in the preparation of monthly reports, charts, and power point presentations. Collect and analyze vendor support data.

**PEOPLE RESPONSIBILITY:**

Requires frequent contact with internal customers and external vendors. Must possess verbal skills necessary to relate specifics of a problem and document resolution.

### **INVOLVEMENT WITH THINGS:**

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as forklift, vehicle, computer, fax, or copier.

### **ASSETS RESPONSIBILITY:**

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management and handling of equipment and materials of high value.

### **SAFETY OF OTHERS:**

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety.

### **MATHMATICAL REQUIREMENTS:**

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

### **COMMUNICATIONS REQUIREMENTS:**

Reads technical instructions, charts, and/or procedures manuals; composes routine reports, letters, and email; speaks compound sentences using standard grammar.

### **COMPLEXITY OF WORK:**

Performs coordinating work involving guidelines and rules with frequent problem solving; requires continuous, close attention for accurate results; frequent exposure to unusual pressure.

### **IMPACT OF DECISIONS:**

Makes decisions with intermediate impact – may affect work schedules of city departments.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **EDUCATION REQUIREMENTS:**

Requires high school diploma or GED and the equivalent of one year of college or specialized vocational training in inventory control, business, accounting, or a closely related field.

### **LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:**

Requires a valid Delaware Driver's License. When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**EXPERIENCE REQUIREMENTS:**

Requires two years of related experience.

**AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:**

Requires light to medium work involving occasional standing or walking, exerting 20 to 50 pounds of force.

**UNAVOIDABLE HAZARDS:**

The position is exposed to no unusual environmental hazards.

**SENSORY (ADA) REQUIREMENTS:**

The position requires normal visual acuity and field of vision, hearing, speaking, and sense of smell.

**AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*10/11/05 KDH On-call*

*12/30/10 general purpose vehicle for commuting KDH*

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: STOREKEEPER I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to requisition, stock, issue, and deliver equipment, supplies, and parts. The position is responsible for assigned inventory. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Initiates purchase requisitions for equipment, supplies, and fuel in accordance with established procedures.

Receives shipments, checking quantity and quality of inventory items received against invoices, and reporting discrepancies; unpacks and stocks material; enters materials into databases.

Issues and delivers or ships materials/supplies to designated personnel/department.

Assists with ordering of inventory materials and fuel; communications with vendors and customers

Assists with taking of periodic inventory count; ensures quantity of stock on hand matches quantity listed in computer database.

Performs routine office tasks, including preparing routine reports, data entry, telephoning, filing, faxing, and photocopying.

Organizes, restocks, and routinely cleans inventory storage areas; maintains equipment and vehicles of responsibility.

Serves as back up mail courier as required.

Responsible for performing on-call duties, as necessary. When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as forklift, vehicle, computer, fax, or copier.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of equipment and materials of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Read routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six months of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking most of the time, exerting 20 to 50 pounds of force on a regular basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, traffic, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and sense of smell.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

11/9/2004 KDH  
1/9/2013 KDH

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: STOREKEEPER II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to oversee warehouse operations. The position is responsible for controlling the workload of assigned personnel. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Leads assigned personnel, including training, assigning work.

Orders materials, supplies, and fuel for inventory in accordance with established procedures; coordinates with vendors and customers.

Receives shipments, checking quantity and quality of inventory items received against invoices, and reporting discrepancies; unpacks and stocks materials; enters materials into database.

Issues and delivers or ships materials/supplies to designated personnel/department.

Performs routine office tasks, including preparing routine reports, data entry, telephoning, filing, faxing, and photocopying.

Oversees and assists with taking of periodic inventory count; ensures quantity of stock on hand matches quantity listed in computer database.

Removes materials from and places materials into storage; maintains off-site storage location.

Performs routine office tasks, including data entry, telephoning, researching transactions, filing, faxing, and photocopying.

Gathers and maintains information/data to prepare routine and special reports for area of responsibility.

Oversees and assists with organizing, restocking, and routine cleaning of inventory storage areas; maintains warehouse grid.

Responsible for performing on-call duties, as necessary. When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enter, or post data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; instruct or assigns duties to other departmental personnel.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as forklift, vehicle, computer, fax, or copier.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management and handling of equipment and materials of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures with occasional problems; requires normal attention for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact – affects those in work unit.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires a high school diploma or GED. The equivalent of one year of college or specialized vocational training in inventory control, computers, or a closely related field preferred.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking most of the time, exerting 20 to 50 pounds of force on a regular basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refer to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, traffic, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and sense of smell.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*Updated: 11/9/04 – KDH; 6/16/05 – KDH; 1/9/13 - KDH*

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: MECHANIC HELPER**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide assistance with the repair and maintenance of City vehicles and equipment. The position is responsible for assigned tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Performs scheduled maintenance on vehicles such as changing oil and filter, spark plugs, or brake pads, or rotating tires.

Makes minor repairs to vehicles and equipment in the shop and off site.

Assists Mechanics with layout, fabrication, and welding.

Performs equipment diagnostics and repair.

Test drives vehicles to locate problem areas or ensure proper functioning of vehicles.

Fills out work orders for jobs completed, including work performed, parts used, and cost.

Assists with cleaning and maintenance of work area and shop equipment as directed.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compares or inspects data, people, or things against a standard.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Follows instructions of supervisor.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as HVAC equipment, sanitation equipment, or sewer cleaners.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, and equipment.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or specialized vocational training.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six months of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking all of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating shop machinery and tools.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, disease/pathogens, traffic, explosives, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, color perception, sense of smell, and depth perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: MECHANIC I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to repair and maintain City vehicles and equipment. The position is responsible for assigned vehicles and equipment. The position works under general supervision independently developing work methods and sequences.

