

February 10, 2022

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, February 17, 2022
1:30 p.m., Council Chambers
County-City Building

AGENDA

ITEM 1: Approval of Minutes from the January 20, 2022 meeting.

ITEM 2: Request to create the following classifications:

CLASS

<u>CODE</u>	<u>CLASS TITLE</u>	<u>PAY RANGE</u>
3619	Public Health Epidemiologist III	A16 (\$74,609.60 - \$99,513.44)
5227	Utility Equipment Operator III	N53 (\$51,679.68 - \$64,053.60)

ITEM 3: Request to change the pay range of the following classification:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
5022	Solid Waste Operations Supervisor	A09 (\$53,017.12 - \$70,707.52)	A14 (\$67,672.80 - \$90,265.76)

ITEM 4: Request to revise, change the title and pay range of the following classification:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>	<u>CURRENT PAY RANGE</u>	<u>PROPOSED PAY RANGE</u>
5011	District Supervisor	Street Maintenance Superintendent	A12 (\$61,378.72 - \$81,866.72)	A14 (\$67,672.80 - \$90,265.76)

ITEM 5: Request to change the title and revise the following classifications:

<u>CLASS CODE</u>	<u>CURRENT CLASS TITLE</u>	<u>PROPOSED CLASS TITLE</u>	
1450	Information Services Manager	Chief Information Officer	(W04)
3623	Public Health Epidemiologist	Public Health Epidemiologist II	(A14)
3624	Assistant Public Health Epidemiologist	Public Health Epidemiologist I	(A11)

ITEM 6: Request to revise the following classifications:

CLASS

CODE

CLASS TITLE

1633	Administrative Officer	(A13)
2040	Safety and Training Specialist	(A13)
3001	Fire System Programmer	(A13)
3005	Firefighter-2912	(F01)
3032	Firefighter -2080	(F09)
3606	Public Health Epidemiology Supervisor	(M04)
5225	Utility Equipment Operator I	(N41)
5226	Utility Equipment Operator II	(N46)

ITEM 7: Miscellaneous Discussion

PC: City Clerk
Pat Lopez
Liz Elliott
David Engler
Melinda Jones

ACCOMMODATION NOTICE

The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402 441-7624 as soon as possible before the scheduled meeting date in order to make your request.

PUBLIC HEALTH EPIDEMIOLOGIST III

NATURE OF WORK

This is highly responsible professional, technical and supervisory work conducting advanced epidemiologist analytics, evaluation and consultative work in community health assessment, surveillance, detection and prevention of diseases, environmental exposures and injury.

Work involves responsibility for managing key projects and supervising a team of subordinate professional staff engaged in developing and conducting community health assessments and surveillance to monitor health status, environmental exposures and to identify trends or outbreaks of diseases or other adverse health events; providing data and information to reduce adverse health effects and propose evidence informed practices or policies to promote and protect public health; providing efficient and effective public health epidemiology assessment, surveillance and analytical services. Work requires considerable independent judgement and advanced knowledge of applied epidemiology for public health practice. Work is performed under general supervision from the Epidemiology Supervisor with work being reviewed in the form of conferences, reports submitted and results achieved.

EXAMPLES OF WORK PERFORMED

Acts for Public Health Epidemiology Supervisor in his/her absence.

Identifies public health problems pertinent to the community; develops and implements surveillance activities; investigates acute and chronic conditions or other adverse outcomes in the population; manages data from surveillance, investigations, or other sources; evaluate analysis of data, conclusions and interpretation.

Implements and provides leadership to quality improvement processes, innovative approaches to reach diverse and susceptible populations, and customer discovery initiatives.

Develops, prioritizes and implements strategies to achieve performance indicators, goals and objectives.

Plans, directs and manages epidemiologic studies and urgent outbreak investigations. Serves as lead for epidemiology on the Outbreak Response Team.

Manages the design and use of databases for analysis of health problems, environmental exposures, surveillance systems and instruments for the collection of surveillance information and data.

Leads the development and conduct of epidemiologic studies for community health planning and application of methods for advanced descriptive and comprehensive analyses of surveillance data.

Develops, implements and monitors organizational performance measures.

Provides technical assistance to communities and outside partners with respect to surveillance, performance measurement, data and evaluation; acts as liaison to outside data-generating entities to develop and maintain partnerships for sharing and using data.

Formulates policies, procedures and plans for epidemiologic analysis, assessment and data dissemination.

Selects, supervises and evaluates professional, technical and support staff.

Develops and provides presentations to the public, community groups and other entities.

Prepares grant applications and reports.

Staffs, develops and guides external advisory committees, task forces and community coalitions.

Participates in internal and external planning processes, evaluates public health implications from a holistic, big picture viewpoint, and ensures public health and environmental issues are addressed.

Participates in coordination of community planning and emergency response to potential and actual public health emergencies.

Provides technical support and acts as consultant for survey design and development, performance measure design and development.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the principles, practices and methodologies of epidemiology.

Extensive knowledge of principles of informatics, including data collection, processing and analysis support of epidemiologic practice.

Considerable knowledge of assessment and identification of public health problems in community.

Considerable understanding of culture, diversity, and inclusion.

Considerable knowledge of design for public health studies, investigations and evaluation.

Considerable knowledge of evidenced based approaches to lead and facilitate positive organizational and community change.

Ability to apply criteria thinking to determine whether a public health problem exists including validation and verification to the data and its completeness and accuracy.

Ability to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

Ability to use and follow ethical and legal principles in design and implementation of data collection, analysis and dissemination.

Ability to lead investigation of acute and chronic conditions or other adverse outcomes in the population.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's degree with major coursework in public health, epidemiology or biostatistics; plus four years of experience in public health epidemiology or any equivalent combination of training and experience that provides the desired knowledge, abilities and skills.

2/22

PS3619

UTILITY EQUIPMENT OPERATOR III

NATURE OF WORK

This is skilled work in the operation and maintenance of heavy equipment for use at a public landfill or acting as a crew leader with duties related to the construction, maintenance and repair of sanitary sewer collection systems.

Work involves responsibility for the skilled, safe and efficient operation of heavy-duty track-type bulldozers/loaders, waste compactors and motor graders used in the distribution, sorting, excavation, compaction and burying of solid refuse. Work also includes acting as crew leader in the operation of all equipment used in the construction, maintenance and repair of sanitary sewer collection and treatment systems or water supply and distribution systems. An employee working at landfill operates heavy-duty type of equipment as a regular assignment more than 80% of the working time and is responsible for daily and scheduled maintenance of the equipment as assigned. Supervision is received from a technical or administrative superior who assigns and may inspect work in progress or upon completion. An employee in this class shall demonstrate personal initiative and considerable independence in the performance of assigned duties and in responding to varying work situations including public needs/demands. An employee in this class will provide supervision and instruction, when assigned, over subordinate employees.

