Hot Topics for Tennessee cities and towns

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The 1998/99 MTAS Salary and Fringe Benefit Survey

by Richard L. Stokes
MTAS Municipal Human Resources Consultant

The MTAS annual salary and fringe benefit survey for 1998/99 is complete and shows salary increases for city employees grew at a rate slower than 1997/98. This report contains a summary of the findings as well as a means to request specific information. Pages 5 and 6 are request forms that you can send back to us for the specific salary and benefit information you need.

Salary information for the 1998/99 survey was gathered in five categories: (1) number of employees, (2) hours worked, (3) minimum salary, (4) maximum salary, and (5) FLSA status. In some instances, an employee may have held more than one position, such as a clerk-typist who also serves as a secretary. For these cases, respondents were asked to report the salary for the position in which the employee spends more than 50 percent of his or her time.

Some positions didn't apply to some cities. If the job description didn't closely fit the job for the employee, the respondents were asked to leave the category blank. A copy of the job descriptions used in the questionnaire accompanies this report and will be included with each request for salary and benefit information.

The Survey Results

Based on the submitted data, during the 1998/99 fiscal year salaries for employees of Tennessee cities and towns grew at a rate faster than the rate of inflation. A number of factors, including adjustments in compensation plans, salary adjustments, and eliminations and additions of positions, could be the reason for the increases. Other factors affecting the data could be the result of corrections made to previously reported misleading information or incorrect assumptions made during data entry.

Calculations in the survey were made by comparing average minimum and maximum salaries from one year to the next. The extent of change from one year to another was then determined.

The U.S. Bureau of Labor Statistics' Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed marketbasket of goods and services. The CPI for all urban consumers covers about 80 percent of the total population. It grew by 1.5 percent for cities in the South, while salaries of Tennessee cities grew by only 4.42 percent. On the national level, the CPI for all urban consumers showed the average rate of inflation as 1.6 percent. (*Summary Data for the Consumer Price Index News Release, January 1999.*)

The average minimum salary for all positions paid in 1998/99 was $25,092.84. The average minimum salaries changed in 1998/99 to 3.85 percent (from $24,333.98 to $25,092.84). The average maximum salary for all positions paid in 1998/99 was $31,186.16. The average maximum salaries change from 1997/98 to 1998/99 was 4.98 percent (from $30,024.30 to $31,186.16).

Changes in salary ranges by grand division showed East Tennessee cities outpacing Middle and West Tennessee. East Tennessee reported salary increases of 7.48 percent, compared to 3.68 percent in Middle Tennessee and 3.21 percent in West Tennessee.

Among individual positions, judges had the highest average increase over 1997/98 data, at 25.18 percent. This represented increases from the 1997/98 average minimum salary from $7,141 to $8,999 and 1997/98 maximum salary increase from $7,321 to $9,103. Significant increases were also reported for wastewater operators Grade IV (21.74 percent), head librarians (16.72 percent), mayors (12.95 percent), assistant fire chiefs (10.98 percent), fire marshals (10.5 percent), vice mayors (10.87 percent), and accountants (10.25 percent).

The largest salary *decrease* was for assistant city managers. Cities reported a decrease of about 7.55 percent (the statewide average minimum salary changed from $45,554 to $42,115; the statewide average maximum salary changed from $60,830 to $51,027). Decreases in statewide average salaries were also reported for administrative assistants (6.39 percent), public information officers (5.03 percent), purchasing agents (4.81 percent) and wastewater operators Grade II (4.76 percent).

The Salary Information

For regular users of our survey information, this document will look familiar. It's our attempt to get the most basic and most used information into the hands of Tennessee city officials in a faster and more economical manner. But if you need more detail, don't worry. MTAS gathered the same amount of information as in past years, and it's available quickly if you need it. In fact, data from the survey is entered into a database (MICROSOFT Access 97) and reports can be generated in the format you're used to from previous years.

