

ORDINANCE #96-20

AN ORDINANCE AMENDING THE ORDINANCE ADOPTING A PERSONNEL POLICY FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA.

THAT WHEREAS, the Village Council adopted a Personnel Policy Ordinance on September 17, 1984, which included a Personnel Classification Plan and a Personnel Pay Plan; and

WHEREAS, changes in organization must be made as personnel needs of the Village change;

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina, in regular session assembled this 19th day of August, 1996, as follows:

SECTION 1. That Appendix A of the Village of Pinehurst Personnel Policy is hereby amended as follows:

- (1) The position of Laborer I - Harness Track Attachment #1.
- (2) The position of Laborer II - Harness Track, Attachment #2.
- (3) The position of Laborer III - Harness Track, Attachment #3.
- (4) The position of Laborer I - Streets & Grounds/Sanitation, Attachment #4.
- (5) The position of Laborer II - Streets & Grounds/Sanitation, Attachment #5.
- (6) The position of Laborer III - Streets & Grounds/Sanitation, Attachment #6.
- (7) The position of Equipment Operator/Streets & Grounds, Attachment #7.
- (8) The position of Foreman - Public Works/Sanitation, Attachment #8.
- (9) The position of Administrative Assistant, Planning and Inspections Department, Attachment #9.

SECTION 2. That Appendix B, subsection entitled "Allocation of Positions to Salary Grades" be amended to add the following:

Allocations of Positions to Salary Grades

<u>Salary Grade</u>	<u>Salary Range</u>	<u>Position Title</u>
1	\$12,982 - \$17,472	Laborer I - Harness Track
2	\$14,620 - \$19,676	Laborer II - Harness Track
3	\$16,000 - \$21,533	Laborer III - Harness Track
1	\$12,982 - \$17,472	Laborer I - Streets & Grounds/Sanitation
2	\$14,720 - \$19,676	Laborer II - Streets & Grounds/Sanitation
3	\$16,000 - \$21,533	Laborer III - Streets & Grounds/Sanitation
4	\$17,398 - \$23,415	Equipment Operator/Streets & Grounds
4	\$17,398 - \$23,415	Foreman -Public Works/Sanitation
5	\$19,182 - \$25,816	Administrative Assistant, Planning and Inspections Department

SECTION 3. That all Personnel Classification Plan revisions and Pay Plan revisions in conflict herewith, are superseded by this Ordinance, effective upon the adoption of this ordinance.

SECTION 4. That this Ordinance shall be in full force and effect from and after the date of its adoption.

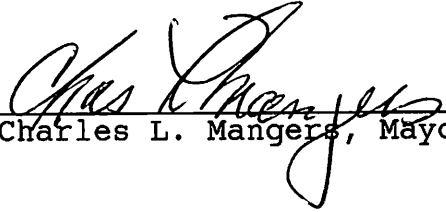
Adopted this 19th day of August, 1996.

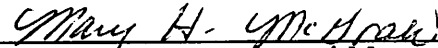
(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL


Attest:

By:


Charles L. Mangers, Mayor


Mary H. McGraw, Village Clerk

Approved as to form:


John B. Clayton, Village Attorney

(Non-Exempt)
CLASS TITLE: LABORER I - HARNESS TRACK

CLASS CODE :
SALARY GRADE: 1

PURPOSE OF CLASS: Under general supervision of the Training Track Property Manager, performs un-skilled duties in the maintenance and operation of the Training Track Facility and associated grounds.

EXAMPLES OF TASKS PERFORMED WITHIN CLASS: Maintains the 1/2, 5/8, and one mile tracks. Maintains Training Track Division equipment. Maintains structures and facilities at the Training Track.

PRIMARY TASKS: Maintains tracks and grounds on a routine basis by cutting grass, raking, and keeping paper and other refuse off of the ground. Assists in manure removal. Maintains track surfaces, and prepares surfaces for daily training. Maintains facility structures by painting, replacing boards, electrical and plumbing repairs. Installs new equipment when needed, and assists in maintenance of existing equipment. Maintains and prepares grounds and facilities for special events. Performs related duties as required.