EXAMPLES OF WORK PERFORMED

Operates a heavy duty track-type bulldozer/loader, waste compactor, motor grader and related landfill equipment to distribute, sort, excavate, compact and bury solid refuse and demolition debris at a sanitary landfill; identifies and provides proper handling of hazardous and prohibited wastes per established procedures; completes scheduled and required safety, equipment and hazardous waste training sessions to maintain necessary licensure and to ensure awareness of the most recent information in waste handling, disposal and safety laws and procedures.

Operates jet flusher, dump truck, vacuum machine, vapo-rooter equipment, rodding equipment, and utility truck in connection with the cleaning and inspection of sanitary sewers and television inspection equipment; descends into sanitary sewer manholes or trench excavations.

Constructs and repairs sanitary sewers using tractor backhoe, dump truck, skid steer loader and utility truck; provides residential and commercial sewer service taps and abandonments; descends into sanitary sewer manholes or trench excavation.

Responds to customer complaints and service calls; assists in locating private and public wastewater lines for contractors and homeowners.

Communicates with other site personnel to ensure proper placement of disposed waste and refuse materials, to ensure safety of waste haulers, coworkers and equipment and to ensure accessibility of landfill traffic; contacts appropriate landfill personnel and advises waste haulers of non-compliant loads when necessary; coordinates site activity to ensure compliance with operating procedures during inclement weather conditions.

Ensures that daily and scheduled equipment maintenance is carried out including lubrication, preventative maintenance, and minor repair work; welds and fabricates metal to repair transfer station machinery and equipment; assists equipment service representatives in major repair work; completes required documentation including maintenance work logs, and load inspection reports.

Maintains detailed records of daily work activities in order to provide accurate accounting of labor, equipment and materials; responsible for accurate recording of asset management data.

Assists supervisor in performing yearly employee evaluations.

Responds to emergencies as required.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the operation and maintenance requirements of heavy equipment and machinery used in the operation of a landfill and recycling facility.

Considerable knowledge of the operating requirements of equipment used in the maintenance and repair of a sanitary sewer collection and treatment system or a water supply and distribution system.

Considerable knowledge of the wastewater mapping system and of the wastewater collectors and manholes numbering system.

Considerable knowledge of applicable safety measures and precautions used in equipment operation.

Knowledge of large-scale composting and recycling methods and practices.

Knowledge of proper waste compaction techniques, refuse cell construction and landfill sequencing practices.

Ability to safely operate heavy-duty equipment in all weather conditions and in close proximity to vehicle and pedestrian traffic.

Ability to exercise independent judgement and operate equipment skillfully, safely, and according to traffic laws and regulations.

Ability to detect needed repairs and to make necessary adjustments.

Ability to communicate effectively both orally and in writing.

Ability to understand and carry out oral and written instructions and to work independently in the performance of regular working duties.

Ability to exercise independent judgment and make decisions within the framework of general operational procedures and local, state and federal regulations.

Ability to establish and maintain effective working relationships with coworkers, customers, private contractors, other city departments and governmental agencies and the general public.

Skill in the operation of heavy equipment, machinery and related maintenance tools.

Ability to supervise and instruct subordinate employees.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and two years of experience as a Utility Equipment Operator II in the operation of heavy-duty equipment or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a motor vehicle is necessary to the satisfactory performance of assigned duties.

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement.

For employees in Wastewater, possession of a Pesticide Applicator Certification is necessary to the satisfactory performance of assigned duties.

2/22

PS5227

DISTRICT SUPERVISOR STREET MAINTENANCE SUPERINTENDENT

NATURE OF WORK

This is responsible technical, administrative and supervisory work in directing skilled and semi-skilled employees engaged in the operation and maintenance of citywide transportation and stormwater systems, the District maintenance, repair and cleaning activities of a street and storm water system.

~~Work involves responsibility for supervising various work projects of large scope and complexity. Supervision is exercised, through subordinate supervisors, over a number of crews consisting of skilled and unskilled workers and equipment operators. Duties include responsibility for organizing work schedules and for assuring the accuracy of functions performed by subordinates. An employee in this class is accountable for the training, welfare and professional development of all assigned subordinate employees. Work is usually performed with considerable independence under the general supervision of the Transportation Maintenance Manager with work being reviewed in the form of conferences, staff meetings, reports submitted and results achieved.~~

Work involves responsibility for assisting in the supervision and management of planning, assigning, and directing a number of crews engaged in emergency operations, construction, and environmental activities. Work includes organizing and directing emergency winter weather operations and roadway flooding response within an assigned area and overseeing citywide operations in the absence of the division manager. Work requires professional and technical knowledge of various means and methods related to operating and maintaining transportation and stormwater systems such as: incident command systems, contract management, preventative maintenance, construction and repair, and temporary traffic control and barricading, environmental compliance and ROW management. An employee in this class exercises considerable independence in developing and is responsible for implementing operational plans, programs, and strategies adopted for the division. Supervision is exercised through subordinate supervisors over a number of crews consisting of technical, skilled and professional development of all assigned subordinate employees. Work is performed under the general supervision of the Engineering Services Manager and is reviewed through conferences, completed projects, and results achieved through adherence to applicable emergency operating plans, procedures, and regulations. An employee of this class may assume the responsibilities of the division manager in their absence.

EXAMPLES OF WORK PERFORMED

~~Supervises the work of equipment operators and other subordinate employees in the excavating, leveling, building and shaping of roads according to designated grades; supervises a group of workers in the construction and repair of streets; supervises crews engaged in sweeping streets and removing trash from manholes, catch basins, and culverts.~~

Manages daily operations of district activities to ensure high levels of compliance with workplace safety, efficiency, productivity to all operating criteria.

Supervises and manages front line supervisors and skilled employees in the construction, maintenance, and repair of bridges, streets, and stormwater systems; excavating, building, and shaping of unpaved roads; street sweeping; and emergency weather responses.

Supervises and participates in developing, updating and implementing plans for rescue and recovery operations for natural or man-made emergency or disaster situations including snow removal, flood control, tornado cleanup, explosion, etc.

Coordinates personnel and equipment including emergency procurement of materials, supplies, equipment and workers from available sources.

Assists in the technical review and management of the division's operational programs such as emergency responses, construction and repair of bridges, streets, and stormwater systems, sanitation, ROW and environmental programs.

Assists in Capital Improvement Programs and operational budget recommendations and development.

Assists in developing and maintaining employee technical skills, proficiency, and safety training programs for subordinate staff.

Assists in supervision and management of professional services and support contracts.

Recommends facility design and operational modifications or changes; assists in equipment and material specification and professional service contract development and administration.

Coordinates and collaborates with other city departments and divisions regarding joint activities and efforts.

Investigates, responds to, and documents requests and complaints of accidents related to division operations or employees.

~~Supervises the maintenance of traffic engineering equipment; supervises the installation of traffic signs, painting of streets, traffic counting, and meter repair.~~

~~Plans and directs the snow removal program including material spreading, plowing, and removal of snow.~~

~~Helps to plan, organize, schedule, design, and review the work of subordinate operational personnel in functions of particular units; may act for supervisor in his/her absence.~~

~~Investigates complaints or accidents involving employees; writes reports; completes employee performance evaluations.~~

~~Supervises the weed control program; ensures that weeds are cut according to City ordinances, and that proper notices are mailed to property owners.~~

~~Supervises the work of skilled and semi-skilled subordinates in removing, grading, forming and placing concrete and its admixtures.~~

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the principles of management and organization, as well as modern training and research techniques, methods and practices.

