

# CITY OF GRAND JUNCTION

## JOB ANALYSIS QUESTIONNAIRE

**I. EMPLOYEE BACKGROUND:** In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This will help us make sure we refer to the correct job throughout the study.

Is this a group questionnaire? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please list all employee names.
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**Division:**

**Department:**

### For Individual Questionnaires Only:

<b>Employee Name:</b>	Franklin	Terry	A
	(Last)	(First)	(Middle Initial)

**Current Classification Title:** Deputy Director

<b>Division</b>	Administration	<b>Department</b>	Utility & Streets Systems
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**Total Length of Time with organization** 26 Years months

**Total Length of Time in Current Position** Years 9 months

**Assigned Hours/Week:: from 8 t o 5** **Assigned Days/Week 5**

**Email:** terryf@gjcity.org

**Work Phone:** 244-1495

### Immediate Supervisor:

### Immediate supervisor reports to:

**Name:** Greg Trainor

**Name:** Laurie Kadrach

**Title:** Director

**Title:** City Manager

**Work Phone** 244-1564

**Work Phone:**

**E-mail:** gregt@gjcity.org

**E-mail:**

## **II. POSITION INFORMATION**

**1. POSITION SUMMARY:** This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. Usually it is better to write this after you have completed the remainder of the questionnaire. Briefly describe what you consider to be the major purpose or objective of the job. Simply stated, what are you attempting to accomplish in your position?

Example: Computer Support Technician

Summary: To operate, maintain and repair computer equipment and to provide technical assistance to users.

To direct, manage, supervise and coordinate the activities and operations of assigned divisions within the Utilities and Streets Systems including water and wastewater operations, environmental laboratory functions, solid waste collections and recycling, irrigation services, street and storm drainage systems and facilities maintenance, and activities, to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Utilities and Streets Systems Director.

## 2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

- a. The chart below asks for your specific supervisory responsibilities. If a duty statement applies to you, please check the box under the "Yes" column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Number of Employees
<input checked="" type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	5
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	5
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	
<input checked="" type="checkbox"/>	I make work assignments for others.	5
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	5
<input checked="" type="checkbox"/>	I make hiring and hiring pay decisions.	5
<input checked="" type="checkbox"/>	I recommend termination for poor performance.	5
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	5
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	5

- b. Complete the organization chart below. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. Fill in the applicable position titles: (1) your coworkers, employees you work with and who also report directly to your supervisor; and, (2) your subordinates, any employees you supervise directly. List only those jobs over which you have full managerial/supervisory authority (i.e. complete and sign performance evaluation.) Do not list employees supervised by your subordinate supervisors.

### YOUR COWORKERS' JOB TITLES


### YOUR DIRECT REPORTS' JOB TITLES

Wastewater Services Manager
Water Services Manager
Streets & Solid Waste Manager
Environmental Laboratory Manager
Facilities Manager

Please indicate the nature of the group supervised and the number supervised

☒ Full Time 5      ☐ Part-Time      ☐ Seasonal/Temp      ☐ Volunteer      ☐ Contract



c. Describe with whom, or with what departments/organizations, you have regular contact.

**1. Inside your organization (other City Departments):**

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
Finance Division	Weekly	Discuss divisions financial resources
Purchasing Division	Monthly	Discuss divisions purchasing needs
Engineering	Weekly	Discuss divisions capital needs and projects
Human Resources Division	Quarterly	Discuss divisions personnel matters
City Administration	Monthly	Discuss divisions legal, purchasing, capital or regulatory issues

**2. Outside your organization:**

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
United States Forest Service & Bureau of Land Management	Monthly	Discuss watershed related issues
Other utility providers	Monthly	Discuss department issues
State of Colorado	Quarterly	Discuss department issues
Mesa County	Monthly	Discuss department issues
Vendors	Monthly	Discuss department issues
General Public	Weekly	Discuss department issues

**3. ESSENTIAL DUTIES.**

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. For clarification, please refer to the examples provided below.

**Essential Duties:** Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples are shown below. Use additional sheets if needed.