EQUIPMENT OPERATED: Automobile, pick-up truck, water wagon, dump truck, medium-size tractor with front-end loader.

WORKING CONDITIONS: Work involves exposure to inclement weather conditions and normal hazards of equipment in operation; work involves light to strenuous physical activity including pulling, climbing, crawling, and other light to heavy physical work.

EDUCATION: High school education or GED.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of tools and work procedures utilized in maintenance, repair and operation of track equipment. Working knowledge of hazards involved and safety precautions necessary for maintenance and repairs of track. Ability to follow oral and written instructions. Ability to perform heavy manual labor.

SPECIAL REQUIREMENTS: Possession of a valid North Carolina Driver's License.

(Non-Exempt)
CLASS TITLE: LABORER II - HARNESS TRACK

CLASS CODE :
SALARY GRADE: 2

PURPOSE OF CLASS: Under general supervision of the Training Track Property Manager, performs un-skilled manual labor tasks and functions; performs other duties as required.

EXAMPLES OF TASKS PERFORMED WITHIN CLASS:

PRIMARY TASKS: Maintain track and associated grounds. Duties include daily preparation of track surface, mowing, raking, litter pick-up, etc. Maintains facilities by sweeping, washing, painting, manure removal, reclaying; repairs equipment and facilities. Performs related duties as required.

EQUIPMENT OPERATED: Automobile, pick-up truck, dump truck, water wagon, medium-size tractor with front-end loader, adding machine and calculator.

WORKING CONDITIONS: Work involves exposure to inclement weather conditions and normal hazards of equipment in operation; work involves light to strenuous physical activity including pulling, climbing, crawling, and other light to heavy physical work.

EDUCATION AND EXPERIENCE: Graduation from an accredited high school or GED. Ability to read and write. Minimum of two years experience as a maintenance worker.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to give and follow oral and written instructions. Working knowledge of tools and work procedures utilized in maintenance, repair and preparation of training track and associated facilities and grounds. Working knowledge of hazards involved and precautions necessary for maintenance, repairs and preparation of training track and associated facilities and grounds. Ability to perform heavy manual labor.

SPECIAL REQUIREMENTS: Possession of valid North Carolina Driver's License.

(Non-Exempt)
CLASS TITLE: LABORER III - HARNESS TRACK

ATTACHMENT #3
CLASS CODE :
SALARY GRADE: 3

PURPOSE OF CLASS: Under general supervision of the Training Track Property Manager, performs skilled manual labor tasks and functions; performs other duties as required.

EXAMPLES OF TASKS PERFORMED WITHIN CLASS:

PRIMARY TASKS: Maintain track and associated grounds. Duties include daily preparation of track surface, mowing, raking, litter pick-up, etc. Maintains facilities by sweeping, washing, painting, manure removal, reclaying; repairs equipment and facilities. Performs related duties as required.

EQUIPMENT OPERATED: Automobile, pick-up truck, dump truck, water wagon, medium-size tractor with front-end loader, adding machine and calculator.

WORKING CONDITIONS: Work involves exposure to inclement weather conditions and normal hazards of equipment in operation; work involves light to strenuous physical activity including pulling, climbing, crawling, and other light to heavy physical work.

EDUCATION AND EXPERIENCE: Graduation from an accredited high school or GED. Ability to read and write. Minimum of two years experience as a maintenance worker.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to give and follow oral and written instructions. Working knowledge of tools and work procedures utilized in maintenance, repair and preparation of training track and associated facilities and grounds. Working knowledge of hazards involved and precautions necessary for maintenance, repairs and preparation of training track and associated facilities and grounds. Ability to perform heavy manual labor.

SPECIAL REQUIREMENTS: Possession of valid North Carolina Commercial Driver's License.

(Non-Exempt) CLASS CODE:
SALARY GRADE: 9
AMENDED SALARY GRADE: 1

CLASS TITLE: LABORER I - STREETS AND GROUNDS/SANITATION

PURPOSE OF CLASS: Under immediate to general supervision, performs un-skilled manual labor tasks and functions; performs other duties as required.

EXAMPLES OF TASKS PERFORMED WITHIN CLASS: (Any one position may not include all of the tasks listed, nor do the examples necessarily include all of the tasks performed).