Considerable knowledge of materials, methods, and techniques commonly used in construction and maintenance activities and particularly of those applying to the field of specialization.

~~Considerable knowledge of the operation and maintenance of street painting equipment, traffic counters and meter repair.~~

Ability to embody the Department Mission and professionally represent the City in public forums, conferences, and media.

Ability to plan, direct and supervise the work of contract, skilled, semi-skilled and unskilled personnel ~~subordinates~~ engaged in the maintenance and repair of ~~hard surfaced and non hard surfaced roads and storm water systems, bridges, paved and un-paved roads, and stormwater systems;~~ such as snow removal, flood response, street cleaning, right of way management, drainage maintenance, road repair and facilities maintenance.

Ability to lead, coordinate and supervise the work of a large number of subordinates performing varied functions connected to asset management ~~street maintenance~~ and to maintain a high level of discipline, productivity and morale.

Ability to develop and implement operational safety, health, emergency or other training programs to ensure employee proficiency, safety and productivity.

Ability to utilize computer technology and programs to prepare work orders and assignments for subordinate staff as well as manage public assets and infrastructure.

~~Ability to analyze a wide variety of complex problems and to coordinate resources to find a solution.~~

Ability to analyze complex administrative and technical problems and situations and to present appropriate facts and recommendations concisely in written and oral form.

Ability to interpret and apply rules, regulations, and policies in accordance with established precedent.

Ability to communicate clearly and effectively both orally and in writing, and to facilitate a healthy and productive work environment.

Ability to establish and maintain effective working relationships with subordinates, co-workers and the general public.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with college level course work in public or business administration, natural resources or environmental sciences, or civil, mechanical, construction or other engineering and two years of experience in a supervisory capacity; or any equivalent combination of

training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement.

Possession of a Nebraska City Street Superintendent, Class "B" license is required within one year of appointment.

~~Possession of a Supervisor's Certificate for the handling of asbestos containing material may be required for certain positions within this classification.~~

2/22

PS5011

CHIEF INFORMATION OFFICERINFORMATION SERVICES MANAGER

NATURE OF WORK

This is highly responsible administrative and professional work directing and coordinating the activities and operations of the Information Services Division for the City of Lincoln and Lancaster County.

Work involves responsibility for the development and coordination of divisional programs, policies and procedures and includes the supervision of subordinate personnel involved in a variety of information services activitiesdata-processing activities. Work also includes participating in the preparation and administration of the divisional budget; performing the full range of administrative responsibilities for the division; and workingconsulting with department heads as an advisor related to technologies that improve their efficiency and effectiveness, and other customers to determine the needs of various City and County departments in relation to data processing. Supervision is exercised over a staff of professional, technical and clerical personnel. Work is reviewed in the form of reports and effectiveness of services provided. This position reports to the Finance Director.

EXAMPLES OF WORK PERFORMED

Establishes, directs and administers systems used by the Information Services Division; directs and supervises work of subordinate personnel relating to the planning, development and coordination of the City's data management and technology systems.

Collaborates with the Executive Team to establish the City's technical vision and leads all aspects of the City's technological development.

WorksConsults with department heads as an advisor and other customers related to technologies that improve their efficiency and effectiveness, to determine ways to better utilize data processing systems to meet the needs of the various departments.

Plans, organizes, and directs, and controls the overall activities of technology city-wide, including the functions of systems development, support, wide area network, telephones, records and use of the Internet; stays up to date on the changing trends in IT, including cyber security; makes recommendations as to the applicability for City and County systems. all data processing activities.

Conducts research and case studies on leading edge technologies and makes determinations on the probability of implementation for both inward and outward facing initiatives.

Prepares budget recommendations for division and oversees the administration of division budget.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of management systems and techniques.

Considerable knowledge of the overall operation of municipal government.

Considerable knowledge of the principles, methods and practices of municipal finance and budget.

Considerable knowledge of organizational and administrative policies and procedures.

Knowledge of the standard methods and practices involved in operating a variety of data management and technology systems~~processing equipment~~.

Ability to plan, assign and coordinate the work of professional, technical and clerical personnel.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, customers and the general public.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four-year college or university supplemented by a Master's degree in business or public administration or related field with considerable knowledge of the principles of data processing and considerable experience in a responsible administrative or managerial capacity.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business or public administration or related field with knowledge of the principles of data management and technology systems plus processing and six years of experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

~~2/2211/89~~

~~Title Change: 8/96~~

~~Revised: 1/97~~

PS1450

PUBLIC HEALTH EPIDEMIOLOGIST II

NATURE OF WORK

This is ~~a highly~~ responsible technical and professional work conducting ~~advanced~~ epidemiologic analytics and consultative work in community health assessment, surveillance, detection and prevention of diseases, environmental exposure and injury.

Work involves participating and helping to facilitate a team of professional, technical and support staff engaged in developing and conducting community health assessments and surveillance to monitor health status, environmental exposures and to identify trends or outbreaks of diseases or other adverse health events; providing data and information to reduce adverse health effects and propose evidence informed practices or policies to promote and protect public health.; providing efficient and effective public health epidemiology assessment, surveillance and analytical services. Working collaboratively with epidemiologists, GIS analysts, surveillance analysts, investigators and other staff. Work requires ~~considerable~~ independent judgment and ~~advanced~~ knowledge of applied epidemiology for public health practice. ~~General supervision is received from~~ Work is performed under the general supervision of the Public Health Epidemiologist III or the Epidemiology Supervisor with work being reviewed in the form of conferences, reports submitted, and results achieved.

EXAMPLES OF WORK PERFORMED

Identifies public health problems pertinent to the community; conducts surveillance activities; investigates acute and chronic conditions or other adverse outcomes in the population; works with data from surveillance, investigations, or other sources; evaluates analysis of data, conclusions and interpretation.

~~Participates Implements~~ and ~~helps~~ provides leadership to quality improvement processes, innovative approaches to reach diverse and susceptible populations and customer discovery initiatives.

~~Participates in development, prioritization and implementation of~~ ~~Develops, prioritizes and implements~~ strategies to achieve performance indicators, goals and objectives.

~~Participates in epidemiologic studies and outbreak investigations. May participate on the Outbreak Response Team. Plans, directs and manages epidemiologic studies and urgent outbreak investigations; serves as lead for epidemiology on the Outbreak Response Team; fulfills epidemiology role in Incident Command System.~~

~~Participates in~~ ~~Manages~~ the design and use of databases for analysis of health problems, environmental exposures, surveillance systems and instruments for the collection of surveillance information and data.

~~Participates or~~ ~~Leads~~ the development of epidemiologic studies for community health planning and application of methods for advanced descriptive and comprehensive analyses of surveillance data.