MTAS received responses this year from 186 of the 347 Tennessee cities. This represents 53.8 percent of the total number of Tennessee cities. Of the total number of cities, 161 (or 46.2 percent) did not respond to the survey.

When we examine the response rates by grand division, we see some interesting developments. The response rate for Middle Tennessee cities (59.5 percent, or 75 of 126) outpaced East Tennessee (45.5 percent, or 50 of 110) and West Tennessee (51.8 percent, or 57 of 110) cities.

Response rates by population groups show the percentage of responses from population group I (4 of 4 responses, or 100 percent) grew at a greater rate than population group II (20 of 25 responses, or 80 percent). Population group VI contained the greater number of responders and the largest number of cities (90 of 200).

Benefit Information

MTAS also gathered extensive data on benefits of Tennessee municipal workers. A check mark or a number was all that was required to complete most of the benefit questions; however, space was provided for additional comments. Benefit data can be generated by tallying responses by grand division and statewide. Information about numbers of employees has been averaged and can be presented in the same manner.

Available by request is information on workweek hours, breaks, probationary periods, hours required for full benefits, longevity pay, cost-of-living increases, uniforms, moonlighting policies, health and dental insurance and deductibles, disability, holidays, vacations, sick leave, personal time, retirement, tuition reimbursement, drug testing, workers' compensation, credit unions, child-care assistance, deferred compensation, parking, and much, much more.

How to get More Information

We are capable of generating salary information based on populations. Population statistics used in the survey were obtained from the *1997-98 Directory of Tennessee Municipal Officials* as certified by the Tennessee Department of Economic and Community Development (1996).

The groupings are:

- Group 1 - populations with more than 100,000.
- Group 2 - populations between 15,000 and 99,999.
- Group 3 - populations between 8,000 and 14,999.
- Group 4 - populations between 4,000 and 7,999.
- Group 5 - populations between 2,000 and 3,999.
- Group 6 - populations with less than 2,000.

To understand the process of requesting additional salary or benefit information, you may need to understand a little about how the survey database is constructed. This will help you understand the constraints imposed on MTAS by the software used.

The database is divided into sections, called tables. Each table is associated with a particular section (topic) of the questionnaire cities completed and returned. There is a general table that contains statistical information about every city in the state. Included in this table is information about population, grand division, county, the contact person and telephone number, and the MTAS municipal management consultant serving the city. This table is what allows the computer to generate the rest of the reports.

Two tables are associated with the salary questionnaire. A title table contains a listing of the 65 benchmark positions (the listing appears on your request form). The salary table includes salary information for all positions in each of the seven job categories: (1) elective, (2) administrative, (3) professional, (4) clerical, (5) technical, (6) public safety, and (7) labor and trade.

The remaining tables are associated with the benefits portion of the questionnaire. The tables are: (1) staffing information, (2) hours, (3) salary payment policies, (4) employee insurance, (5) holidays, (6) leave, (7) other leave, (8) retirement benefits, and (9) other benefits. Some information on part-time employees is also available.

Individual reports may be tailored and generated exclusively for a requesting city. This gives you more control over what information you receive and how that information is presented to you. Examples of acceptable database requests are:

- city manager salary data for cities with populations between 15,000 and 25,000 in West Tennessee,
- all clerical salaries in population group 4,
- police chief salaries for Maryville, Hendersonville, Jackson, and Clarksville, or
- cities that pay less than 75 percent of their employees' insurance premiums.

Salary data is also available by geographical and statewide averages, counties, or by selected cities.

Use the forms provided on Pages 5 and 6 to prepare your information request(s). Just pull off and mail. Feel free to duplicate the forms as often as necessary. You may request as many reports as you need. All requests will be processed as they are received. For help formulating your request, for assistance in better-understanding the search and printing limitations, for other questions regarding the survey, or to get additional information, contact Richard L. Stokes, MTAS Municipal Human Resources Consultant, 226 Capitol Boulevard Building, Suite 402, Nashville, Tennessee, 37219, (615) 532-6827 or (615) 532-4956.