Primary Tasks: Performs a variety of un-skilled tasks involved in the collection of Village garbage and trash; repairs streets, sidewalks, and driveways; builds or sets forms for curbs, gutters and sidewalks; removes damaged sections of pavement, fills holes with patching materials, tamps or rolls patches, prepares street materials for resurfacing projects; fills and trims pouring cuts; assists in building catch basins, manholes; mows grass, trims shrubbery, cleans rights-of-way and other municipal property; performs numerous seasonal maintenance functions; performs various building cleaning responsibilities; changes light bulbs, maintains buildings and facilities; performs semi-skilled building maintenance, carpentry, painting, and masonry tasks; performs unskilled laborer tasks as required; operates garbage trucks, power tools, mowers, tractors, utility vehicles, performs minor maintenance and cleaning on assigned equipment; performs other work as assigned.

Equipment Operated: Garbage trucks, various hand tools, weed-eater, jackhammer, mowers, air compressor, tractors, painting equipment, cleaning equipment, rakes, shovels, and other specific equipment associated with area of assigned responsibility; operates crew vehicles on a limited or relief basis.

Working Conditions: Work involves considerable bending, climbing, walking, lifting, and light to heavy physical activity; exposure to inclement weather; some personal safety hazards involved in work.

QUALIFICATIONS OF CLASS:

Education: Graduation from an accredited high school or GED. Ability to read and write.

Experience: Some experience in the assigned area of responsibility; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Working knowledge of standard practices, materials, tools, and equipment utilized in the area of assigned work; working knowledge of work hazards and applicable safety precautions associated with area of assigned work.

Special Requirements: Possession of a valid North Carolina driver's license to operate the above equipment.

(Non-Exempt) CLASS CODE:
SALARY GRADE: 12
AMENDED SALARY GRADE: 2

CLASS TITLE: LABORER II - STREETS AND GROUNDS/SANITATION

PURPOSE OF CLASS: Under immediate to general supervision, performs semi-skilled manual labor tasks and functions; performs other duties as required.

EXAMPLES OF TASKS PERFORMED WITHIN CLASS: (Any one position may not include all of the tasks listed, nor do the examples necessarily include all of the tasks performed).

Primary Tasks: Performs a variety of semi-skilled tasks involved in the collection of Village garbage and trash; repairs streets, sidewalks, and driveways; builds or sets forms for curbs, gutters and sidewalks; removes damaged sections of pavement, fills holes with patching materials, tamps or rolls patches, prepares street materials for resurfacing projects; fills and trims pouring cuts; assists in building catch basins, manholes; mows grass, trims shrubbery, cleans rights-of-way and other municipal property; performs numerous seasonal maintenance functions; performs various building cleaning responsibilities; changes light bulbs, maintains buildings and facilities; performs semi-skilled building maintenance, carpentry, painting, and masonry tasks; performs unskilled laborer tasks as required; operates garbage trucks, power tools, mowers, tractors, utility vehicles, performs minor maintenance and cleaning on assigned equipment; performs other work as assigned.

Equipment Operated: Garbage trucks, various hand tools, weed-eater, jackhammer, mowers, air compressor, tractors, painting equipment, cleaning equipment, rakes, shovels, and other specific equipment associated with area of assigned responsibility; operates crew vehicles on a limited or relief basis.

Working Conditions: Work involves considerable bending, climbing, walking, lifting, and light to heavy physical activity; exposure to inclement weather; some personal safety hazards involved in work.

QUALIFICATIONS OF CLASS:

Education: Graduation from an accredited high school or GED. Ability to read and write.

Experience: Two years experience in the assigned area of responsibility; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Working knowledge of standard practices, materials, tools, and equipment utilized in the area of assigned work; working knowledge of work hazards and applicable safety precautions associated with area of assigned work.

Special Requirements: Possession of a valid North Carolina driver's license to operate the above equipment.

(Non-Exempt) CLASS CODE:
SALARY GRADE: 12
AMENDED SALARY GRADE: 3

CLASS TITLE: LABORER III - STREETS AND GROUNDS/SANITATION

PURPOSE OF CLASS: Under immediate to general supervision, performs skilled manual labor tasks and functions; performs other duties as required.