As a condition of employment, employee must possess and maintain a specific tool inventory. The tool inventory list can be obtained from the position's supervisor.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Performs diagnostics and makes major repairs on vehicles and equipment such as engine overhaul, transmission repair or replacement, or electrical or hydraulic systems repair.

Performs scheduled maintenance on vehicles such as changing oil and filter, spark plugs, or brake pads, or rotating tires.

Responds to calls for assistance for disabled vehicles.

Performs layout, fabrication, and welding.

Test drives vehicles to locate problem areas or ensure proper functioning of vehicles.

Fills out work orders for jobs completed, including work performed, parts used, and cost.

Participates in cleaning and maintenance of work area and shop equipment.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as HVAC equipment, sanitation equipment, or sewer cleaners.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the handling of high value materials, supplies, and equipment.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in automotive repair or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis, and exceptional dexterity and skill in operating shop machinery and tools.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, disease/pathogens, traffic, explosives, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, color perception, sense of smell, and depth perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*Revisions: 3/25/11 KDH Tools*

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: MECHANIC II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to repair and maintain City vehicles and equipment. The position is responsible for supervising subordinate personnel, preventive maintenance, major and minor repairs, vehicle modifications, parts, and documentation. The position works under general supervision independently developing work methods and sequences.

As a condition of employment, employee must possess and maintain a specific tool inventory. The tool inventory list can be obtained from the position's supervisor.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises assigned personnel, including training, scheduling, assigning and evaluating work, counseling, and disciplining.

Performs diagnostics and makes major repairs on vehicles and equipment such as engine overhaul, transmission repair or replacement, or electrical or hydraulic systems repair.

Performs scheduled maintenance on vehicles such as changing oil and filter, spark plugs, or brake pads, or rotating tires.

Responds to calls for assistance for disabled vehicles.

Performs layout, fabrication, and welding.

Test drives vehicles to locate problem areas or ensure proper functioning of vehicles.

Oversees and approves procurement of vehicle/equipment replacement parts.

Fills out work orders for jobs completed, including work performed, parts used, and cost; completes time sheets for assigned personnel.

Oversees and participates in cleaning and maintenance of work area and shop equipment.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; instructs or assigns duties to coworkers.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as HVAC equipment, sanitation equipment, or sewer cleaners.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management or handling of high value materials, supplies, and equipment.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in automotive repair or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis, and exceptional dexterity and skill in operating shop machinery and tools.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, disease/pathogens, traffic, explosives, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, color perception, sense of smell, and depth perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*Revisions: 3/25/11 KDH Tools*

**Job Description is not available for this position.**

**TITLE: CAD Technician**

**Job Description is not available for this position.**

**TITLE: CONSTRUCTION INSPECTOR**

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: PUBLIC WORKS INSPECTOR**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to perform inspections of Public Works construction projects. The position is responsible for ordinance/code compliance and preparing related reports. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Directs contractors in all phases of construction projects such as street, sidewalk, pumping station, sanitary and storm sewer, or water main and sewer line construction and repair.

Interprets plans and specifications, ensuring compliance of same with applicable City codes and ordinances; makes field decisions regarding construction changes required by unforeseen conditions.

Performs inspections throughout the construction process, including inspecting quality of workmanship and materials, and a comprehensive inspection prior to final acceptance of the project; tests and approves new utility construction.

Performs basic survey work in the layout of new utility construction and related storm and sanitary sewer, easement, right-of-way, and street construction.

Takes water samples and delivers to state laboratory for testing; performs hydrostatic testing of water system; chlorinates water mains as required; records and reports unmetered water.

Investigates complaints pertaining to water, sewer, storm drainage, and streets, and property owners' requests regarding new or replacement sidewalks, driveway entrances, and curb depressions.

Assists in plan preparation and design cost estimates and specifications for utility construction contracts.

Reviews plans of new housing developments and large tract developments; reviews and revises contract documents and associated plans and specifications.

Prepares new and revises existing standards and specifications, and As-Built Utility Plans.

Performs administrative work such as gather and maintaining information/data relating to projects and preparing reports, and maintaining records for the area of responsibility.

When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as vehicles, computers, and software programs such as word processing or spreadsheets.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of very large amounts of money relating to construction projects.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires associate's degree or the equivalent of two years of college or vocational school education in construction or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking all of the time, exerting up to 75 pounds of force on a regular basis, and considerable dexterity and skill in operating machinery, tools, or office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, disease/pathogens, traffic, animals/wildlife, explosives, toxic or caustic chemicals, and radiation.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*12/30/10 general purpose vehicle for commuting KDH*

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: BUILDING MAINTENANCE CRAFTSPERSON I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to assist with the building of new structures, renovate existing buildings, and maintain City buildings and property. The position is responsible for assigned tasks. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Assists with building new City structures.

Performs skilled work in the maintenance of City property, including carpentry, painting, and air- conditioning tasks.

Performs minor electrical repairs; assists Electricians with completion of projects as required.

Performs inspections of building and its systems to ensure proper maintenance; reports systems service needs to supervisor and schedules repairs.

Performs repair work for City customers such as repairing fences, mailboxes, siding or gutters.

Maintains inventories of materials and supplies, orders replacements and picks up as required; services building systems and equipment as necessary.

Assists with setting up for special events, both internal and external.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as table saw, jointer, dump truck, back hoe, cleaning equipment, tools to fix building system equipment or compressor.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of equipment and supplies of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in carpentry, construction, or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis, and exceptional dexterity and skill in operating machinery and tools.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, animals/wildlife, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*Update August 2012 KDH/JH Updated January 1/28/14 CM/MN*

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: BUILDING MAINTENANCE CRAFTSPERSON II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to serve as crew leader in the building of new structures, renovation of existing buildings, and maintenance of City property. The position is responsible for supervising assigned personnel, structures of responsibility, planning, training, materials, equipment, and related paperwork. The position works independently, reporting major activities through periodic meetings.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Oversees and participates in the renovation of the interior and exterior of existing buildings.