**Decisions Required:** List the decisions you make to carry out the essential duties.

**Frequency:** Indicate how often you perform each duty – D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

**Percent of Time:** Indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%**. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of **all** duties should equal 100% over a one year period of time.

*Attach additional sheets if necessary.*



**E X A M P L E (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)**

<b>Essential Duties</b>	<b>Decisions Required</b>	<b>Frequency</b>	<b>% of Time</b>
<b>EXAMPLES:</b>			
<i>Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.</i>	<i>Articles to include, editorial changes, graphics, layouts</i>	<i>M</i>	<i>25%</i>
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	<i>M</i>	<i>10%</i>

	<b>List of Essential Duties</b>	<b>Decisions Required</b>	<b>Frequency:</b> D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	<b>% of Time Spent</b>  (Not to exceed 100%)
1	Direct and coordinate all services and activities of Utilities and Streets Systems operations including water and wastewater treatment, distribution and collection, laboratory functions, solid waste collections and recycling, irrigation services, street and storm drainage systems and facilities maintenance.	Effectiveness of operating methods and procedures and personnel. Priorities and assignment of work. Problem resolution.	Daily	20
2	Actively participate in the development and implementation of goals and policies for assigned programs; insure policies and procedures are adhered to through the division managers.	Long range service and delivery needs	Daily	20
3	Serve as the liaison for the Utilities and Streets Systems operations with other City divisions, departments, outside agencies, citizen inquiries; negotiate and resolve sensitive and controversial issues.	Interpret rules and regulations. Identify and work through issues while maintaining relationships.	Daily	15
4	Select, train, motivate and evaluate assigned personnel; coordinate staff training; implement discipline and insure succession.	Personnel decisions (selecting, pay, promotions, disciplining), safety management, training plans, cross training plans, succession planning.	Daily	5
5	Insure that all customer service contacts are positive and of a problem solving matter.	Use all resources available, determine training needs, return a phone call.	Daily	5

6	Oversee and participate in the development and administration of the annual operating and capital budget for assigned operations.	Determine funds needed, approve expenditures. Identify and implement adjustments and cost saving or innovative alternatives.	Weekly	10
7	Coordinate and review the work plan for assigned programs; assign work activities, evaluate work products, and meet with staff to identify and resolve problems.	Efficiently plan work assignments, identify and resolve issues and evaluate results.	Weekly	10
8	Assist the Department Director with complex projects from conception to implementation.	Prepare reports, participate in meetings, provide presentations	Weekly	10
9	Direct the development and administration of the City's capital improvement program as it relates to utilities and facilities.	Review accuracy of budget estimates against capital improvement plans and engineering reports. Prioritize needs.	Monthly	5
10			Select	
11			Select	
12			Select	
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	

#### 4. REQUIRED KNOWLEDGE AND SKILLS.

This section helps us to understand the types of knowledge and skill you would need to perform your job at the entry level. Those items you list are those required and not what you might necessarily know or are able to do after being in the position for a number of years.

**Knowledge:** refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

**Skills:** refers to the proficiency which can be demonstrated and are typically manual in nature and/or can be measured through testing.

The knowledge and skills that you list in the following section must refer to the Essential Duties you listed in Section 3.

Duty #	Knowledge - Skills
1,2,3,4,5,6,7,8,9	Operations and activities of municipal solid waste, street and facility programs and water, waste water and irrigation utility programs.
1,2,3,4,5,6,7,8,9	Management practices as applied to the analysis and evaluation of programs.



1,5,6,7,8,9	Principles of capitol improvement project engineering and construction.
1,2,6,7,9	Methods, materials, techniques, and equipment used in the construction, operation and maintenance of water, sewer, storm water, streets and solid waste systems and facilities.
1,2,3,5,6,7,8,9	Operational characteristics of facilities, equipment and systems of assigned areas.
1,2,3,4,5,6,7,8,9	Principles and practices of leadership.
2,6,8,9	Advanced principles and practices of municipal budget preparation , administration and long range financial planning.
1,2,3,4,5,6,7,8,9	Recent developments, current literature and information related to Utilities and Streets Systems operations.
1,2,3,4,5,6,7	Occupational hazards and standard safety precautions necessary in the work.
1,2,3,8,9	Pertinent Federal, State and local laws, codes and regulations.