~~Participates in developing, implementing and monitoring organizational performance measures. Develops, implements and monitors organizational performance measures.~~

Provides technical assistance to communities and outside partners with respect to surveillance, performance measurement, data and evaluation; acts as liaison to outside data-generating entities to develop and maintain partnerships for sharing and using data.

~~Assists in formulating~~Formulates policies, procedures and plans for epidemiologic analysis, assessment and data dissemination.

~~Participates in preparation of grant applications and reports. Assists in city and grant budget preparation and justification; provides fiscally responsible program oversight; monitors revenues, expenditures, staff time and activity.~~

~~Develops and provides presentations to the public, community groups and other entities. Coordinates presentations for and communications with the Mayor, City Council, County Board, Board of Health, Planning Commission, various committees and other entities.~~

Staffs, develops and guides external advisory committees and task forces.

Participates in internal and external planning processes, evaluates public health implications from a holistic, big picture viewpoint and ensures public health and environmental issues are addressed.

~~Coordinates the development and monitors implementation of policies and procedures.~~

Participates in coordination of community planning and emergency response to potential and actual public health emergencies.

Provides technical support and acts as consultant for evaluation of programs, survey design and development, performance measure design and development.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

~~Extensive-Kk~~ knowledge of sources of information, on disease incidents, recognized trends and vital event data by the state and the nation.

~~Thorough~~Considerable knowledge of the principles, practices and methodologies of epidemiology.

~~Thorough-Considerable~~ knowledge of the use of computers, database building and maintenance, and statistical analysis software such as SPSS and ~~SASEPHINFO~~, in the collection and analysis of data.

General knowledge of the principles and methods of public health agencies, government organization and sound practices of public administration.

Working knowledge of the factors that affect the availability and utilization of health services and cause changes in the health status of the community.

Ability to maintain accurate and detailed records.

Ability to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

Ability to consolidate information from a variety of sources and draw meaningful conclusions.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, co-workers, public officials and the community.

~~Skill in the use of microcomputers and skill in the use of a keyboard.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public health, epidemiology, biostatistics, research methods and behavioral sciences plus two years of experience in public health epidemiology~~epidemiologic investigations~~; or any equivalent combination of training and experience that provides the desired knowledge, abilities and skills.

~~NECESSARY SPECIAL REQUIREMENT~~

~~Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.~~

~~2/22~~12/19
PS3623

~~ASSISTANT~~ PUBLIC HEALTH EPIDEMIOLOGIST I

NATURE OF WORK

This is entry-level professional work in the collection and analysis of data regarding public health programs.

Work involves the performance of moderately difficult professional and technical work in epidemiology and biostatistics under the general supervision of a more experienced epidemiologist. Independent judgment is exercised in the application of professional techniques and principles to recurring problems that do not go beyond established rules, standards and policies. Supervision is received from the Public Health Epidemiologist III who reviews work through consultation and analysis of reports submitted.

EXAMPLES OF WORK PERFORMED

Performs moderately difficult and complex assignments in a wide variety of epidemiology and biostatistics work such as the preparation of project outlines, selection of data sources, report writing, survey preparation, or special research projects.

Gathers and correlates preliminary epidemiology data and information; assists in the analysis and interpretation of routine or moderately difficult data.

Prepares and distributes public health information which accurately assesses the health status of the citizens of Lancaster County.

Makes analyses, investigations and preliminary determinations and recommendations on current epidemiology problems, writes reports and correspondence pertaining to each phase of the work as assigned.

Researches and drafts policies, procedures and protocols for epidemiologic analysis, assessment and data dissemination.

Participates in coordination of community planning and emergency response to potential and actual public health emergencies, as directed by the Public Health Epidemiology Supervisor.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of research methodology and of standard sources and uses of epidemiology information.

Knowledge of the principles, practices and methodologies of epidemiology.

Knowledge of the use of computers, database building and maintenance, and statistical analysis software such as SPSS and ~~SASEPINFO~~ in the collection and analysis of data.

Ability to perform moderately difficult studies and investigations into matters pertaining to epidemiology, and to prepare reports of the particular features under study.

Ability to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

Ability to perform routine and moderately advanced professional work pertaining to epidemiology.

Ability to apply professional epidemiology principles, practices and techniques to a wide variety of routine and moderately advanced problems and assignments.

Ability to ~~lead~~^{supervise} a small group of technical employees engaged in routine epidemiology work.

Ability to establish and maintain effective working relationships with co-workers, government officials and the public.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four-year college or university with major coursework in public health, biostatistics, research methods and behavioral sciences plus experience in epidemiologic investigations.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public health or related science and ~~six months of~~^{some} experience in social research and statistics; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

8/992/22

PS3624

ADMINISTRATIVE OFFICER

NATURE OF WORK

This is responsible administrative work participating in the overall direction and coordination of departmental functions.

Work involves responsibility for facilitating departmental management by performing a variety of administrative duties in order to relieve the department head of designated administrative responsibilities. Work includes developing improved methods and procedures for department operation; developing improvements in administrative planning and organization, work flow, reporting structures and cost controls; participating in the preparation and administration of the budget; preparing and submitting a variety of statistical and operational reports; and conducting research on assigned subjects and preparing reports based on findings. An employee in this class may act for the department head as required. Work is performed independently with work being reviewed by an administrative superior in the form of written reports and results achieved. Supervision may be exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Examines existing departmental operations and recommends necessary improvements in administrative planning and organization, work flow, reporting structures and cost controls.

Develops and prepares the Department's annual operating budget; prepares and analyzes accounting and auditing reports and statements.

Compiles and calculates statistical data in the preparation and administration of the annual budget; reviews and approves routine budgetary expenditures.

Assists in the presentation of department budget to the Finance Department, Mayor and Elected Officials.

Coordinates, plans, develops and implements operating procedure for efficient and effective operations.

Assists the Director with a variety of administrative duties in the management of the Department.

Researches and develops policies; researches complaints and special assignments and provides information and reports as requested; responds to customer and citizen complaints.

Resolves routine departmental problems in accordance with established departmental policies and procedures.

Prepares and submits a variety of statistical and operational reports; conducts research on assigned subjects and prepares reports and makes recommendations based on findings.

Relieves department head of designated administrative duties pertaining to the operation of the department.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the principles of management and organization.

Considerable knowledge of the principles, methods, and practices of municipal finance, budgeting and accounting.

Considerable knowledge of organizational and administrative policies and procedures.

Some knowledge of computer-aided accounting and software.

Knowledge of research techniques, methods, and procedures.

Ability to analyze and interpret data and submit reports upon analysis.

Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to establish and maintain effective working relationships with municipal officials, other employees and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration or related field plus six ~~two~~ years of experience in a responsible administrative or ~~managerial-supervisory~~ capacity or any equivalent combination of training and experience that ~~would~~ provides the ~~desirable~~required knowledge, abilities and skills.

11/07/22

PS1633

SAFETY AND TRAINING SPECIALIST

NATURE OF WORK

This is administrative and technical work directing the training program and developing and maintaining a comprehensive safety/loss control program for the Division/Department.