Leads assigned personnel in the building of new structures such as pole barns, additions to buildings, or well houses.

Designs, and draws plans and estimates costs for renovations and new structures.

Performs carpentry work in the Shop, building such items as cabinets and desks.

Performs skilled work and leads assigned personnel in the maintenance of City property, including carpentry, painting, and HVAC and plumbing tasks.

Performs repair work for City customers such as repairing fences, mailboxes, house siding, gutters, or garages.

Completes and maintains logs and records relating to work orders and personnel; prepares routine reports as required.

Performs park and safety inspections to ensure compliance with City ordinances and regulations; makes necessary repairs or adjustments.

Leads setting up and tearing down for special events such as New Year's Eve or Dover Days.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; instructs or assigns duties to other departmental personnel.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as table saw, planer, jointer, dump truck, front end loader, air compressor, back hoe, forklift, or jack hammer.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment and supplies of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in carpentry, construction, or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis, and exceptional dexterity and skill in operating machinery and tools.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, animals/wildlife, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Job Description is not available for this position.**

**TITLE: BUILDING MAINTENANCE UTILITY TECHNICIAN**

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: CUSTODIAN I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide custodial services. The position is responsible for assigned buildings, facilities, and surrounding areas. The position works under direct supervision according to set procedures.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Cleans and disinfects restrooms and fixtures; replenishes paper towels, toilet paper, and soap.

Performs minor maintenance tasks such as replacing light bulbs and unclogging toilets as needed; reports other needs for building repair to supervisor.

Empties and cleans trash cans and ashtrays.

Sweeps, vacuums, mops, strips, waxes, and buffs floors in assigned areas.

Dusts surfaces; cleans and polishes glass, furniture, and woodwork.

Cleans baseboards; wipes down walls and blinds; cleans water fountains.

Picks up debris and cleans out ashtrays in assigned outside areas.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compares or inspects data, people, or things against a standard.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Follows instructions of supervisor.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items, such as vacuum cleaners or buffers.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials or supplies.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as measuring.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Comprehends simple instructions, signs, and symbols; requires little or no reading, writing, or speech for task completion.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires less than completion of high school.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three months of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis, and some dexterity in operating cleaning machinery.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright lights, dust, pollen, fumes or noxious odors, and toxic/caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision and sense of smell.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: CUSTODIAN II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to serve as lead worker in the providing of custodial services. The position is responsible for assigned buildings, facilities, and surrounding areas. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Serves as lead worker in the maintenance of assigned areas; trains, schedules and assigns work, and maintains time sheets.

Cleans and disinfects restrooms and fixtures; replenishes paper towels, toilet paper, and soap.

Performs minor maintenance tasks such as replacing lightbulbs and unclogging toilets as needed; reports other needs for building repair to supervisor.

Empties and cleans trash cans and ashtrays.

Sweeps, vacuums, mops, strips, waxes, and buffs floors for assigned areas.

Dusts surfaces; cleans and polishes glass, furniture, and woodwork.

Cleans baseboards; wipes down walls and blinds; cleans water fountains.

Picks up debris and cleans out ashtrays in assigned outside areas.

Maintains inventory of materials and supplies, ordering replacements as required; services equipment of responsibility.

Performs inspection of building and designated systems to ensure proper maintenance; reports need-for-service for systems to supervisor.

Maintains records/logs as required for area of responsibility.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compares or inspects data, people, or things against a standard.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them; may give instructions or assignments to helpers or assistants.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items, such as vacuum cleaners or buffers.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials or supplies.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires less than completion of high school.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis, and some dexterity in operating cleaning machinery.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright lights, dust, pollen, fumes or noxious odors, and toxic/caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and sense of smell.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: Arborist**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to maintain City property and / or provide adequate clearance of the utility right-of-way by tree trimming and tree removal. The position is responsible for assigned tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Performs pruning and trimming of trees and other vegetation by climbing or use of an aerial lift truck, which may include working around energized electrical lines as required in compliance with City safety regulations.

Removes trees as directed; assists with removal and hauling of tree stumps and other wood.

References and completes work orders; prepares routine reports and submits to supervisor.

Assists line crew as required; assists with managing work for contractors.

Interacts with customers to provide information and assist with issues/complaints.

Ensures equipment and work aids function properly; performs maintenance/minor repairs on equipment, such as greasing clippers and truck, or sharpening and adjusting saws.

Assists with installation and removal of Christmas lights; assists with clean up of environmental spill.

Performs planting of trees; assists with spraying of pesticides and/or herbicides.

Assists with traffic control around work sites.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compares or inspects data, people, or things against a standard.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as bucket trucks, chippers, saws, loaders, or dump trucks.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling equipment of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as measuring or making change.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar. Requires the ability to communicate clearly and accurately with supervisors and coworkers.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit and citizens.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires a high school diploma or GED.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires heavy work involving exerting 20 to 50 pounds of force on a regular basis, and 50 to 100 pounds of force on an occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, animals/wildlife, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and depth perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: CREW LEADER**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to lead a work crew in the performance of assigned projects or tasks. The position is responsible for assigned personnel, projects/tasks of responsibility, equipment, and related paperwork. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Monitors and reviews work assignments and determines resources required to complete tasks, such as number of workers, materials, tools, or equipment.

Oversees and participates in completion of work assignments such as laying blacktop, repairing water/sewer lines, mowing grass, laying sod, or other specialized tasks, ensuring compliance with departmental safety requirements, policy, and procedures.