### **III. EDUCATION, EXPERIENCE, AND EQUIPMENT**

**1. EDUCATION:** What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

<b>You Have</b>	<b>You Need</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input type="checkbox"/>	<input type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
		Other (explain):
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Experience and training equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, business or utility administration or a related field.

**2. EXPERIENCE:** What kinds of experience do you have, and what minimum kinds of experience are needed to enter your job at entry level?

<u>Type of Experience</u>			
<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Utility programs management experience	20	years Utility program management experience including administrative and supervisory responsibility.	10 years
		years	years
		years	years

a. What field (s) should training or degree be in?  
Civil engineering, business or utility administration.

**3. SPECIAL REQUIREMENTS:** List any registrations, certifications or licenses that are **required** for you to hold your position. Be specific and do not abbreviate words or use acronyms.

Colorado Drivers License



**4. MACHINES, TOOLS AND EQUIPMENT.** List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty #	Machines, Tools, Equipment	Frequency/Time
All	Computer, phone	Daily

**5. DECISION-MAKING & JUDGMENTS.**

- a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.
  - 1. Make decisions on long range planning to meet department goals and objectives.
  - 2. Determine how projects will be prioritized to meet deadlines.
  - 3. Decisions regarding how to best support my managers and how to remove barriers, if any.

4. SEE ATTACHMENT. (By CAROL TRAINOR)

## IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

### 1. PHYSICAL ACTIVITIES/REQUIREMENTS.

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the City of Grand Junction remains in compliance with the Americans with Disabilities Act.

The City of Grand Junction is required to document any physical requirements in order to legally defend restrictions that are imposed. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government. Your answers in this section will not affect how your job is classified.

#### Frequency

#### Importance

**How frequently is the activity performed?**

**How important is the activity in accomplishing the job's purpose?**

0 – Never

0 – Not Important

1 – Annually

1 – Somewhat Important

2 – Quarterly (at least 3 per year)

2 – Very Important

3 – Monthly (at least 8 per year)

3 – Extremely Important

4 – Weekly (at least 3 per month)

5 – Daily (at least 3 per week)

Physical Activity	Frequency	Importance	Duties
<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	2--Quarterly	0--Not Important	1,2,4,5,7,8,9,
<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	2--Quarterly	0--Not Important	1,2,4,5,7,8,9
<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	2--Quarterly	0--Not Important	1,2,4,5,7,8,9
<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.	2--Quarterly	0--Not Important	1,2,4,5,7,8,9
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	2--Quarterly	0--Not Important	1,2,4,5,7,8,9
<b>Crawling:</b> Moving about on hands and knees or hands and feet.	0--Never	0--Not Important	None
<b>Reaching:</b> Extending hand(s) and arm(s) in any direction.	4--Weekly	0--Not Important	All
<b>Standing:</b> Particularly for sustained periods of time.	0--Never	0--Not Important	None
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	1--Annually	0--Not Important	1,2,3,5,7,8,9
<b>Pushing:</b> Using upper extremities to press	0--Never	0--Not Important	None



against something with steady force in order to thrust forward, downward or outward.			
<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	0--Never	0--Not Important	None
<b>Fingering:</b> Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	2--Very Important	All
<b>Grasping:</b> Applying pressure to an object with the fingers or palm.	5--Daily	0--Not Important	All
<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	1--Annually	0--Not Important	All
<b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	0--Never	0--Not Important	None
<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	2--Very Important	All
<b>Hearing:</b> Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	1--Somewhat Important	All
<b>Seeing:</b> The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	2--Very Important	All
<b>Repetitive Motions:</b> Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	1--Somewhat Important	All
<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	5--Daily	0--Not Important	All