Work involves providing input to the management of the Division/Department and directing the development and implementation of the on the job training for employees. Work also involves responsibility for inspecting facilities and grounds; reviewing vehicles and worksite accident reports; and analyzing serious accident and injury claims in order to prevent further losses while maintaining a high degree of team effectiveness. An employee in this class is expected to exercise considerable independent judgment and initiative requiring technical understanding of accepted safety/loss control practices and training procedures, especially in relation to Federal, State and local regulations. Supervision is received from an administrative superior.

EXAMPLES OF WORK PERFORMED

Coordinates and acts as the liaison with the Risk Management Division on injuries, injury prevention, and safety within the Divisions.

Plans, organizes and develops approved safety policies, guidelines, procedures and recommended incentive programs.

Coordinates, monitors and conducts training activities with staff, consultants and contractors; assists them in assessing their safety and training needs; provides technical assistance in designing, modifying and measuring effectiveness of all training programs.

Coordinates and develops risk management plan updates, hazardous waste disposal, MSDS updates, confined space rescue training, hazardous chemical handling, simulator oversight etc.

Prepares and presents, or contracts with others to present, safety training or any other items such as manuals, videos, booklets or instructional items for safety training.

Establishes and maintains activity files; prepares and makes recommendations relative to safety policies and procedures.

Investigates all accidents and injuries to identify the cause and determine appropriate corrective action.

Conducts work site job safety analysis (JSA) hazard assessments and reviews of all hazardous activities.

Reviews equipment operating procedures, technical specifications and potential hazards for inclusion in safety and training programs.

Coordinates with the ~~City's Safety and Training Coordinator~~ Risk Management Division with regard to training opportunities; participates on the City-wide Safety Committee.

Analyzes work place losses to prepare the appropriate training and control procedures.

Serves as the Safety Officer for the transit system and provides behind the wheel training for drivers as required by FTA guidelines; participates on the Accident Review Committee.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of Federal, State and local regulations related to safety and training requirements.

Considerable knowledge of training, program planning, evaluation and management.

Considerable knowledge of Division/Departmental practices including operations, maintenance and management practices.

Knowledge of other safety/loss control rules or regulations mandated by State or Federal law.

Knowledge of the requirements of any required licenses that employees within the Division/Department must maintain.

Ability to develop and administer sound programs in the area of safety/loss control techniques.

Ability to communicate effectively both orally and in writing.

Ability to perform training, devise and administer tests and apply legal concepts.

Ability to prepare reports and make appropriate recommendations.

Ability to establish and maintain effective working relationships with all levels of management and support staff.

MINIMUM REQUIREMENTS

Graduation from an accredited four-year college or university with major coursework in safety and health, industrial engineering, industrial hygiene, business administration or related field plus two years of experience relating to safety, loss control or risk management; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

When providing behind the wheel training, the employee is required to hold a ~~operating-~~ ~~equipment that falls under the Nebraska~~ Commercial Driver's License (CDL) ~~status, the employee is-~~ ~~required to possess and maintain the proper license and endorsement of the same or higher class and with~~ ~~all endorsements necessary to operate the vehicle for which training is to be provided and has at least two~~ ~~years of experience driving the vehicle requiring a CDL of the same or higher class and/or the same~~ ~~endorsement.~~

2/2022

PS2040

3/2020

FIRE SYSTEM PROGRAMMER

NATURE OF WORK

This is advanced level technical work performing complex computer programming and/or complex systems analysis work.

Work involves responsibility for the design and development of complex computer programs and all phases of the conceptual and detail design of the computer system; developing detailed specifications, documentation and related user information; and providing technical assistance for all levels of programming regarding specific applications and systems design. Systems analysis work is performed under minimal supervision. An employee in this classification exercises independent judgment and initiative. Supervision is received from an administrative superior.

EXAMPLES OF WORK PERFORMED

Analyzes and documents existing systems to determine processing requirements; confers with ~~Fire Chief~~ administration, logistics, and operational and department users to resolve questions of program intent, output requirements, input data acquisition, extent of automatic programming and coding use and modification, and inclusion of internal checks and controls; identifies and designs system alternatives to achieve the needs of the department.

Acts as the local administrator for existing software systems with contracted vendors.

Designs and develops applications ~~for microcomputers~~; meets with users to determine program requirements; prepares documentation and related information.

Develops conceptual and detailed design specifications; writes detailed logical flow charts to represent work order of data to be processed and to describe input, output and arithmetic and logical operations involved; tests and corrects program errors by altering program steps and sequence; analyzes, reviews, and rewrites programs to increase operating efficiency or adapt to new requirements.

Develops detailed specifications, code, documentation and related user information required to complete program development maintenance activities; prepares program logic flow charts and processing diagrams.

Evaluates long range administrative data requirements of the Department; recommends revisions in standards, guidelines, hardware, software and training techniques.

Manages department data in accordance with existing state, local, and federal retention standards.

Recommends system design approaches and revisions which streamline programming and operation of the system; identifies problem areas and recommends solutions and standards.

Acts as a liaison between Lincoln Fire and Rescue Department users and Information Services.

Performs all duties within the established policies, standards and guidelines of the Fire Department.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of ~~microcomputer-current~~ programming language.

Thorough knowledge of ~~COBOL, SQL, C# and other programming formats.~~

~~Thorough knowledge of CICS.~~

~~Thorough knowledge of MVS Job Control Language and MVS data set construction.~~

Thorough knowledge of data base management, systems and technology for mainframe and microcomputers.

Considerable knowledge of the principles, methods and techniques of computer programming languages used in data processing.

Considerable knowledge of the principles and techniques of program planning and control requirements.

Considerable knowledge in the display of data in tabular form, charts, graphs, website and dashboard design.

Knowledge of systems development methodologies.

Ability to exhibit independent judgment and initiative in analyzing data processing systems and to make sound recommendations and modifications.

Ability to utilize technical manuals relating to programming languages, system operations and data base management.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers and users.

Ability to successfully implement application systems in a structured environment.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from a senior high school or equivalent supplemented by vocational or college level coursework in systems analysis and programming and considerable experience performing complex computer programming and/or complex systems analysis work.~~

MINIMUM QUALIFICATIONS

~~Graduation from a senior high school or equivalent supplemented by vocational or community college level coursework in four year college or university with major course work in computer science.~~

systems analysis and programming, and two years of experience in the design and development of complex computer programs and/or systems analysis; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

9/012/22

PS3001

FIREFIGHTER

NATURE OF WORK

This is skilled firefighting work combating and extinguishing fires as well as responding to medical and related emergencies.