Ensures optimal functioning of equipment and tools of responsibility, such as tractors, dump trucks, snow plows, mowers, backhoes, or front-end loaders; performs maintenance and minor repairs as required.

Maintains logs, forms, records, time sheets, and other work-related information for area of responsibility; prepares routine reports as required.

Interacts with City customers and the general public to provide information or resolve problems or complaints relating to assigned area.

Attends and conducts staff meetings to exchange information.

When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; instructs or assigns duties to departmental personnel.

## **CREW LEADER**

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as dump trucks, backhoes, tractors, front-end loaders, chain saws, street sweepers, snow plows, or box sanders.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment and supplies of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and specialized vocational training.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

## CREW LEADER

Grounds Division: Requires a valid applicator's license (Core, Ornamental Turf and Right of Way) or ability to obtain within one (1) year.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires five years of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 to 100 pounds of force on a frequent basis, and 75 to 150 pounds of force on an occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

7/9/04 general purpose vehicle for commuting KDH  
10/18/07 Removed supervisory requirement KDH  
4/22/216 or vocational training to and. Core license

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: LABORER**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to maintain outdoor City property. The position is responsible for assigned tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Improves outdoor area appearance by mowing grass, pruning and trimming trees, and cutting back vegetation in alley ways.

Maintains outdoor area vegetation by putting down mulch, pulling weeds from flower beds, and otherwise promoting healthy growth.

Performs seasonal tasks such as raking and blowing leaves and putting up Christmas lights.

Performs necessary yard repair.

Picks up and discards trash.

Maintains supplies, materials, and equipment for area of responsibility.

When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compares or inspects data, people, or things against a standard.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Follows instructions of supervisor.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as mowers or tree trimmers.

## LABORER

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials or supplies.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs routine work using common sense; requires little attention for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or specialized vocational training.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Valid Driver's License

---

#### **Parks and Recreation Requirement: Laborer II**

Commercial Driver's License (CDL) or the ability to obtain a CDL permit within two (2) months and a CDL license within six (6) months of employment

Pesticide application license with ornamental turf & right-of-way endorsement or the ability to obtain within one (1) year of employment

---

## **LABORER**

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three months of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking most of the time, exerting 20 to 50 pounds of force on a regular basis, and 50 to 100 pounds on occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, and moving mechanical parts.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision and depth perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

12/30/10 general purpose vehicle for commuting KDH  
2/8/20 add to CDL and Pesticide KMD

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: LEAD LABORER**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to serve as lead worker in the maintenance of outdoor City property. The position is responsible for the assigned areas of responsibility. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Leads a group of laborers in the maintenance of City property, such as repairing concrete sidewalks and curbs or cutting and bagging grass.

Leads and participates in seasonal maintenance and clean-up such as leaf removal or cleaning of City parks.

Performs concrete finishing and laying of black top; cleans and paints street curbs.

Trims vegetation in alleyways, edges sidewalks, picks up limbs, and spreads mulch in landscaped areas.

Performs minor maintenance of tools and equipment of responsibility to ensure proper functioning.

Performs athletic field maintenance.

Clean and maintain vehicles as appropriate.

Assists with maintenance of park equipment as required.

Completes and maintains logs and records for area of responsibility.

Perform other duties as required.

Grounds Division Recreation Crew:

Perform a variety of tasks related to athletic field maintenance including but not limited to: operating mowers, trimmers, tractors, field groomers, paint sprayers and aerators.

Perform the more complex manual labor tasks related to the maintenance of City recreational and athletic facilities to include edging, top dressing, mound and plate repair, daily infield surface preparation and field layout and lining.

Inspect and maintain playground equipment and surfacing.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

## **LEAD LABORER**

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as back hoe, front end loader, dump truck, light trucks, mowers, or tractor.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change. Estimates quantity of materials using addition, subtraction, multiplication and division.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar. Understand and follow oral and written directions.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects only those in immediate work area.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED,

## **LEAD LABORER**

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

Grounds Division Recreation Crew: Requires State of Delaware Pesticide Applicator's License with Right-of-Way and Ornamental Turf endorsements and National Playground Safety Institute Certified Playground Safety Inspector.
--

Grounds Division Mowing Crew: Requires State of Delaware Pesticide Applicator's License with Right-of-Way and Ornamental Turf endorsements.
---

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving standing or walking all of the time, exerting 50 to 100 pounds of force on a regular basis, and 75 to 150 pounds on an occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, and traffic.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, sense of smell, and texture perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

4/05 KDH (Supervises to leads)  
3/28/2017 cxm

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: MOTOR EQUIPMENT OPERATOR I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to operate motor equipment in support of City maintenance operations. The position is responsible for assigned tasks. The position works under direct supervision according to set procedures.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Operates motor equipment to transport materials, tools, equipment, or personnel to job sites, load or haul dirt, or pick up debris from job sites.

Operates specialized motor equipment to support City operations such as trash/refuse pick up, street paving, grass cutting, snow removal, street sanding, sewer cleaning, repair, and replacement, or other specialized operations.

Operates hand and power tools and equipment to support maintenance operations such as weed cutting, leaf removal, debris removal, digging or filling, repairing and cleaning catch basins, or other maintenance tasks.

Inspects motor equipment and performs minor maintenance; reports malfunctions to supervisor.

Responds to and resolves customer complaints for the assigned area as directed.

Assists with traffic control and provides information to the public if required.