<b>Light Work:</b> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.	2--Quarterly	0--Not Important	1,2,3,5,6,7,8,9
<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	0--Never	0--Not Important	None
<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	0--Never	0--Not Important	None
<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	0--Never	0--Not Important	None



## 2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. **Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.**

☒ **Does Not Apply**

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

### ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

## EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.

Signed: \_\_\_\_\_

*Leif Frank*

Date: 12-30-08

**TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD**

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. **Please note the form should have all three signatures to ensure all have read the questionnaire.**

Question No.	Comments
SECTION 5	See ATTACHMENT



**Please check the appropriate statement:**



I agree with the incumbents' position questionnaire as written.

☐ The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

☐ The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

**I have noted the modifications made by my supervisor in the Comments Section above.**

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

Supervisor Signature:  Date: 1/2/09

Department Head Signature:  Date: 1/2/09

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR DEPARTMENT HEAD.

### **Section 5: Decision making and Judgments**

Decision making and judging is a *process*. Leadership is understanding the process and relationships within the department and the role that employees and customers play in successfully delivering on the day-to-day functions of the department. In addition, it is understanding how change affects the current and future delivery of street and utility system work to citizens. Three leadership questions follow that relate to this judgment process:

1. How do we as a department achieve our customer service value and how do we involve all elements of the department in this discussion?
2. How do we insure work and leadership continuity and succession within Utility and Street Systems from among all employee elements?
3. How do we arrive at and achieve future departmental goals and objectives, as community, financial, and social variables change? That is, what do our customers want and how do we deliver that to them?



# CITY OF GRAND JUNCTION

## JOB ANALYSIS QUESTIONNAIRE

**I. EMPLOYEE BACKGROUND:** In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This will help us make sure we refer to the correct job throughout the study.

Is this a group questionnaire? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please list all employee names.
--	---

**Division:** Utility and Street Systems

**Department:** Utility and Street Systems

### For Individual Questionnaires Only:

**Employee Name:** Trainor Gregory O  
(Last) (First) (Middle Initial)

**Current Classification Title:** Utility and Street Systems Director

**Division** Utility and Street Systems **Department** Utility and Street Systems

**Total Length of Time with organization** 23 Years 6 months

**Total Length of Time in Current Position** 1 Years 6 months

**Assigned Hours/Week:: from** 8 a.m. **to** 5 p.m. **Assigned Days/Week** M-F

**Email:** gregt@gicity.org

**Work Phone:** 970-244-1564

### Immediate Supervisor:

### Immediate supervisor reports to:

**Name:** Laurie Kadrich

**Name:** City Council

**Title:** City Manager

**Title:**

**Work Phone** 970-256-4154

**Work Phone:** 970-244-1504

**E-mail:** lauriek@gicity.org

**E-mail:**

## II. POSITION INFORMATION

**1. POSITION SUMMARY:** This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. Usually it is better to write this after you have completed the remainder of the questionnaire. Briefly describe what you consider to be the major purpose or objective of the job. Simply stated, what are you attempting to accomplish in your position?

Example: Computer Support Technician

Summary: To operate, maintain and repair computer equipment and to provide technical assistance to users.

(See Attachment 1 - Revised Job Description)

The purpose of this position is to provide a "connecting link" between the City Manager, the policy-making leadership team, the City Council and the staff, managers and operating personnel that carry out the day-to-day duties of Utilities, Streets and Facility systems.

Additionally, the Director is to provide leadership to the department, as discussed in Section 5, "Decision-Making and Judgements".



## 2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

- a. The chart below asks for your specific supervisory responsibilities. If a duty statement applies to you, please check the box under the "Yes" column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Number of Employees
<input type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	8
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	8
<input checked="" type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	8
<input checked="" type="checkbox"/>	I make work assignments for others.	8
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	8
<input checked="" type="checkbox"/>	I make hiring and hiring pay decisions.	8
<input checked="" type="checkbox"/>	I recommend termination for poor performance.	8
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	8
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	8

- b. Complete the organization chart below. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. Fill in the applicable position titles: (1) your coworkers, employees you work with and who also report directly to your supervisor; and, (2) your subordinates, any employees you supervise directly. List only those jobs over which you have full managerial/supervisory authority (i.e. complete and sign performance evaluation.) Do not list employees supervised by your subordinate supervisors.