Work involves responsibility for the protection of life and property through firefighting and First Responder Emergency Medical activities, usually performed under close supervision and in accordance with established operating procedures. Work requires the performance of hazardous tasks under emergency conditions which may include strenuous exertion under such handicaps as smoke and cramped surroundings. A large percentage of the working time is spent in supervised training activities, inspection and maintenance of equipment, and cleaning and maintaining station house; participating in a variety of public educational programs and topics related to fire prevention and related areas; and inspecting commercial buildings to gain compliance with fire codes. An employee in this class is required to employ special firefighting skills learned on the job and through various training programs. Assignments are received from supervisory and command fire personnel at the scene of a medical emergency or working fire. Supervision is received from a Fire Captain with work being reviewed in the form of adherence to standard operating procedures and effectiveness of fire suppression, prevention, medical and educational activities.

EXAMPLES OF WORK PERFORMED

Responds to emergencies with engine or truck company; lays and connects fire hose; holds nozzles and directs water streams; ventilates buildings by opening windows, doors and roofs and through the use of positive pressure ventilation (PPV); raises and climbs ladders; and uses chemical extinguishers, forcible entry tools, ropes and other equipment in performing firefighting and rescue activities.

Responds to a variety of medical emergency calls including heart attacks and seizures as well as home, business and automobile accidents; administers cardiopulmonary resuscitation and related emergency medical care; obtains vital signs, patient's medical history and other pertinent information; and utilizes emergency medical equipment in providing emergency medical services.

Performs rescue and extrication operations including searching burning structure for trapped and/or unconscious victims, and operating power extrication tools and equipment.

Drives an engine company, truck company, or ambulance as assigned; operates water pump and regulates pressure in accordance with hydraulic principles and directions from a superior officer; and operates aerial ladder in accordance with fire scene needs and standard operating procedures.

Drives and operates specialized units such as air unit, Haz/Mat unit, and other support vehicles.

Inspects commercial buildings and premises to gain compliance with fire prevention laws and ordinances and to become familiar with the building, its contents, and the surrounding area.

Performs salvage operations including placing salvage covers over furniture and removing water and debris from building.

Participates in group and individual training and drill sessions relating to firefighting, emergency medical services, rescue and related topic areas.

Develops and participates in a variety of public awareness and public educational programs, including slide shows and other informational material regarding public fire education.

Performs general maintenance work in the upkeep of assigned fire station including cleaning and washing walls and floors; washing and reloading fire hose; and cleaning and maintaining firefighting equipment and fire apparatus.

An employee in this class may be temporarily reassigned to a higher level classification as necessary.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the street system, principal buildings, business districts, and physical layout of the City.

Ability to identify symptoms and provide emergency medical care to victims of vehicular, fire, and other injury causing accidents.

Ability to understand and follow oral and written instructions.

Ability to learn and to apply a variety of firefighting principles and techniques, and to learn the operation of firefighting equipment and apparatus.

Ability to operate and maintain firefighting apparatus, equipment and tools.

Ability to think and act quickly, calmly, and appropriately in emergency situations.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from senior high school or equivalent supplemented by college coursework from an accredited vocational or technical college with a degree in fire science or technology plus some experience performing firefighting, hazardous materials response, and emergency medical activities. Hazardous Materials Awareness, Operations, or Technician certification is desired.~~

~~National Registry Paramedic certification.~~

MINIMUM QUALIFICATIONS

Graduation from ~~senior~~ high school or equivalent; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

As per Lincoln Municipal Code section 2.76.220 (b), all applicants for this class must be at least nineteen years of age.

Candidates must also meet such physical requirements as are established by the City.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Possession of a State of Nebraska certification as a Fire Fighter I within 120 days of appointment.

Possession of a valid Nebraska Emergency Medical Technician (EMT) or EMT-Paramedic license at the time of application ~~within 180 days of appointment~~ is necessary to the satisfactory performance of assigned duties.

2/222/19

PS3005

FIREFIGHTER

NATURE OF WORK

This is technical work supporting fire department programs and projects as assigned within the Fire Department.

Work involves assisting the Chief Officers of the department in the planning and development of programs, and projects including: conducting fire department and urban search and rescue training at training sites and fire stations, urban search and rescue equipment management, geographic information system management and other assigned projects. Work also involves evaluating fire department personnel in the performance of drills; assisting in the administration of examinations for fire department personnel; maintaining daily training records and examination scores reflecting each employee's individual performance; and coordinating a variety of public awareness and public education programs. Supervision is received from a Chief Officer with work being reviewed in the form of the overall effectiveness of the delivery of firefighting, medical emergency services, ambulance services, and other services as assigned.

EXAMPLES OF WORK PERFORMED

Assists a Chief Officer in the planning and development of the overall fire department and urban search and rescue training program.

Assists in researching, developing and implementing curriculum for desired training programs; conducts research on assigned subjects and prepares reports based on findings.

Conducts classroom training and simulated drill activities at training sites and fire stations. Assists in the development of public awareness and public educational programs; assists in the research and development of educational and informational materials.

Assists in evaluating fire department and urban search and rescue personnel in the performance of drills; assists in administering examinations to fire department personnel.

Maintains daily training records and examination scores for each member of the Fire Department and urban search and rescue.

Maintains urban search and rescue equipment and assets and documents for ongoing readiness of a FEMA task force.

Develops GIS data and maps as directed to support the mission of the department.

Responds to emergencies with engine or truck company; lays and connects fire hose; holds nozzles and directs water streams; ventilates buildings by opening windows, doors and roofs and through the use of positive pressure ventilation (PPV); raises and climbs ladders; and uses chemical extinguishers, forcible entry tools, ropes and other equipment in performing firefighting and rescue activities.

Responds to a variety of medical emergency calls including heart attacks and seizures as well as home, business and automobile accidents; administers cardiopulmonary resuscitation and related emergency medical care; obtains vital signs, patient's medical history and other pertinent information; and utilizes emergency medical equipment in providing emergency medical services.

Performs rescue and extrication operations including searching burning structure for trapped and/or unconscious victims, and operating power extrication tools and equipment.

Drives an engine company, truck company, or ambulance as assigned; operates water pump and regulates pressure in accordance with hydraulic principles and directions from a superior officer; and operates aerial ladder in accordance with fire scene needs and standard operating procedures.

Drives and operates specialized units such as air unit, Haz/Mat unit, and other support vehicles.

Inspects commercial buildings and premises to gain compliance with fire prevention laws and ordinances and to become familiar with the building, its contents, and the surrounding area.

Performs salvage operations including placing salvage covers over furniture and removing water and debris from building.

Participates in group and individual training and drill sessions relating to firefighting, emergency medical services, rescue and related topic areas.

Develops and participates in a variety of public awareness and public educational programs, including slide shows and other informational material regarding public fire education.

Performs general maintenance work in the upkeep of assigned fire station including cleaning and washing walls and floors; washing and reloading fire hose; and cleaning and maintaining firefighting equipment and fire apparatus.

An employee in this class may be temporarily reassigned to a higher level classification as necessary.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the street system, principal buildings, business districts, and physical layout of the City.

Ability to identify symptoms and provide emergency medical care to victims of vehicular, fire, and other injury-causing accidents.

Ability to understand and follow oral and written instructions.

Ability to learn and to apply a variety of firefighting principles and techniques, and to learn the operation of firefighting equipment and apparatus.

Ability to operate and maintain firefighting apparatus, equipment and tools.