When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compares or inspects data, people, or things against a standard.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as dump trucks, garbage trucks, back hoe, or concrete saw.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment, materials, or supplies.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or specialized vocational training.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six to 12 months of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 to 100 pounds of force on a regular basis, and 75 to 150 pounds on an occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, disease/pathogens, traffic, animals/wildlife, explosives, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*7/9/04 general purpose vehicle for commuting KDH*

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: MOTOR EQUIPMENT OPERATOR II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to operate motor equipment and to complete skilled labor in support of City maintenance operations. The position is responsible for assigned tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Operates motor equipment to transport materials, tools, equipment, or personnel to job sites, load or haul dirt, or pick up debris from job sites.

Operates specialized motor equipment to support City operations such as trash/refuse pick up, street paving, grass cutting, street sweeping, snow removal, street sanding, sewer cleaning, repair, and replacement, or other specialized operations.

Operates hand and power tools and equipment to support maintenance operations such as weed cutting, leaf removal, debris removal, digging or filling, repairing and cleaning catch basins, or other maintenance tasks.

Inspects motor equipment and performs minor maintenance; reports malfunctions to supervisor.

Responds to and resolves customer complaints for the assigned area as directed.

Assists with traffic control and provides information to the public if required.

When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as dump trucks, garbage trucks, or back hoe.

## **MOTOR EQUIPMENT OPERATOR II**

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of equipment and supplies of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or specialized vocational training.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License. A valid Applicator's License is required to include Core, Ornamental Turf and Right-of-Way.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

## **MOTOR EQUIPMENT OPERATOR II**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50-100 pounds of force on a regular basis, and 75 to 150 pounds on an occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, disease/pathogens, traffic, animals/wildlife, explosives, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

7/9/04 general purpose vehicle for commuting KDH

4/18/2016 cxm Applicator License, Core, Ornamental Turf and Right-of-Way; skilled labor

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: NURSERYPERSON I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide assistance in the caring of flowers and plants in the City of Dover. The position is responsible for assigned tasks. The position works under direct supervision according to set procedures.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Assists with designing, installation, and maintenance of flower beds throughout the City.

Assists with designing, installation, and maintenance of hanging baskets and flower pots.

Assists in the general maintenance of green house operations; maintains records and logs of green house activities.

Assists with designing, installation, and maintenance of irrigation systems.

Assists with designing, installation, and maintenance of general landscape areas throughout the City.

Assists with maintenance of nursery equipment.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Follows instructions of supervisor.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as tiller, mowers, clippers, or weed eater.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials or supplies.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

Comprehends simple instructions, signs, and symbols; requires little or no reading, writing, or speech for task completion.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

Performs routine work using common sense; requires little attention for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or specialized vocational training.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis, and 50 to 100 pounds on an occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: NURSERYPERSON II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to manage green house operations. The position is responsible for supervising assigned personnel, training, landscaping, plants and flowers, equipment, and record keeping. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Manages green house operations, maintaining records and logs of plant-related activity and of orders placed for supplies and materials.

Supervises assigned personnel, including training, assigning and evaluating work, and counseling.

Designs, installs, and maintains flower beds, pots and hanging baskets, and general landscape areas throughout the City.

Designs, installs, and maintains irrigation systems.

Presents demonstrations on greenhouse production, and design and installation of flower beds.

Orders flower seeds, tulips, and horticulture and greenhouse supplies as needed.

Performs seasonal tasks such as removing snow, picking up Christmas trees, and decorating City Hall for Christmas.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; instructs or assigns duties to coworkers.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as trucks, tiller, or mowers.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving moderate economies and/or preventing moderate losses through the handling of or accounting for materials, supplies, and equipment.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor impact - affects only those in immediate work area.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in horticulture or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires Vocational Green House Management Certificate, valid Delaware Commercial Driver's License, and pesticide application license with ornamental turf and right-of-way endorsements.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of green house production and management experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis, and 50 to 100 pounds on an occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: SMALL ENGINE MECHANIC**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to repair and maintain ground equipment. The position is responsible for assigned equipment and record keeping. The position works under general supervision independently developing work methods and sequences.

As a condition of employment, employee must possess and maintain a specific tool inventory. The tool inventory list can be obtained from the position's supervisor.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Performs preventive maintenance, troubleshooting, and repairs on equipment of responsibility; maintains records of same.

Maintains inventory of parts and supplies; orders replacements as required and keeps records of items purchased.

Maintains seasonal equipment, changing equipment over and winterizing as required.

Performs fabrication and welding to repair equipment.

Answers off-site service calls.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as welding equipment or power tools.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving moderate economies and/or preventing moderate losses through the handling of or accounting for equipment, materials, or supplies.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or specialized vocational training.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking all of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating shop machinery or tools.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, traffic, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*Revisions: 3/25/11 KDH Tools*

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: HEAVY EQUIPMENT OPERATOR I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to operate and maintain heavy machinery and equipment. The position is responsible for equipment and machinery of responsibility. The position works under direct supervision according to set procedures.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Operates heavy machinery and equipment to dig or back fill trenches, tear down buildings, lift or move heavy loads, remove snow from roads, dig ponds, assist with pipeline installation, clean out drainage ditches, compact dirt, or other specialized tasks.

Operates large trucks to deliver or remove equipment or materials from job sites, or haul dirt or other materials.

Performs minor maintenance and repairs on heavy equipment such as lubricating, adjusting tracks on excavator or bulldozer, replacing light bulbs, hydraulic hoses, or relief valves, adjusting fan blades, flushing radiators, or replacing fuses.

Operates pneumatic tools such as jackhammers or saws to complete such tasks as breaking concrete or blacktop or cutting pipe or trees.

Performs grading and utilizes levels to check grades and ensure compliance with specifications.

Secures and partitions off work areas with traffic signs, cones, and/or barricades; flags and directs traffic around work areas as necessary.