### YOUR COWORKERS' JOB TITLES

Police Chief
Fire Chief
Visitor & Convention Bureau Director
Public Works & Planning Director
Parks and Recreation Director
Deputy City Manager
City Attorney

### YOUR DIRECT REPORTS' JOB TITLES

Deputy Utility/Street/Facility Director
Laboratories Director
Environmental Services Manager
Solid Waste & Streets Manager
Facilities Manager
Wastewater Services Manager
Water Services Manager
Senior Administrative Assistant

Please indicate the nature of the group supervised and the number supervised

☒ Full Time 8      ☐ Part-Time      ☐ Seasonal/Temp      ☐ Volunteer      ☐ Contract

c. Describe with whom, or with what departments/organizations, you have regular contact.

**1. Inside your organization (other City Departments):**

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
All Department Heads	Weekly	Leadership/Policy matter discussions
All Operating Departments	Monthly	Operational Issues
All Support Departments	Weekly	Operations: Information Services; Finance; Human Resources; Clerical; etc.
City Council	Monthly	Policy Direction

**2. Outside your organization:**

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Mesa County Staff	Monthly	Coordinate Policy/Operations
Mesa County Commission	Monthly	Policy Discussions
Forest Service/BLM		Policy Discussions
Professional Organizations	Quarterly	Policy Discussions
General Public	Daily	Policy Discussions
Local/Regional Water & Sanitation Districts	Quarterly	Policy Discussions

**3. ESSENTIAL DUTIES.**

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. For clarification, please refer to the examples provided below.

**Essential Duties:** Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples are shown below. Use additional sheets if needed.

**Decisions Required:** List the decisions you make to carry out the essential duties.

**Frequency:** Indicate how often you perform each duty – D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

**Percent of Time:** Indicate how much of your time you spend on each task. The total of these percentages should not be more than 100%. Example: Sally conducts property value estimates 20% of the time, it may



mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of all duties should equal 100% over a one year period of time.

**Attach additional sheets if necessary.**

**E X A M P L E (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)**

Essential Duties	Decisions Required	Frequency	% of Time
<b>EXAMPLES:</b>			
Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.	Articles to include, editorial changes, graphics, layouts	M	25%
Performs inventory spot checks and monthly counts of supplies in warehouse.	When to check supplies	M	10%

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
1	(See Attachment 1 - Revised Job Description)		Select	100
2			Select	
3			Select	
4			Select	
5			Select	
6			Select	
7			Select	
8			Select	
9			Select	
10			Select	
11			Select	
12			Select	
13			Select	
14			Select	
15			Select	
16			Select	

17			Select	
18			Select	
19			Select	

#### 4. REQUIRED KNOWLEDGE AND SKILLS.

This section helps us to understand the types of knowledge and skill you would need to perform your job at the entry level. Those items you list are those required and not what you might necessarily know or are able to do after being in the position for a number of years.

**Knowledge:** refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

**Skills:** refers to the proficiency which can be demonstrated and are typically manual in nature and/or can be measured through testing.

The knowledge and skills that you list in the following section must refer to the Essential Duties you listed in Section 3.

Duty #	Knowledge - Skills
ALL	Public Works and Utility System management and leadership.

### III. EDUCATION, EXPERIENCE, AND EQUIPMENT

**1. EDUCATION:** What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

<b>You Have</b>	<b>You Need</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input type="checkbox"/>	<input type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bachelor's degree
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other (explain): Master of Public Administration (advance training in municipal governance and leadership).

**2. EXPERIENCE:** What kinds of experience do you have, and what minimum kinds of experience are needed to enter your job at entry level?

#### Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
City and Utility Management and leadership	39 years	City/Utility/Public Works and leadership	10 years
	years		years
	years		years

a. What field (s) should training or degree be in?