EXAMPLES OF TASKS PERFORMED WITHIN CLASS: (Any one position may not include all of the tasks listed, nor do the examples necessarily include all of the tasks performed).

Primary Tasks: Performs a variety of skilled tasks involved in the collection of Village garbage and trash; repairs streets, sidewalks, and driveways; builds or sets forms for curbs, gutters and sidewalks; removes damaged sections of pavement, fills holes with patching materials, tamps or rolls patches, prepares street materials for resurfacing projects; fills and trims pouring cuts; assists in building catch basins, manholes; mows grass, trims shrubbery, cleans rights-of-way and other municipal property; performs numerous seasonal maintenance functions; performs various building cleaning responsibilities; changes light bulbs, maintains buildings and facilities; performs semi-skilled building maintenance, carpentry, painting, and masonry tasks; performs unskilled laborer tasks as required; operates garbage trucks, power tools, mowers, tractors, utility vehicles, performs minor maintenance and cleaning on assigned equipment; performs other work as assigned.

Equipment Operated: Garbage trucks, various hand tools, weed-eater, jackhammer, mowers, air compressor, tractors, painting equipment, cleaning equipment, rakes, shovels, and other specific equipment associated with area of assigned responsibility; operates crew vehicles on a limited or relief basis.

Working Conditions: Work involves considerable bending, climbing, walking, lifting, and light to heavy physical activity; exposure to inclement weather; some personal safety hazards involved in work.

QUALIFICATIONS OF CLASS:

Education: Graduation from an accredited high school or GED. Ability to read and write.

Experience: Two years experience in the assigned area of responsibility; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Working knowledge of standard practices, materials, tools, and equipment utilized in the area of assigned work; working knowledge of work hazards and applicable safety precautions associated with area of assigned work.

Special Requirements: Possession of a valid North Carolina commercial driver's license to operate the above equipment.

CLASS CODE: 44
 SALARY GRADE: 12
 AMENDED SALARY GRADE: 4

(Non-Exempt)

CLASS TITLE: Equipment Operator/Streets and Grounds

PURPOSE OF CLASS: Under general supervision, operates a variety of medium to heavy types of construction equipment requiring a moderate to high level of skill and competence; performs related duties as required.

EXAMPLES OF TASKS PERFORMED WITHIN CLASS: (Any one position may not include all of the tasks listed, nor do the examples necessarily include all of the tasks performed).

Primary Tasks: Operates bulldozer and front-end loader in general construction and clearing work; operates motor grader in the fine blading of streets; operates backhoe in the removal of broken sidewalks, driveways, and curb and gutter, operates backhoe in the ditching and laying of pipe; operates a front-end loader for loading trucks with dirt, stone, stumps or logs, and for cutting ditches; operates a bulldozer for back-filling ditches, piling stumps, dirt and gravel for loading, and pushing dirt for fills; may supervise work activities of a small group of laborers as required; participates in loading and moving of equipment; changes cables, blades, and attachments; services, and performs minor maintenance and repairs on equipment operated; performs other duties as assigned.

Equipment Operated: Pay loader, front-end loader, motor grader, bulldozer, backhoe and other medium to heavy construction equipment.

Working Conditions: Work involves general physical hazards of working with equipment in operation; exposure to inclement weather conditions; work involves lifting, crawling and climbing in performing both preventive maintenance and operation of the equipment.

QUALIFICATIONS OF CLASS:

Education: No specific requirements; position requires ability to read and write.

Experience: Considerable experience in the operation of heavy equipment, performing skilled heavy equipment work; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Thorough knowledge of the operation, maintenance, capabilities, and limitations of heavy construction equipment; thorough knowledge of the occupational hazards and proper safety precautions involved in the operation of heavy equipment; good knowledge of traffic laws, ordinances and regulations involved in operating heavy equipment.

Skill in manipulating the controls of complex construction equipment.