When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as excavator, backhoe, bulldozer, front-end loader, or compactor.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment and supplies of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects only the individual unit.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or specialized vocational training.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis, and 50 to 100 pounds of force on an occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, traffic, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*12/30/10 general purpose vehicle for commuting KDH*

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: HEAVY EQUIPMENT OPERATOR II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to lead the operation and maintenance of heavy machinery and equipment. The position is responsible for equipment and machinery of responsibility. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Leads the operation of heavy machinery and equipment to dig or back fill trenches, tear down buildings, lift or move heavy loads, remove snow from roads, dig ponds, assist with pipeline installation, clean out drainage ditches, compact dirt, or other specialized tasks.

Operates large trucks to deliver or remove equipment or materials from job sites, or haul dirt or other materials.

Performs minor maintenance and repairs on heavy equipment such as lubricating, adjusting tracks on excavator or bulldozer, replacing light bulbs, hydraulic hoses, or relief valves, adjusting fan blades, flushing radiators, or replacing fuses.

Operates pneumatic tools such as jackhammers or saws to complete such tasks as breaking concrete or blacktop or cutting pipe or trees.

Performs grading and utilizes levels to check grades and ensure compliance with specifications.

Secures and partitions off work areas with traffic signs, cones, and/or barricades; flags and directs traffic around work areas as necessary.

Maintains required paperwork and logs in compliance with departmental rules and regulations.

When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as excavator, backhoe, bulldozer, front-end loader, or compactor.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment and supplies of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with significant impact - affects only those in immediate work area.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or specialized vocational training.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six to twelve months of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 to 100 pounds of force on a frequent basis, and 75 to 150 pounds of force on an occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, traffic, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*12/30/10 general purpose vehicle for commuting KDH*

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: MOTOR EQUIPMENT OPERATOR III**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to lead in providing City Services and in support of City maintenance operations. The position is responsible for tasks of responsibility and leading personnel as directed. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Monitors and reviews work assignments and determines resources required to complete tasks, such as number of workers, materials, tools, or equipment.

Operates motor equipment to transport materials, tools, equipment, or personnel to job sites, load or haul dirt, or pick up debris from job sites.

Operates specialized motor equipment to support City operations such as trash/refuse pick up, street paving, snow removal, street sanding, water/sewer line or storm drain cleaning, repair, and replacement, or other specialized operations.

Inspects motor equipment and performs minor maintenance; reports malfunctions to supervisor.

Responds to and resolves customer complaints for the assigned area as directed.

Assists with traffic control and provides information to the public if required.

Completes job-related logs and forms.

When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

Water/Wastewater Division: Operate camera truck to video sanitary and storm sewer mains. Operate jetter truck for cleaning sewer mains.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

## **MOTOR EQUIPMENT OPERATOR III**

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as dump trucks, garbage trucks, jet truck, or back hoe.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment and supplies of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects only those in immediate work area.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or specialized vocational training.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

## **MOTOR EQUIPMENT OPERATOR III**

Water/Wastewater Department: Pipeline Assessment Certification (PACP)

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires minimum of three years of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50-100 pounds of force on a regular basis, and 75 to 150 pounds on an occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, disease/pathogens, traffic, animals/wildlife, explosives, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*Updated  
7/9/2004 general purpose vehicle for commuting KDH  
7/21/2017 CM*

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: SIGN/STREET PAINTER**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to repair and replace signs, paint intersections and curbs, lay blacktop, pour concrete, and remove leaves. The position is responsible for assigned tasks. The position works under direct supervision according to set procedures.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Replaces, repairs, and maintains street and traffic signs and markings

Paints lines, lettering, and symbols in streets at intersections.

Cleans and paints yellow curbing.

Places flags, signs, and traffic cones around work sites to alert motorists to the situation.

Lays blacktop and pours concrete as directed.

Performs seasonal tasks such as removing leaves and snow.

Assists with street maintenance by keeping catch basins clear for water drainage and removing debris from streets.

Assists other City departments as directed by supervisor.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as snow plows or trucks.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of materials, supplies, or equipment.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects only those in immediate work area.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or specialized vocational training.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking all of the time, exerting 50 to 100 pounds of force on a regular basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, fumes or noxious odors, heights, traffic, and animals/wildlife.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, and depth perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: UTILITY CONSTRUCTION WORKER**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide assistance in the construction and maintenance of water and sewer lines. The position is responsible for assigned tasks. The position works under direct supervision according to set procedures.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Assists in the construction, repair and maintenance of sewer and water lines, including digging trenches, laying and caulking pipe, and back-filling trenches.

Operates heavy equipment such as dump trucks, back hoe, or bulldozer.

Uses hand signs to direct placement of heavy pipes and other materials relating to construction of underground utilities.

Opens storm drains and raises and lowers manholes as required.

Watches embankments to check for weak areas in utility trenches.

Transports machinery/equipment, supplies, and materials to work area as directed.

When individual is on-call, they are permitted to use 7/16/04 general purpose vehicle for commuting KDH

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Follows instructions of supervisor.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as dump truck, bulldozer, or back hoe.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of equipment of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or specialized vocational training.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis and 50 to 100 pounds of force on an occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, and traffic.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and depth perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*12/30/10 general-purpose vehicle for commuting purposes. KDH*

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: UTILITY CONSTRUCTION CREW LEADER**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to lead a crew in the construction and maintenance of water, sewer and storm sewer lines. The position is responsible for assigned personnel, construction and maintenance tasks of responsibility, equipment, and related paperwork. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Leads assigned personnel, including scheduling, assigning and evaluating work, training, and counseling. Recommends disciplinary action whenever appropriate.

Monitors and reviews work assignments and determines materials, tools, and equipment required to complete tasks.

Oversees and participates in the construction, repair, and maintenance of sewer, sewer storm lines and water lines, detention ponds, and parking lots, including building brick/block catch basins, channels, and sidewalk sections.