1998\99 SALARY SURVEY
DATA REQUEST FORM

The following form has been prepared to help you request information contained in the salary survey database. Should you have any questions about how to use the form, feel free to contact Richard L. Stokes in Nashville at (615) 532-6827.

NAME:_____

TITLE:_____

MAILING ADDRESS:_____

_____

Elective	Administration	Professional	Clerical	Technical	Public Safety	Labor
Mayor	City Manager	Finance Director	Admin Secretary	Chief Mechanic	Police Chief	Serviceman
Vice Mayor	Asst City Manager	Personnel Dir	Exec Secretary	Mechanic	Asst Police Chief	Lgt Equip Operator
Alderperson	Admin Assistant	Purchasing Agent	Secretary 1	Bldg Inspector	Police Captain	Hvy Equip Operator
Judge	City Recorder	Public Works Dir	Clerk-Typist	Water Plant Oper II	Police Sergeant	Meter Reader
	City Attorney	Utilities Manager	Account Clerk	Water Plant Oper III	Detective	Building Maintenance
	City Court Clerk	City Engineer	Sr Account Clerk	Water Plant Oper IV	Police Officer	Sanitation Foreman
		City Planner		WWater Plant Oper II	Police Lieutenant	Sanitation Worker
		Accountant		WWater Plant Oper III	Fire Chief	Street Foreman
		Parks Director		WWater Plant Oper IV	Assistant Fire Chief	Street Worker
		Head Librarian		Laboratory Technician	Fire Captain	Utility Worker
		Risk Manager			Fire Marshal	
		Public Info Officer			Fire Lieutenant	
		WWater Plant Mgr			Fire Driver	
					Firefighter	
					Dispatcher	
					Dir of Public Safety	

GENERATE A REPORT FROM _____ (TABLE/TABLES)

INCLUDE: _____ (POSITIONS) ****NOTE**** YOU MAY REQUEST ALL POSITIONS

_____

_____

SORTED BY:

1. POPULATION - BETWEEN _____ AND _____ OR
2. POPULATION GROUP - _____ (I - VI or all) AND/OR
3. GRAND DIVISION - _____ (E, M, W, or ALL)

1998/99 BENEFIT SURVEY
DATA REQUEST FORM

The following form has been prepared to help you request information contained in the salary survey database. Should you have any questions about how to use the form, feel free to contact Richard L. Stokes in Nashville at (615) 532-6827.

NAME:_____

TITLE:_____

MAILING ADDRESS:_____

_____

Staff/Hours	Salary	Insurance	Holidays	Leave	Other Leave	Retirement	Benefits
Total # Emp	Longevity	Health Coverage	Total # Days	Vacation Lv	Use Sick Leave	Retirement Program	% Payroll
Dept Totals	% COLA	% Premium	New Years Eve	Carryover - VL	Use Vac Leave	TCRS	Tuition Reimburse
Pers Cost	Uniforms	Deductible	New Years	Cash-in - VL	Use LWOP	Early Retirement	Physical Exam
Hours Worked	Allowance	Deduct Amount	Memorial Day	Vacation Wait	Jury Duty	Vesting	Drug Testing
Fire Cycle	Sup Uniforms	Pre-certification	ML King Day	Sick Leave	Jury Check	# Years	Worker Comp
Police Cycle	Paydays	Elected Officials	Columbus Day	# Sick Days		Insurance Over 65	Travel
Shifts	Wages	% Premium	Washington BD	Public Safety		% Premium	Parking
Weekends	Second Job	Family Coverage	President's Day	Waiting		Insurance Under 65	Counseling
Holidays		% Premium	July 4th	Wait Length		% Premium	Credit Union
Lunch		Waiting	Labor Day	Carry-over - SL		Retirement Credit	Savings
Paid Breaks		Major Medical	Good Friday	Cash-in - SL		# Days Credit	Deferred Comp
Policy Manual		Maximum Amt	Thanksgiving	Sick LV Abuse			Bond Insurance
Probation		Alternate Cov	Day Aft Thkgvg				Xmas Bonus
		Dental Insurance	Veterans Day				Separation Pay
Part-Time		Life Insurance	Xmas Eve				EAP
Prorated Ben		Coverage	Xmas Day				Well Program
Hours PT Ben		% Premium	Employee BD				Child Care
Hours FT Ben		Added Coverage	Other Days				Mileage
		Disability Ins	Holiday Pay				Food
			Cash-in				Tools
							Awards