Ability to think and act quickly, calmly, and appropriately in emergency situations.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from senior high school or equivalent supplemented by college coursework from an accredited vocational or technical college with a degree in fire science or technology plus some experience performing firefighting, hazardous materials response, and emergency medical activities. Hazardous Materials Awareness, Operations, or Technician certification is desired.~~

~~National Registry Paramedic certification.~~

~~Experience as a member of a FEMA US&R task force. Experience with databases and geographic information systems.~~

MINIMUM QUALIFICATIONS

Graduation from ~~senior~~ high school or equivalent; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

As per Lincoln Municipal Code section 2.76.220 (b), all applicants for this class must be at least nineteen years of age.

Candidates also must meet such physical requirements as are established by the City.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Possession of a State of Nebraska certification as a Fire Fighter I within 120 days of appointment.

Possession of a valid Nebraska Emergency Medical Technician (EMT) or EMT-Paramedic license at the time of application ~~within 180 days of appointment~~ is necessary to the satisfactory performance of assigned duties.

2/19/22

PS3032

PUBLIC HEALTH EPIDEMIOLOGY SUPERVISOR

NATURE OF WORK

This is highly responsible professional, technical, administrative and supervisory work coordinating advanced epidemiologic and geo spatial analytics and consultative work in community health assessment, surveillance, detection and prevention of diseases, environmental exposures, and injury.

Work involves responsibility for serving as the Supervisor for epidemiology and GIS services in the Health Department, leading and supervising a team of professional, technical and support staff engaged in developing and conducting community health assessments and surveillance to monitor health status, environmental exposures and identify trends or outbreaks of diseases or other adverse health events; provides data and information to reduce adverse health effects and propose evidence-informed practices or policies to promote and protect public health. Work also includes managing efficient and effective public health epidemiology program; providing scientific, administrative, and program direction and leadership for the epidemiology program; plans, assigns, schedules, prioritizes, directs and coordinates the work of epidemiologists, GIS analysts, surveillance analysts, investigators and other staff. Work requires considerable independent judgment and advanced knowledge of applied epidemiology for public health practice. Work is performed under the general supervision of the Division Manager, and reviewed through conferences, reports and outcomes achieved.

EXAMPLES OF WORK PERFORMED

Acts for the Division Manager in his/her absence.

Directs identification of public health problems pertinent to the community, surveillance activities; investigation of acute and chronic conditions or other adverse outcomes in the population; and management of data from surveillance, investigations, or other sources; evaluation, analysis of data, conclusions and interpretations.

~~Implements~~ Directs Epidemiology staff to ~~and~~ provides leadership to quality improvement processes, innovative approaches to reach diverse and susceptible populations, and customer discovery initiatives.

Directs or manages epidemiology staff to support Department strategies to achieve performance indicators, goals and objectives.

Coordinates outbreak investigations with Communicable Disease and/or other Department Programs. Fulfills epidemiology role in Incident Command System.

~~Manages~~ Directs -the design and use of databases for analysis of health problems, environmental exposures, surveillance systems and instruments for the collection of surveillance information and data.

~~Leads~~ Directs the development and conduct of epidemiologic studies for community health planning, and application of methods for advanced descriptive and comprehensive analyses of surveillance data.

Directs, d~~e~~velops, implements and monitors organizational performance measures.

Provides technical assistance to communities and outside partners with respect to surveillance, performance measurement, data and evaluation; acts as liaison to outside data-generating entities to develop and maintain partnerships for sharing and using data.

Directs or formulates policies, procedures and plans for epidemiologic analysis, assessment and data dissemination.

Assists in city and grant budget preparation and justification; provides fiscally responsible program oversight; monitors revenues, expenditures, staff time and activity.

Coordinates presentations for and communications with the Mayor, City Council, County Board, Board of Health, Planning Commission, various committees, and other entities.

Selects, supervises and evaluates professional, technical and support staff.

~~Coordinates the development and monitors implementation of policies and procedures.~~

Participates in coordination of community planning and emergency response to potential and actual public health emergencies.

~~Provides~~ Directs epidemiologic technical support and ~~acts as consultant~~ consultation for evaluation of programs, survey design and development, performance measure design and development.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

~~Extensive~~ Considerable knowledge of assessment and identification of public health problems in community.

~~Thorough~~ Considerable knowledge of surveillance methodology, information systems and determining data needs.

Considerable knowledge of design for public health studies, investigations, and evaluation.

Ability to apply critical thinking to determine whether a public health problem exists including validation and verification to the data and its completeness and accuracy.

Ability to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

Ability to ~~direct~~ lead investigation of acute and chronic conditions or other adverse outcomes in the population.

Ability to use and follow ethical and legal principles in design and implementation of data collection, analysis and dissemination.

Ability to apply public health informatics knowledge and skills in design, development and implementation of all data management activities, including data collection, processing and analysis.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's degree in ~~environmental education, environmental health, environmental policy, environmental science, environmental studies, community health education,~~ public health, ~~public health education, health promotion~~ epidemiology,

biostatistics or related field plus six years of experience in ~~community or environmental health education~~
public health epidemiology; or any combination of training and experience that provides the desirable knowledge, abilities and skills.

~~NECESSARY SPECIAL REQUIREMENT~~

~~Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.~~

2/2~~2~~0

PS3606

UTILITY EQUIPMENT OPERATOR I

NATURE OF WORK

This is skilled work in the operation and maintenance of a wide variety of equipment related to the construction, maintenance and repair of sanitary sewer collection and treatment systems or water supply and distribution systems or for use at a public landfill and recycling site.

Work involves responsibility for the safe and efficient operation of all equipment used in the construction, maintenance and repair of sanitary sewer collection and treatment systems or water supply and distribution systems. Work also includes the operation of front-end loaders, tractors, dump trucks, water trucks, mowing equipment and other automotive equipment. Employees may perform manual labor and demonstrate independence at the work site. Supervision Work is received reviewed by from a technical or an administrative superior supervisor through personal inspection and observation for compliance with established work schedules, site appearance and equipment rules. with the employee demonstrating independence at the work site in the performance of assigned duties.

EXAMPLES OF WORK PERFORMED

Operates equipment including front-end loaders, tractors, dump trucks, water trucks, mowing equipment and automotive equipment in support of ongoing solid waste and recycling operations at a public landfill; provides conveyor and boom crane backup to transfer station operators; identifies and provides proper handling of hazardous and prohibited wastes including oil, pesticides, tires and batteries.

Operates jet flusher, dump truck, vacuum machine, vapo-rooter equipment, rodding equipment and utility truck in connection with the cleaning and inspection of sanitary sewers; descends into sanitary sewer manholes or trench excavations.

Constructs and repairs sanitary sewers using tractor backhoe, dump truck, skid steer loader and utility truck; provides residential and commercial sewer service taps and abandonments; descends into sanitary sewer manholes or trench excavations.

Follows confined space entry and trench excavation procedures in accordance with OSHA standards; utilizes hard hats, traffic safety vests, goggles, ear protection and other safety equipment; assists supervisor in providing on-the-job training and safety education.

