

**RESOLUTION NO. 2005-26**

**A RESOLUTION AMENDING THE BLUFFDALE CITY PERSONEL POLICIES AND PROCEDURES ORGANIZATIONAL CHARTS ATTACHEMENT A REGARDING THE ORGANIZATIONAL JOB DESCRIPTIONS AND ADDING DESCRIPTIONS THERETO**

**WHEREAS**, the City Council of Bluffdale City has previously adopted Personnel Policies and Procedures with job descriptions; and

**WHEREAS**, Bluffdale City has created the Department of Public Safety and desires to define the duties of the department director position; and

**WHEREAS**, Bluffdale City has an engineering department and desires define the job duties of an additional employee;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BLUFFDALE CITY, STATE OF UTAH, AS FOLLOWS:**

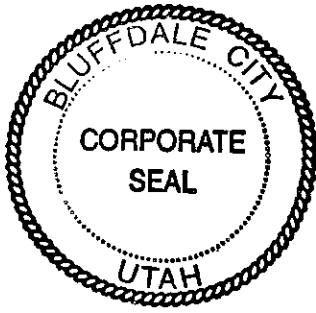
**Section 1.** **Adoption.** The Bluffdale Personnel Polices and Procedures Exhibit A is herby adopted to add the job descriptions as set forth in Exhibit "A", attached hereto and incorporated herein by this reference.

**Section 2.** **Repeal.** The amendment of Exhibit A of the Personnel Policies and Procedures as provided herein is intended to supplement and not repeal any existing or prior organizational charts or structuring.

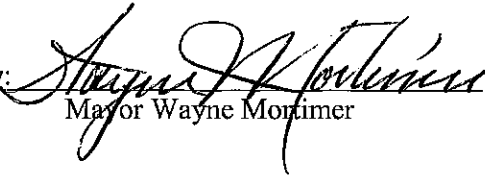
**Section 3.** **Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution and all sections, parts and provisions of this Resolution shall be severable.

**Section 4.** **Effective Date.** This Resolution shall become effective immediately upon its passage.

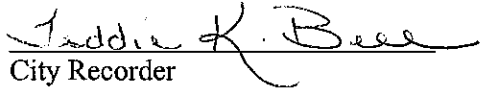
**PASSED AND ADOPTED BY THE CITY COUNCIL OF BLUFFDALE CITY, STATE OF UTAH, THIS 26<sup>TH</sup> DAY OF July, 2005.**



**BLUFFDALE CITY**

By:   
Mayor Wayne Montimer

ATTEST:

  
City Recorder

Voting by the City Council:	"AYE"	"NAY"
Councilmember Speed	<u>  x  </u>	<u>      </u>
Councilmember Briggs	<u>Mayor</u>	Pro <u>Tem</u>
Councilmember Clark	<u>  x  </u>	<u>      </u>
Councilmember Kelley	<u>  x  </u>	<u>      </u>
Councilmember Maxfield	<u>      </u>	<u>  x  </u>

# *Bluffdale City*

## Job Description

<b>Title:</b>	Public Safety Director Chief of Police / Fire	<b>Code:</b>
<b>Division:</b>	Public Safety	<b>Effective Date:</b>
<b>Department:</b>	Public Safety	<b>Last Revised:</b>

### GENERAL PURPOSE

Perform a variety of professional administrative and managerial duties related to planning, directing, organizing, and controlling the Public Safety Department in addition to the essential functions of a Bluffdale City Police Officer. The Public Safety Director is also the Bluffdale City Chief of Police and Fire.

### SUPERVISION RECEIVED

Works under the broad policy guidance, direction, and at the pleasure of the Mayor.

### SUPERVISION EXERCISED

Provides close to general supervision to personnel within the Public Safety Department, including but not limited to, Police Sergeant, Police Officers, Animal Control Officer, Volunteer and Career Ladder Firefighters, and administrative staff.

### ESSENTIAL FUNCTIONS

Manage the day-to-day operations of the Public Safety Department; determines work priorities, guidelines and deadlines; initiates studies in public safety issues; develops protocols, policies, and procedures as may be necessary for the efficient operation of the Department with the concurrence of the Mayor.

Direct and supervise the personnel of the Police and Fire Divisions and exercise all powers and duties provided by State law and/or Bluffdale City ordinance.

Make monthly work schedules for all personnel in the department as shall be required for the efficient and equitable distribution of work among the department

Make and file monthly police reports for Bluffdale police and fire divisions.

Assist the mayor and council to keep Public Safety expenditures within the amounts budgeted for public safety in the Bluffdale City budget

Patrol and perform the same police duties as other officers in the Department. Administrative duties of the Department of Public Safety shall be in addition to regular police duties.

Take equal on-call and call-out time with other full time police officers in the Bluffdale City Police Department.

Appoint or promote members of the Department subject to the personnel rules and regulations of the City.

Recommend to the Mayor layoff, suspension, or removal any member of the Department for cause as provided under the Rules and Regulations of the City, by approval of the City Council.

Transfer employees from one Division to another within the Department in keeping with their job classifications.

Form Bureaus, Divisions, or Sections within the Department for its efficient administration as the Director deems necessary.

Maintain custody and control of all books, records, machines, tools, apparatus, or equipment of every kind necessary for use in the Department and all public property pertaining to, connected therewith, and belonging thereto.

Grant official sanction and approval to any changes in Departmental organization before the changes become effective. The detailed methods of direction and controlling specific functions of units of the Department may be developed by subordinate officers and/or personnel, final approval and adoption of the guiding principals rests with the Public Safety Director with concurrence of the Mayor.

Maintain Administrative control and govern all Departmental activity.

Performs related duties as required

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Baccalaureate degree from an accredited university in management or related field with Certification from Utah Peace Officer Standards and Training (P.O.S.T.)