Public Administration

Civil Engineering

Water and wastewater utility systems.

**3. SPECIAL REQUIREMENTS:** List any registrations, certifications or licenses that are **required** for you to hold your position. Be specific and do not abbreviate words or use acronyms.

Driver's License



**4. MACHINES, TOOLS AND EQUIPMENT.** List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty #	Machines, Tools, Equipment	Frequency/Time
ALL	Phones	100% for all items
	Computer/keyboards	100% for all items
	Copy machines	100% for all items
	FAX machine	100% for all items
	Government Reports	100% for all items
	Technical Journals	100% for all items
	Internet Access	100% for all items
	Professional Asociation Journals	100% for all items

**5. DECISION-MAKING & JUDGMENTS.**

a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.

1. See Attachment 2.

2. See Attachment 2.

3. See Attachment 2.

## IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

### 1. PHYSICAL ACTIVITIES/REQUIREMENTS.

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the City of Grand Junction remains in compliance with the Americans with Disabilities Act.

The City of Grand Junction is required to document any physical requirements in order to legally defend restrictions that are imposed. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government. Your answers in this section will not affect how your job is classified.

#### Frequency

**How frequently is the activity performed?**

- 0 – Never
- 1 – Annually
- 2 – Quarterly (at least 3 per year)
- 3 – Monthly (at least 8 per year)
- 4 – Weekly (at least 3 per month)
- 5 – Daily (at least 3 per week)

#### Importance

**How important is the activity in accomplishing the job's purpose?**

- 0 – Not Important
- 1 – Somewhat Important
- 2 – Very Important
- 3 – Extremely Important

Physical Activity	Frequency	Importance	Duties
<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	Select	1--Somewhat Important	
<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	Select	1--Somewhat Important	
<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	Select	1--Somewhat Important	
<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.	Select	1--Somewhat Important	
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	Select	1--Somewhat Important	
<b>Crawling:</b> Moving about on hands and knees or hands and feet.	Select	1--Somewhat Important	
<b>Reaching:</b> Extending hand(s) and arm(s) in any direction.	Select	1--Somewhat Important	
<b>Standing:</b> Particularly for sustained periods of time.	Select	1--Somewhat Important	
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	Select	1--Somewhat Important	
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	Select	1--Somewhat Important	
<b>Pulling:</b> Using upper extremities to exert force in	Select	1--Somewhat Important	



order to draw, drag, haul or tug objects in a sustained motion.			
<b>Fingering:</b> Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	Select	1--Somewhat Important	
<b>Grasping:</b> Applying pressure to an object with the fingers or palm.	Select	1--Somewhat Important	
<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	Select	1--Somewhat Important	
<b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	Select	1--Somewhat Important	
<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	
<b>Hearing:</b> Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	3--Extremely Important	
<b>Seeing:</b> The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	3--Extremely Important	
<b>Repetitive Motions:</b> Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	Select	1--Somewhat Important	
<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	Select	1--Somewhat Important	
<b>Light Work:</b> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.	Select	1--Somewhat Important	



<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	Select	1--Somewhat Important	
<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	Select	1--Somewhat Important	
<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	Select	1--Somewhat Important	

## 2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.

☒ Does Not Apply

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

### ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

## EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.

Signed: \_\_\_\_\_

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

**TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD**

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. The Supervisor does not need to read the entire JAQ. Simply check the areas identified with arrows for accuracy as these are the most important in classifying the jobs. If these sections are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. **Please note the form should have all three signatures to ensure all have read the questionnaire.**

<b>Question No.</b>	<b>Comments</b>



**Please check the appropriate statement:**

☐ I agree with the incumbents' position questionnaire as written.

☐ The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

☐ The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

**I have noted the modifications made by my supervisor in the Comments Section above.**

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

Supervisor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR DEPARTMENT HEAD.