GENERATE A REPORT FROM _____ (TABLE/TABLES)

SORTED BY:

1. POPULATION - BETWEEN_____ AND _____ OR
2. POPULATION GROUP - _____ (I - VI or all) AND/OR
3. GRAND DIVISION - _____ (E, M, W, or ALL)

DESCRIPTIONS OF POSITIONS IN 1998/99 SURVEY
ELECTED AND APPOINTED POSITIONS

Alderman/Commissioner/Councilmember
Judge
Mayor
Vice Mayor

ADMINISTRATIVE

ADMINISTRATIVE ASSISTANT - This position performs responsible administrative work involving the study and application of administrative systems, policies, procedures, and practices. He or she assists the city manager/administrator/mayor with day-to-day administrative duties. An employee in this position may also be responsible for special areas as assigned by the city manager/administrator/mayor.

ASSISTANT CITY MANAGER/ASSISTANT CITY ADMINISTRATOR - This position performs high-level administrative and management work and serves as the assistant to the city manager/administrator in carrying out the operations and activities necessary for the effective and efficient operation of the city.

CITY ATTORNEY - This position performs a variety of duties related to legal questions, problems, or cases. He or she prepares draft opinions or other kinds of legal work in areas such as claims, taxation, regulatory functions, licensing, and labor laws. In addition, the city attorney is expected to independently investigate the facts, search out precedents, define the legal issues, and draft all necessary documents and opinions.

CITY CLERK - This position is responsible for the recording and maintenance of official acts of the governing body. Work is performed in executing difficult typing and clerical duties. An employee in this position may also be required to assist the city recorder.

CITY MANAGER/CITY ADMINISTRATOR/CHIEF ADMINISTRATIVE OFFICER - This position is the appointed chief administrative officer of a political subdivision. Work is performed in planning, organizing, and directing all municipal operations.

CITY RECORDER - This position is responsible for maintaining, transcribing, and recording official acts of the governing body. He or she acts as the repository of all official documents, often serves as the chief financial officer and/or register of vital statistics, as well as acts as the custodian of the seal of the city.

CITY COURT CLERK - This position is under general supervision in executing difficult typing and clerical duties involving issuing warrants for city employees and private citizens in regard to violations of city ordinances; collecting fines on city ordinances, citations, and warrants; and keeping financial records regarding those funds. In addition, he or she maintains court records and minutes and keeps the court docket.

CLERICAL

ACCOUNT CLERK/BILLING CLERK/CASHIER - Work is performed in the maintenance of general books of accounts according to established accounting classifications and format. He or she assists in making adjustment entries and financial statements, collecting money, and reconciling statements.

ADMINISTRATIVE SECRETARY - This position serves as the secretary to a major department head of a municipality. Duties include opening and answering correspondence, handling complaints and referring them to the proper department, typing, taking shorthand or transcribing from a dictation machine, and familiarity with routine budget reports.

CLERK-TYPIST/GENERAL CLERK/RECEPTIONIST - This position performs clerical duties of limited scope. Duties include processing documents, keeping records, working with figures, operating simple office

machines (i.e., adding machine, calculator, typewriter, etc.), answering questions and directing callers to the proper departments, and contact with customers, suppliers, and other departments.