Responds to customer complaints and service calls; assists in locating private and public wastewater lines for contractors and home owners.

Checks and maintains hydrants and valves in the water distribution system; repairs hydrants or valves in the field and hydrant shop; maintains inventory of location of all valves and records changes to pipe configurations, including any hydrant abnormalities; checks completed construction projects for operability of valves and hydrants.

Performs construction services for contractors and plumbers involved in new construction to include: flushing, chlorination and sampling of new mains; shut-down of mains; installing tapping sleeves and valves; installing and/or abandoning valves, hydrants and service connections.

Repairs water main breaks to include: determining location of the water main break; removing paving; excavating main for repair; installing repairs on broken mains; flushing mains and placing in service.

Cleans and maintains equipment, making minor repairs and adjustments as needed.

Maintains detailed records of daily work activities in order to provide accurate accounting of labor, equipment, and materials.

Monitors on-site and local off-site areas and collects and disposes of trash; installs litter fences as directed; visually inspects and directs incoming loads to proper dumping sites; assists compost and recycling operations as assigned; attends required safety equipment and hazardous waste training sessions as scheduled.

Performs manual labor as required for job site completion, reports malfunctions to immediate supervisor.

Responds to emergencies as required.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Some Kknowledge of the operating requirements of equipment used in the maintenance and repair of a sanitary sewer collection and treatment system or a water supply and distribution system.

Some Kknowledge of applicable safety measures and precautions used in the operation of assigned equipment.

Some Kknowledge of traffic laws, ordinances and rules involved in equipment operation.

Some knowledge of the maintenance, methods and practices ~~requirements~~ of the equipment to which assigned.

Ability to learn to operate all assigned equipment and machinery in a skilled manner, safely and according to applicable laws and regulations.

Ability to detect needed repairs and to make necessary adjustments.

Ability to maintain daily work records.

Ability to exercise independent judgment and make decisions within the framework of general operational procedures and local, state, and federal regulations.

Ability to communicate effectively both orally and in writing.

Ability to read and understand wastewater and water construction plans.

Ability to establish and maintain effective working relationships with co-workers, customers, private contractors, other city departments and governmental agencies and the general public.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and six months of experience in the operation and maintenance of trucks and construction equipment heavier than pickup trucks; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement.

2/2211/12
PS5225

UTILITY EQUIPMENT OPERATOR II

NATURE OF WORK

This is skilled work in the operation and maintenance of a wide variety of equipment related to the construction, maintenance and repair of sanitary sewer collection and treatment systems or water supply and distribution systems or for use at a public landfill and recycling site.

Work involves responsibility for the safe and efficient operation of all equipment used in the construction, maintenance and repair of sanitary sewer collection and treatment systems, ~~or~~ water supply and distribution systems or heavy landfill and recycling equipment. Work also includes the operation of front-end loaders, semi-truck/trailers, compost and windrowing equipment, dump trucks, water trucks, motor graders, and a solid waste conveyor and boom crane system. Supervision is received from a technical or an administrative superior who assigns and may inspect work in progress or upon completion. ~~Anwith the~~ employee in this class shall demonstrate personal initiative and considerable independence ~~at the work site~~ in the performance of assigned duties. -Supervision may be exercised over a small number of subordinate employees.

EXAMPLES OF WORK PERFORMED

Operates heavy construction-like equipment including front-end loaders, tractors, semi-truck/trailers, dump trucks, water trucks and motor graders in support of the ongoing operation of a sanitary landfill; provides equipment operation backup to heavy duty landfill equipment operators, as assigned; safely operates recycling and transfer station equipment including compost and windrowing equipment and waste conveyor and boom crane machinery; identifies and provides proper handling of hazardous and prohibited wastes including oil, pesticides, tires and batteries.

Operates jet flusher, dump truck, vacuum machine, vapo-rooter equipment, rodding equipment and utility truck in connection with the cleaning and inspection of sanitary sewers and television inspection equipment; descends into sanitary sewer manholes or trench excavations.

Constructs and repairs sanitary sewers using tractor backhoe, dump truck, skid steer loader and utility truck; provides residential and commercial sewer service taps and abandonments; descends into sanitary sewer manholes or trench excavations.

Follows confined space entry and trench excavation procedures in accordance with OSHA standards; utilizes hard hats, traffic safety vests, goggles, ear protection and other safety equipment; assists supervisor in providing on-the-job training and safety education.

Responds to customer complaints and service calls; assists in locating private and public wastewater lines for contractors and home owners.

Checks and maintains hydrants and valves in the water distribution system; repairs hydrants or valves in the field and hydrant shop; maintains inventory of location of all valves and records changes to pipe configurations, including any hydrant abnormalities; checks completed construction projects for operability of valves and hydrants.

Performs construction services for contractors and plumbers involved in new construction to include: flushing, chlorination and sampling of new mains; shut-down of mains; installing tapping sleeves and valves; installing and/or abandoning valves, hydrants and service connections.

Repairs water main breaks to include: determining location of the water main break; removing

paving; excavating main for repair; installing repairs on broken mains; flushing mains and placing in service.

Cleans and maintains equipment, making minor repairs and adjustments as needed.

May supervise and instruct subordinate employees.

Maintains detailed records of daily work activities in order to provide accurate accounting of labor, equipment and materials.

Responds to emergencies as required.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

~~Considerable~~ Knowledge of the operating requirements of equipment used in the maintenance and repair of a sanitary sewer collection and treatment system or a water supply and distribution system.

~~Considerable~~ Knowledge of the wastewater mapping system and of the wastewater collectors and manholes numbering system.

~~Considerable~~ Knowledge of the operational procedures involved in operating and maintaining a properly functioning water supply and distribution system or sanitary sewer collection and treatment system.

~~Considerable~~ Knowledge of applicable safety measures and precautions used in the operation of assigned equipment.

~~Considerable~~ Knowledge of traffic laws, ordinances and rules involved in equipment operation.

Knowledge of the maintenance requirements of the equipment to which assigned.

Ability to operate all assigned equipment skillfully, safely and according to applicable laws and regulations.

Ability to detect needed repairs and to make necessary adjustments.

Ability to maintain daily work records.

Ability to supervise and instruct, if necessary, a small group of subordinate employees.

Ability to exercise independent judgment and make decisions within the framework of general operational procedures and local, state and federal regulations.

Ability to communicate effectively both orally and in writing.

Ability to read and understand wastewater and water construction plans.

Ability to establish and maintain effective working relationships with co-workers, customers,

private contractors, other city departments and governmental agencies and the general public.

Skill in the operation of equipment to which assigned.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent and ~~a minimum of~~ two years of experience as a Utility Equipment Operator I or similar experience with Transportation and Utilities and successful completion of departmental requirements for advancement to this classification; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement.

For employees in Wastewater, possession of a Pesticide Applicator Certification is necessary to the satisfactory performance of assigned duties.

For employees in Water, possession of a Water Operator IV Certification.

2/2206/2018

PS5226