*forwarded by City Mgr - to be used for job description*  
*only*  
*[Signature]* 1-15-09

01/2009

## CITY OF GRAND JUNCTION

## DIRECTOR OF UTILITY AND STREET SYSTEMS

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To lead, manage and coordinate the activities and operations of assigned divisions within the Department of Utility and Street Systems, including water and wastewater operations, water and wastewater laboratory functions, environmental compliance, solid waste collections and recycling, irrigation services, street and storm drainage systems and facilities maintenance; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

To lead is to visualize the future and, through your example and verbal and written presentations, to inspire, motivate and insure movement and action to that future.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager.

Exercises direct supervision over supervisory, professional, maintenance, and clerical staff.

**PRIMARY DUTIES**--*The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.*

1. Provide leadership to utilities and street systems.
- 1.B Assume management responsibility for all services and activities of assigned operations including water and wastewater treatment, distribution and collection, laboratory functions, environmental compliance, solid waste collections and recycling, irrigation services and activities, street and storm drainage systems and facilities maintenance.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned programs and services; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the annual budget for assigned operations; participate in the forecast of funds needed for staffing, equipment, materials and supplies; conduct rate studies; monitor and approve expenditures; implement adjustments.
7. Participate in the development, implementation and administration of the City's capital improvement program as it relates to City-owned utilities and facilities; review plans, engineering reports and budget estimates prepared by staff, outside consultants and other City departments.

**CITY OF GRAND JUNCTION**  
**Director of Utility and Street Systems (Continued)**

8. Serve as the liaison for assigned operations with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.

**Primary Duties:**

9. Provide responsible staff assistance to the City Manager; conduct a variety of organizational studies, investigations and operational studies; recommend modifications to utilities programs, policies and procedures as appropriate.
10. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in program development and implementation of assigned areas.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a modern municipal public works and utility program.  
Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.  
Principles and practices of capital improvement project engineering and construction.  
Methods, materials, techniques, and equipment used in the construction, operation and maintenance of water, wastewater, streets, solid waste systems and facilities.  
Operational characteristics of facilities, equipment and systems of assigned areas.  
Principles and practices of program development and administration.  
Principles and practices of budget preparation and administration.  
Principles and practices of contract administration.  
Principles of supervision, training and performance evaluation.  
Recent developments, current literature and information related to public works and utilities operations.  
Occupational hazards and standard safety precautions necessary in the work.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Oversee and participate in the management of a comprehensive public works and utilities program.  
Oversee, direct and coordinate the work of division staff.  
Select, supervise, train and evaluate staff.  
Oversee a comprehensive utilities capital improvement program.  
Participate in the development and administration of division goals, objectives and procedures.  
Prepare and administer large program budgets.  
Oversee contracted professional services.  
Prepare clear and concise administrative and financial reports.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new service delivery methods and techniques.  
Interpret and apply Federal, State and local policies, laws and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.



JAQ

Director, Utility and Street Systems:

### **Section 5: Decision making and Judgments**

Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties:

Decision making and judging is a *process*. Leadership is understanding the process and relationships within the department and the role that employees and customers play in successfully delivering on the day-to-day functions of the department. In addition, it is understanding how change affects the current and future delivery of street and utility system work to citizens. Three leadership questions follow that relate to this judgment process:

1. How do we as a department achieve our customer service value and how do we involve all elements of the department in this discussion?
2. How do we insure work and leadership continuity and succession within Utility and Street Systems from among all employee elements?
3. How do we arrive at and achieve future departmental goals and objectives, as community, financial, and social variables change? That is, what do our customers want and how do we deliver that to them?

**CITY OF GRAND JUNCTION**  
**Director of Utility and Street Systems (Continued)**

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Ten years of increasingly responsible public works and utility program management experience including five years of administrative and supervisory responsibility.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, public or business administration or a related field. A Master's degree in business or public administration is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environment; exposure to computer screens, construction hazards and treatment plant operations.

**Physical Conditions:**

Primary functions require maintaining physical condition necessary for effectively performing assigned functions and may include sitting for prolonged periods of time; communicating with others; performing site inspections in the field and traveling to other locations.