EXECUTIVE SECRETARY/SENIOR SECRETARY - This position works under direct supervision of the chief administrative official or mayor of a municipality, performing difficult, responsible, and confidential secretarial and administrative tasks. An employee in this position may also supervise personnel of lower classifications in the same work environment. Duties include typing, taking shorthand, handling routine complaints, and other routine clerical tasks.

SECRETARY I, SENIOR CLERK, SENIOR TYPIST - This position performs a variety of clerical and typing duties including typing rough copies of letters, tables, and reports; operating general office equipment; and interviewing the public on matters requiring the interpretation of routine policies and regulations. An employee in this position may also deal with the public in obtaining information related to the office function.

SENIOR ACCOUNTING CLERK/BOOKKEEPER/JUNIOR ACCOUNTANT - Work is performed in executing difficult clerical, accounting, or auditing work and/or supervising employees of lower classifications. He or she typically maintains sets of double-entry books, prepares financial statements, and operates independently with little direction.

LABOR AND TRADE

BUILDING MAINTENANCE WORKERS/BUILDING ENGINEERS - This position performs work in painting, carpentry, minor electrical, and plumbing and a variety of tasks related to building construction. An employee in this position is usually responsible for the efficient operation of a building heating system.

HEAVY EQUIPMENT OPERATOR/MOTOR EQUIPMENT OPERATOR II/CATERPILLAR DRIVER/TRUCK DRIVER - Work is performed in the operation of heavy equipment of more than four tons, such as road graders, bulldozers, backhoes, tractor-trailer trucks, large asphalt rollers, large hi-lifts, and heavy- load hydraulic sanitation equipment. This position may also act as lead person on a construction crew.

LIGHT EQUIPMENT OPERATOR/DRIVER/MOTOR EQUIPMENT OPERATOR I/TRUCK DRIVER - Work is performed in driving a variety of light equipment, such as small rollers, small dozers, bushhogs, and trucks with up to four tons in capacity. An employee in this position may also be required to perform manual labor.

METER READER - Work is performed in reading gas, water, or electrical meters and recording consumption. Duties also include checking to see that meters are functioning properly and reporting any defects.

SANITATION SUPERVISOR/REFUSE SUPERVISOR/REFUSE FOREMAN - This position supervises the collection of refuse, maintains contact with the public and refuse crews on complaints relating to garbage collection, and ensures the safe and efficient collection of refuse. An employee in this position may also be in charge of recycling efforts.

SANITATION WORKER/REFUSE COLLECTOR/REFUSE WORKER - This position is responsible for loading garbage/refuse on trucks, replacing cans and lids in proper places, washing and maintaining garbage trucks, and raking and collecting leaves. The worker may also help remove snow from streets; repair broken water mains and sewer lines; spray garbage cans, dump trucks, and standing water for mosquitoes and flies; or prepare and place bait for rodents.

STREET SUPERVISOR/STREET FOREMAN - Work is performed in the supervision, maintenance, and construction of streets and sidewalks. This position is responsible for supervising and directing semiskilled and unskilled workers engaged in the construction, maintenance, and repair of streets and storm drainage systems.

UTILITY WORKER/SERVICEMAN - This is skilled and supervisory work in the maintenance of city water distribution and sewage systems. An employee in this class is responsible for participating in a variety of semiskilled and skilled tasks in the location, installation, maintenance, and repair of water mains and sanitary sewers. This position is also required to work in other specialized areas that require knowledge of water system operations and plumbing and pipe-fitting practices.

STREET WORKER/LABORER - This position is responsible for performing maintenance and construction tasks. Work may include mowing street rights of way, digging ditches, or loading and unloading dirt, gravel, and other debris. The worker may also repair roads as part of a crew and clean and maintain equipment and tools.