**AND**

B. Fifteen (15) years of progressively responsible experience performing above or related duties; five (5) years of which must have been in a supervisory capacity.

**OR**

C. An equivalent combination of education and experience needed for available position.

2. Knowledge, Skills and Abilities:

**Working Knowledge of** Principals, protocols, policies, and practices of public safety management including police and fire departments; required police and fire training and certifications; city and state codes and ordinances related to all aspects of law enforcement and fire prevention and protection.

**Skill in** the art of departmental leadership, negotiation; diplomacy; cooperative problem solving, and interpersonal communication; the use of specialized equipment for law enforcement; the use and application of force.

**Ability to** effectively lead, manage, and organize on a departmental level; comprehend and interpret and apply complex laws, ordinances, and regulations and enforce said laws, ordinances, and regulations with firmness, tact, and impartiality; deal with difficult circumstances and people in a professional manner; maintain and create various written reports and memoranda; effectively manage annual budget.

#### SPECIAL QUALIFICATIONS

Live within Bluffdale City Limits.

Meet all requirements in the Bluffdale City Police Officer job description.

#### WORK ENVIRONMENT

Tasks require a variety of administrative and police activities, which include office and street related functions such as writing, organizing, managing, running, waking, standing, stopping, sitting, pushing, pulling, and reaching. Essential functions require talking, hearing, seeing, and common eye, hand, and finger dexterity.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements, knowledge, skills, and abilities. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# *Bluffdale City*

## Job Description

<b>Title:</b>	Engineer I	<b>Code:</b>
<b>Division:</b>	Engineering	<b>Effective Date:</b>
<b>Department:</b>	Engineering	<b>Last Revised:</b>

### GENERAL PURPOSE

Performs a variety of **professional** duties related to planning, organizing, directing, and controlling the design, development, and construction of city infrastructure. Assists in monitoring compliance with various engineering standards and expediting the delivery of engineering services. Assists in the preparation, review, and maintenance of engineering documents, reports and information.

### SUPERVISION RECEIVED

Works under the general supervision of the City Engineer.

### SUPERVISION EXERCISED

Provides supervision and direction to departmental staff on a project-by-project basis or as assigned.

### ESSENTIAL FUNCTIONS

Assists in planning, organizing, coordinating, and directing operations and activities such as project design, management and construction administration, related to culinary water, secondary water, waste water, storm drain, streets, curbs and gutters, traffic engineering, and other public works projects affected by private development and city capital improvement projects (CIP); recommends project priorities; prepares engineering reviews and reports for proposed projects and developments.

Assists in assuring all projects and programs comply with established Utah Code, City Ordinance, and generally accepted engineering standards.

As assigned, participates in pre-project meetings with developers, contractors, architects, ect., as needed to inform and educate regarding city standards and project expectations; assesses proposals and makes recommendations in relation to city general plan.

Monitors progress of contract projects; provides quality assurance review of various stages of project completion; as assigned, initiates corrective action and change orders as needed to maintain established local, county, and federal standards.

Assists in reviewing and approving engineered plans and specifications for public improvements, subdivisions, and planned business development; determines plan compliance with codes and standards; provides professional engineers stamp for in-house design projects and incurs personal professional liability per Utah Code; approves all city plats for conformity with survey requirements, City Ordinance, and Utah Code.

Assists In providing direction and overseeing City Surveyor's work in meeting survey needs for city projects and in providing overview to other survey works within city limits.

As assigned, assures that all ordinances, resolutions, and orders of the City Council relating to engineering projects are carried into effect; performs work in coordination with federal, state, and county agencies related to various public works projects as may be required to meet applicable laws, codes, standards, and grant obligations.

Assures timely and accurate maintenance of city mapping system; utilizes CAD/GIS technology to document city infrastructure, i.e., water system, addressing, signalization system, zoning districts, ect.

Assists in monitoring departmental safety practices and procedures as department safety coordinator; conducts departmental safety training to assure compliance with OSHA, USHA, and city safety regulations.

Insures adherence with established standards and work plans, processes and procedures; coordinates legal activities and requirements; prepares change orders; monitors consultant activities and work to assure compliance with standards and contract specifications; assures timely completion; conducts and coordinates project inspections.

Participates in the development and maintenance of city Flood Control program; serves as liaison with federal, state, county, and local jurisdictions; represent s the city as staff to various commissions and taskforces; prepares various reports, projections, and evaluations as required; provides input to City Council and committees as required.

Reviews public works project site plans to determine compliance with established public works policies, rules, regulations, ordinances, ect.; performs periodic public works inspections to assure compliance with material specifications.

Performs other duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from college with a bachelor's degree in civil engineering;

**AND**

  - B. Five (5) years of progressively responsible experience directly related to above duties.

**OR**

  - C. An equivalent combination of education and experience needed for available position.
2. Knowledge, Skills and Abilities:

**Working Knowledge of** Computerized engineering systems and instruments (CAD) and related peripheral equipment including Geographical Information Systems (GIS); software; civil engineering methods, principles and practices; construction methods and materials common to public works projects; uniform building coedes, planning and zoning, codes, engineering standards and codes; technical and practical design of public works systems; principles and practices of supervision and worker motivation; interpersonal communication skills; the use of a variety of technical engineering equipment; political and governmental processes affecting engineering program management.

**Skill** in the art of diplomacy and cooperative problem solving.

**Ability to** Communicate effectively verbally and in writing; read and interpret plans and specifications, visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

#### SPECIAL QUALIFICATIONS

Must be within one year of becoming a licensed **Professional Engineer (PE)**.

#### WORK ENVIRONMENT

Tasks require a variety of physical activites not generall involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting,

reaching, ect. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problems solving. Periodic travel required in course of performing portions of job functions

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_