Ensures optimal functioning of equipment and tools of responsibility, such as dump truck, front-end loader, snow plow, or backhoe; performs maintenance as required.

Maintains logs, forms, records, time sheets, and other work-related information for area of responsibility; prepares routine reports as required.

Interacts with City customers and the general public to provide information or resolve problems or complaints relating to assigned area.

Attends and conducts staff meetings to exchange information.

Oversees and participate in maintenance of shop.

When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; instructs or assigns duties to departmental personnel.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as front-end loader, backhoe, snow plow, or dump truck.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management and handling of equipment and supplies of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in construction or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires five years of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving standing or walking all of the time, exerting 50 to 100 pounds of force on a regular basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, vibration, moving mechanical parts, and traffic.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*10/18/07 Removed supervisory language KDH*

*12/30/10 general purpose vehicle for commuting KDH*

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: UTILITY LOCATOR I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to locate underground utility lines. The position is responsible for utility lines for the assigned department. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Locates and marks underground utility lines such as electric, water, or sewer prior to commencement of excavation work.

Reads and interprets engineering plans to facilitate completion of tasks.

Investigates complaints pertaining to utility service problems; interacts with other City departments to resolve problems.

Provides upgrade information on locations of underground utilities to Engineering Department to facilitate plan revision.

Completes and documents work orders; prepares routine reports for area of responsibility as required.

Locates and marks underground utility lines as requested.

Attends staff and other professional meetings to exchange information.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as electronic locating equipment, back hoe, or trucks.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the locating of utilities of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents or use basic algebra or geometry.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License. Commercial Driver's License preferred.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking most of the time, exerting up to 50 pounds of force on a regular basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, traffic, animals/wildlife, or electrical shock.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, sense of smell, depth perception, and texture perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: UTILITY LOCATOR II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to locate underground utility lines. The position is responsible for utility lines for the assigned department. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Locates and marks underground utility lines such as electric, water, or sewer prior to commencement of excavation work.

Reads and interprets engineering plans to facilitate completion of tasks.

Investigates complaints pertaining to utility service problems; interacts with other City departments to resolve problems.

Provides upgrade information on locations of underground utilities to Engineering Department to facilitate plan revision.

Completes and documents work orders; prepares routine reports for area of responsibility as required.

Locates and marks private underground utility lines as requested.

Attends staff and other professional meetings to exchange information.

Assists other Locators as required.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as electronic locating equipment, back hoe, or trucks.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the locating of utilities of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents or use basic algebra or geometry.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in map reading, geology, or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, traffic, animals/wildlife, or electrical shock.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, sense of smell, depth perception, and texture perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: UTILITY MAINTENANCE MECHANIC I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to maintain and repair City water/wastewater pumping stations. The position is responsible for assigned pumping stations. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Performs preventive maintenance on water/wastewater pumping stations; washes grease and debris from wet wells, checks valves for proper operation, cleans check valves, floats, domes, and electrodes, packs glands and pumps, replaces seals, and greases pumps.

Repairs pumping stations and replaces equipment such as electrical starters, coils, mercury switches, electrodes, sealrodes, floats, valves, or small compressors.

Cleans dry wells and outside of pumping station, including painting building, applying seal coat to parking areas, and escorting weed control contractor.

Dumps waste container; replaces equipment bulbs.

Performs seasonal tasks such as snow removal.

Completes required paperwork, including filling out daily check list and preparing routine reports and submitting to supervisor.

When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as jet truck or pump station operating controls.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of equipment of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios, proportions, and percentages.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and one year of college or vocational school education in electrical, mechanical, or plumbing repair, or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Commercial Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 100 pounds of force on a frequent basis, and 75 to 150 pounds of force on an occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, fumes or noxious odors, moving mechanical parts, electrical shock, heights, disease, traffic, animals/wildlife, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, color perception, sense of smell, and depth perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

*7/9/04 general purpose vehicle for commuting KDH, 9/8/05 CDL, KDH*

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: UTILITY MAINTENANCE MECHANIC II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to maintain and repair City water/wastewater facilities and equipment. The position is responsible for the following: assigned personnel, equipment and facilities; policy compliance; and related paperwork. The position works under general supervision according to some procedures; decides how and when to complete tasks and may independently develop work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Leads others and provides training on assigned water/wastewater processes and systems; schedules, assigns and evaluates work, counsels, and recommends disciplinary action when appropriate.

Inspects assigned water/wastewater facilities and equipment periodically to ensure proper functioning.

Checks and performs preventive maintenance on assigned water/wastewater facilities and equipment such as: washes grease and debris from wet wells; checks valves for proper operation; cleans check valves, floats, domes, and electrodes; packs glands and pumps; replaces seals and greases pumps; cleans and tightens electrical connections; inspects and replaces chemical injection pumps and associated equipment; cleans chemical monitoring equipment; and maintains emergency electrical generators and associated equipment.

Oversees or leads and performs repairs on assigned water/wastewater facilities and equipment. Replaces equipment such as electrical starters, coils, mercury switches, electrodes, sealrodes, floats, valves, or small compressors, pumps, bubbler lines, chemical injection equipment, chemical monitoring equipment, etc.

Cleans assigned water/wastewater facilities, including painting building, applying seal coat to parking areas, and escorting weed control contractor.

Performs pump rate tests, drawdowns, and amp readings, etc.

Oversees or performs calibration of assigned water/wastewater equipment to standards to ensure accurate measurement of water/wastewater processes.

Performs meter reading, equipment and safety inspection, and troubleshooting to ensure efficient operations.

Maintains inventory of parts and supplies for area of responsibility; orders replacement items as required.