PROFESSIONAL

ACCOUNTANT/INTERNAL AUDITOR - This is a professional accounting person who is responsible for the application of a complete financial management system, maintenance of important control accounts, preparation of regular and special financial analysis and reports, auditing of fiscal transactions, and the posting of journal entries to ledger accounts.

CITY ENGINEER - This position is responsible for directing the civil engineering activities of the municipality, including rendering technical engineering advice, preparing capital budgeting data for public works improvements, and conferring with the public concerning complaints and problems. He or she may design and approve plans and specifications for city construction contracts, maintain records and reports necessary for inspections and maintenance of city projects, as well as serve as the administrator of capital projects.

CITY PLANNER - This position is responsible for the assimilation and presentation of data related to the development of a master plan for such areas as economic development, resource utilization, street and highway construction, and parks, recreation, and cultural facilities. He or she formulates planning policies for vote by a planning commission or city council, as well as advises and directs studies on annexation, zoning, and subdivision regulations. The city planner is responsible for mapping of city streets in accordance with municipal policies and may supervise the community development function.

FINANCE DIRECTOR/TREASURER - (This may also be incorporated in the function of the city recorder.) Work is performed in supervising the overall financial management system of the municipality. This position is responsible for directing and coordinating budgeting, central accounting, and treasury management and assessing, billing, and collecting city revenues. He or she supervises the preparation of statements and reports on city financial affairs to administrative officials, the city commission, and the general public.

HEAD LIBRARIAN/LIBRARY DIRECTOR - This position is responsible for planning, organizing, and administering programs and procedures governing library services. He or she hires staff, provides readers with advisory and reference services, and interprets library objectives. Other duties include planning and organizing new activities and selecting, reviewing, and approving the acquisition of books, periodicals, and other materials.

PARK/RECREATION DIRECTOR - This position is responsible for planning, organizing, and directing the activities of municipal recreation, including playgrounds, centers, swimming pools, adult and youth recreation, and citywide recreational events. He or she may be in charge of maintenance of park facilities.

PERSONNEL DIRECTOR/PERSONNEL MANAGER/PERSONNEL OFFICER - Work is performed in administering the central personnel program for a municipality. This position is responsible for adherence to equal employment opportunity principles and the formulation of an affirmative action plan. He or she may confer with departmental officials, supervisors, and employees to establish or interpret personnel policies and procedures. Other duties include carrying out rules and regulations concerning placement, transfer, training, performance rating, promotion, discipline, discharges, and related personnel transactions, as well as assisting in the preparation of the budget.

PURCHASING AGENT/PURCHASING OFFICER/BUYER - This employee performs technical work involved in the large scale processing of a wide range of materials, supplies, and equipment. He or she contracts with vendors; drafts specifications for all major commodities; prepares bid advertisements; maintains files of current catalogues, specifications, vendors, and history of purchases; and sells condemned city property. The position requires thorough knowledge of business methods, market and purchasing practices, and laws related to public purchasing.

PUBLIC INFORMATION/PUBLIC RELATIONS OFFICER - This position is responsible for a variety of informational and public relations tasks. He or she prepares and disseminates reliable information to the public and news media on services and functions performed by the city.

PUBLIC WORKS DIRECTOR/SUPERINTENDENT OF PUBLIC WORKS/SUPERINTENDENT OF STREETS AND SANITATION - This position is responsible for planning, organizing, and directing the overall activities of the public works department. General supervision usually encompasses street maintenance, sanitation collection and disposal, parks and recreation, and fleet management and often includes capital projects, utilities, code enforcement, planning and zoning, and stormwater works.

RISK MANAGER - This position is responsible for risk management and loss prevention programs for the city, including management of insurance programs, claims, and settlement handling. An employee in this position may also be responsible for safety programs.

UTILITY MANAGER - This position is responsible for administrative and professional engineering work in the direction of municipal gas, water and sewer, streets, and/or sanitation departments. Responsibilities include the planning, directing, and controlling of all phases of city utility operations, the operation and maintenance of existing facilities, and the development of recommendations as to changes in the rate structure.