Ability to judge rough terrain and determine amount of cut and fill required to correctly alter variation to conform to desired construction design; ability to supervise subordinate personnel in construction activities; ability to perform skilled blade (grading) work; ability to interpret surveyor's information and grade stakes and to adjust grade accordingly; ability to make minor repairs to heavy equipment; ability to understand and follow oral and written instructions; ability to maintain effective working relationships with other employees.

Special Requirements: Possession of a valid North Carolina driver's license required to operate the above equipment.

CLASS CODE: 42

SALARY GRADE: 14

AMENDED SALARY GRADE: 4

(Non-Exempt)

CLASS TITLE: Foreman - Public Works/Sanitation

PURPOSE OF CLASS: Under general supervision, leads, supervises, directs and participates in the work of various labor crew operations to include street construction and maintenance, grounds maintenance, building maintenance and cleaning, landscaping and beautification; performs related work as required.

EXAMPLES OF TASKS PERFORMED WITHIN CLASS: (Any one position may not include all of the tasks listed, nor do the examples necessarily include all of the tasks performed).

Primary Tasks: Receives general and specific work projects, tasks, and directions from the Public Works Director; coordinates same with field operating personnel, assigns subordinate personnel (and equipment) to meet the requirements of the particular job/task; directs/leads in work project performance; inspects and monitors work operations to determine that work operations and work objectives are being met; operates field equipment/tools as required; instructs operating personnel in proper job and safety practices and procedures; may requisition materials and supplies; determines that equipment is maintained and operated properly and safely; reports to the Public Works Director on work accomplishment, work progress, work related problems; handles sensitive public contact on matters in a constructive and tactful manner; prepares time records and operating activity reports; performs other duties as required.

Equipment Operated: Various operating equipment as required in the particular area of assignment.

Working Conditions: Work involves exposure to inclement weather conditions and normal hazards of equipment in operation; work involves light to strenuous physical activity including pulling, climbing, crawling, and other light to heavy physical work.

QUALIFICATIONS OF CLASS:

Education: No particular requirements; position requires the ability to read and write; preferably graduation from an accredited high school.

Experience: Considerable experience in the particular area of assignment; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Considerable working knowledge of the methods, materials, tools, and equipment utilized in the particular area of assignment; good working knowledge of the work hazards and applicable safety standards associated with assigned projects and work activities.

Skill in the operation of assigned equipment/tools.[B16]
Ability to assign and supervise the work of subordinates and to instruct them in proper work and safety methods and procedures; ability to understand and follow oral and written instructions; ability to prepare basic operating reports; ability to establish and maintain effective working relationships with other employees and the general public.[B16]

Special Requirements: Possession of a valid North Carolina driver's license.

ATTACHMENT #9

CLASS CODE:
SALARY GRADE: 5

CLASS TITLE: Administrative Assistant, Planning and Inspections Department.

PURPOSE OF CLASS: Performs administrative duties for the Planning and Inspection Department in all related areas.

PRIMARY TASKS: Coordinates arrangements for Planning and Zoning Board, Board of Adjustment, and Community Appearance Commission meetings; notifies participants of times, dates, place; prepares agendas, custodian of public records pertaining to same Boards/Commissions including Pinehurst Development Ordinance; attends meetings; takes minutes. Assists with initial site plan review for construction and for planning and zoning matters. Coordinates initial interface for citizen complaints, inquiries and the Municipal Code, Zoning Ordinance and Appearance Committee concerns, Manages the Residential Assurance Fund. Supervises part time clerk, establishes work priorities and coordinates work assignments. Performs related duties as required.

Equipment Operated: Typewriter, calculator, word processor, automobile.

Working Conditions: Not Adverse.

Education: Prefer graduation from college or business school with courses in business administration, or a related field.

Experience: Experience in a municipal setting in dealing with the public, developers, and appointed officials in Planning and Inspection matters along with organizational and/or supervisory experience.

Knowledge, skills and abilities: Knowledge of all local ordinances and codes affecting Land Use. Ability to interact with public and deal tactfully with difficult people and situations. Ability to answer questions and direct citizens and developers/builders to the appropriate official and/or department. Ability to organize effectively and carry out a variety of functions in accordance with good administrative practices. Must be able to communicate effectively in both oral and written form.