Collects and maintains data/information for area of responsibility to prepare routine and special reports required by city, state, and federal agencies.

May attend or conduct staff meetings to exchange information; attends professional development training as required by city and state agencies.

Develops and oversees plan of action to correct problems.

## UTILITY MAINTENANCE MECHANIC II

When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

May be required to act as relief water treatment operator being responsible for requirements under the appropriate job description as applicable and suitable to the individual's licensure.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as jet truck or pump station operating controls.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

## UTILITY MAINTENANCE MECHANIC II

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electrical, mechanical, plumbing repair, or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Wastewater Management Division requires valid Delaware Commercial Driver's License.

Water Treatment & Production Division requires a valid Driver's License and Delaware Water Treatment Plant Operator License with the following endorsements: Hypochlorination, Ozonation, Lime-Soda Ash Addition, pH Adjustment, Fluoridation, Activated Carbon, and Flow > 500 gpm @ 20 psi.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 100 pounds of force on a frequent basis, and 75 pounds of force on an occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, fumes or noxious odors, moving mechanical parts, electrical shock, heights, disease, traffic, animals/wildlife, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, color perception, sense of smell, and depth perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: WATER SERVICE PERSON**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to resolve customer complaints and perform preventive maintenance on water meters and fire hydrants. The position is responsible for assigned tasks. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Answers customer service calls involving high water bills; locates cause for excessive charges.  
Inspects new home meters.

Changes out water meters as required.

Corrects errors in meter readings.

Performs flow tests on fire hydrants. -

Coordinates with contractors on water meter installation, ensuring compliance with City codes and ordinances.

Keeps records/logs of servicing and maintenance activities.

Completes work orders; notifies appropriate personnel to resolve problems outside the scope of the Water Service Worker.

When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as electronic equipment to troubleshoot and program water meters, drills to perform repairs, and trucks.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment, materials, and supplies.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or specialized vocational training.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver License- Commercial Driver License ~~required.~~

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six months of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking all of the time, exerting 20 to 50 pounds of force on a regular basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, fumes or noxious odors, heights, disease/pathogens, traffic, animals/wildlife, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and sense of smell.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

7/9/04 general purpose vehicle for commuting KDH

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: WATER TREATMENT PLANT OPERATOR I**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to operate and maintain water treatment equipment. The position is responsible for monitoring water treatment processes, adjusting chemical or physical processes, maintaining logs and records, and general plant maintenance. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Performs daily checks and maintenance on well sites of responsibility to ensure proper functioning and production of standard quality of drinking water.

Collects data from well equipment, performs necessary calculations, and records data.

Operates water treatment plant, including calibrating plant equipment to standards to ensure accurate measurement of water treatment processes.

Monitors water treatment processes, including operation of chemical and physical processes.

Runs laboratory tests on water processes; analyzes test results and plant equipment operation; adjusts chemical or physical operation as required.

Performs maintenance on water treatment or general plant equipment and systems; performs general clean-up of plant.

Interfaces with customers to answer questions and provide information.

Performs routine office or plant tasks, such as typing, filing, faxing, telephoning, maintaining logs and records, or photocopying.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as ozone, fluoride, and chlorine equipment, pumps, motors, or light trucks.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment and supplies of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects work unit and may affect other units or citizens.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in chemistry, water treatment, or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires Delaware Water Treatment Plant Operator License and valid Delaware Driver's License.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking all of the time, exerting 50 to 100 pounds of force on a regular basis, and 75 to 150 pounds of force on an occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, animals/wildlife, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, and depth perception.

## **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER  
POSITION DESCRIPTION**

**TITLE: WATER TREATMENT PLANT OPERATOR II**

**FLSA: Non-Exempt**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to lead in the operation and maintenance of water treatment facilities. The position is responsible for supervising assigned personnel, water quality, equipment, facilities, training, policy compliance, and related paperwork. The position works under general supervision independently developing work methods and sequences.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises or leads others and provides training on water treatment processes and systems; schedules and evaluates work, counsels, and recommends disciplinary action when necessary.

Oversees or performs calibration of plant equipment to standards to ensure accurate measurement of water treatment processes.

Monitors water treatment processes to ensure standard-quality water, including operation of chemical and physical processes; develops and oversees plan of action to correct difficulties.

Performs chemical testing on water processes; analyzes test results and plant equipment operation; adjusts chemical or physical operation as required to ensure compliance with state and federal agency regulations.

Oversees or performs maintenance on water treatment or general plant equipment and systems; participates in general clean-up of facilities.

Performs meter reading, equipment and safety inspection and calibration, and SCADA troubleshooting to ensure efficient operations.

Maintains inventory of materials and supplies for chemical additions and equipment installation and repair.

Interfaces with customers to answer questions, provide information, and assist with issue/problem resolution.

Collects and maintains data/information for area of responsibility to prepare routine and special reports required by city, state, and federal agencies.

Attends or conducts staff meetings to exchange information; attends professional development training as required by city and state agencies.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; instructs or assigns duties to co-workers.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as air compressors, motors, pumps, laboratory equipment, light trucks, computers, or software programs such as word processing, spreadsheets, or custom applications.

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment and supplies of high value.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects work unit and may affect other units or citizens.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in chemistry, water treatment, or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License and Delaware Water Treatment Plant Operator License with the following endorsements: A1 (Hypochlorination), A3 (Ozonation), B1 (Lime-Soda Ash Addition), B2(pH Adjustment), B7 (Fluoridation), C1 (Activated Carbon), and F2 (Flow> 500 gpm @ 20 psi).

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three years of related experience.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking all of the time, exerting 50 to 100 pounds of force on a regular basis, and 75 to 150 pounds of force on an occasional basis.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, animals/wildlife, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, and depth perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.