WATER PLANT MANAGER/WASTEWATER PLANT MANAGER - This position is responsible for gener supervision over all water and wastewater departments of the city, including the technical and supervisory work related to the operations and activities of the municipal water/wastewater treatment plant and laboratory.

PUBLIC SAFETY

ASSISTANT FIRE CHIEF - An employee in this position assists the fire chief in planning, directing, and controlling the activities of the fire department. Other duties include assisting in the coordination of formal and on-the-job training programs for recruits.

ASSISTANT POLICE CHIEF - An employee in this position assists the chief in directing, planning, and organizing the activities of the municipal police department. He or she performs administrative activities for the department, including records, payroll, and annual budget estimates.

DETECTIVE - This position requires the ability to act independently and to meet the public as a representative of the police department. He or she conducts specialized investigations of criminal offenses using considerable discretion and applying specialized knowledge and abilities. An employee in this position does not usually wear a police uniform.

DISPATCHER/RADIO OPERATOR/CIVILIAN COMMUNICATIONS OPERATOR - This position is responsible for receiving and transmitting routine and emergency messages pertaining to arrests, accidents, fires, stolen property, and/or other law enforcement or fire emergencies by radio and telephone. Duties include maintaining a log on all radio messages received or transmitted as required by the FCC and the department. Responsibilities may also include the operation of a computer terminal.

FIRE CAPTAIN - This position directs the activities of an entire shift of firefighters and is responsible for several stations or a small group of fire stations in a large municipality. In addition, he or she serves as a training officer or a fire prevention officer.

FIRE CHIEF/DIRECTOR OF FIRE SERVICES - The position is responsible for planning, directing, and controlling the activities of the fire department, including the coordination of formal and on-the-job training programs for recruits and personnel development.

FIRE DRIVER/ENGINEER - An employee in this position is responsible for driving and operating fire apparatus or a given piece of equipment. He or she requires detailed knowledge of a municipality's streets and location of fire hydrants.

FIREFIGHTER - This is an entry-level firefighting position requiring mechanical ability, personal stability, and above-average health. An employee in this position performs skilled work in fighting fires and in the maintenance of firefighting equipment.

FIRE LIEUTENANT - This position performs and supervises firefighting work and is responsible for directing the activities of a firefighting unit.

FIRE MARSHAL/FIRE INSPECTOR/ARSON INVESTIGATOR - This position is responsible for conducting investigations of arson and suspected arson. Additional duties include conducting fire drills in commercial locations and school buildings, as well as investigating complaints and possible safety hazards in commercial and public locations. Responsibilities may also include organizing and directing an industrial safety program.

POLICE CAPTAIN - A captain acts as a staff officer who reports to a chief or assistant chief of police. He or she is responsible for planning, assigning, supervising, and participating in the programs and activities of a designated shift or tour of the uniform patrol, the bureau of identification and record, or of the detective, traffic, or juvenile division.

POLICE CHIEF/DIRECTOR OF POLICE SERVICES - This position is responsible for directing, planning, and organizing the activities of the municipality's police department. Duties include performing administrative activities of the department, including the records, payroll, and annual budget estimates.

POLICE LIEUTENANT - A lieutenant assists in planning, organizing, and directing the overall activities of the department. He or she may also have executive responsibility for the supervision of technical police work.

POLICE OFFICER - This is an entry-level police position. He or she performs general-duty police work in the prevention of crime and enforcement of laws, serves as a patrol officer in an assigned area, handles traffic control either on foot or as a motorcycle patrol officer, and may investigate crimes.

POLICE SERGEANT - A sergeant acts as a field officer who supervises the field activities of a particular work unit. Responsibilities include supervising general police work, conducting investigations of crimes and accidents, and protecting property, facilities, and citizens by law enforcement.

PUBLIC SAFETY DIRECTOR/CHIEF - This is a responsible administrative and professional position involving the planning, administration, and coordination of a municipal public safety program involving law enforcement, police patrol, fire prevention and control, and public contact work. Responsibilities include promoting the programs of the public safety department to various community organizations and the public, developing a reporting system necessary to evaluate the activities and programs of the department, directing police and firefighting strategies and operations, directing the effective handling of citizens' complaints, and coordinating the activities of the public safety department with other city departments.

TECHNICAL

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER - This position is responsible for administering and enforcing zoning, building, and other regulatory codes. He or she inspects construction, alterations, and repairs to houses and commercial buildings for conformity to structural safety regulations and requirements. Requirements usually include general knowledge of Southern Building Codes, city housing codes, and construction methods.

CHIEF MECHANIC/LEAD MECHANIC/GARAGE FOREMAN/SUPERVISOR/SHOP FOREMAN - This position supervises the work of gasoline and diesel vehicle repair performed by skilled and unskilled personnel. Duties include planning daily work programs, adjusting and readjusting schedules to meet fluctuations in maintenance needs, and maintaining records of completed work.

MECHANIC - This position maintains and repairs automobiles, construction equipment, tractors, and trucks with gasoline and/or diesel engines. Additional duties include painting, welding, and machine work incidental to completion of repair assignments.

WASTEWATER TREATMENT PLANT OPERATOR II - This position possesses a Grade II operator's license and performs a variety of tasks in the operation of a wastewater treatment plant, including regularly inspecting plant and equipment, collecting and storing samples, controlling the transfer of the volume of sewage, skimming scum and grease from settling tanks, maintaining shift logs, and recording meter and gauge readings.

WASTEWATER TREATMENT PLANT OPERATOR III - This position possesses a Grade III operator's license and performs skilled technical work in the operation of a wastewater treatment plant, including checking chemical feeders and chlorinators, collecting samples, observing and interpreting meter and gauge reading, and testing results to determine processing requirements.

WASTEWATER TREATMENT PLANT OPERATOR IV - This position possesses a Grade IV operator's license and performs skilled technical work in the operation of a wastewater treatment plant, including checking chemical feeders and chlorinators, collecting samples, observing and interpreting meter and gauge reading, and testing results to determine processing requirements. Additional responsibilities include supervising other operators and trainees of lesser classifications.

WATER TREATMENT PLANT OPERATOR II - This position possesses a Grade II operator's license and is responsible for the operation of water filters and chemical feeders. Duties include taking samples for laboratory analysis and reading and recording of meters at regular intervals. The work is supervised by a water plant Level III operator.

WATER TREATMENT PLANT OPERATOR III - This position possesses a Level III certificate and is responsible for the operation of water filters and chemical feeders used in the treatment of water. Duties may include the supervision of Grade I operators.

WATER TREATMENT PLANT OPERATOR IV - This position possesses a Level IV certificate and utilizes considerable latitude and independent action. Responsibilities include the supervision and operation of water filters and chemical feeders. This employee may serve as the chief water plant operator and may be required to supervise other operators.

WATER/WASTEWATER LAB TECHNICIAN - This position is responsible for making continuous chemical analyses of the municipal water supply and the wastewater treatment process. Tests are also made on stream and river water and on effluent from industrial plants.

Save and Post by our Phone

Municipal Technical Advisory Service

Knoxville (Headquarters)
Conference Center Building, Suite 120
The University of Tennessee
Knoxville 37996-4105
(423) 974-0411
Fax (423) 974-0423



Johnson City
3119 Bristol Highway, Suite 302
Johnson City 37601
(423) 854-9882
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Nashville
226 Capitol Blvd., Suite 402
Nashville 37219-1804
(615) 532-6827
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Jackson
605 Airways Blvd., Suite 109
Jackson 38301
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