

PUBLIC WORKS RESPONSE

Personnel: Explain all personnel changes – inclusive of additions, deletions, changes in paygrade, etc. and provide a justification. For all new positions and upgrades please provide job descriptions and list of deliverables as a result of this position budgeted for 2024.

1. In the Traffic Bureau, a new MWII is requested (M08, Step A)

Deliverables:

- Responsible for any new installations and maintenance of more than 100,000 signs in the city.
- Responsible for pavement markings, which would include thermoplastic traffic legends and pedestrian crosswalks (in and around all schools)
- Special event and PPL Center event traffic setups
- Emergency calls where traffic signage is needed.
- Adding a 4th Maintenance Worker 2 will allow for regular maintenance on all signs and pavement markings.

2. In Building Maintenance, a new MWI Custodian is requested (M06, Step A).

Deliverables:

- Industry standard states with 253,000 sq ft of space, it requires 14 full-time custodians. We currently have 6 full-time and 3 part-time custodians.
- 14 City employee occupied City buildings (City Hall, Public Safety Building, 10th Street Police Station, Bridgeworks, Health, EMS, Streets, Parks & Recreation and Bucky Boyle, Fire Academy, Technical Services, Water Shed, Golf Course and the Municipal Garage).
- Improve the cleanliness and appearance of City Hall
- Allow us to schedule some preventative maintenance that has been lacking (i.e. shampooing rugs, deep cleaning of common areas, etc.)

3. In Building Maintenance, a new Maintenance Supervisor is requested (S11, Step A).

Deliverables:

- Assist the Facilities Manager with the coordination of daily operations.
- Assist the Facilities Manager with scheduling and planning work.
- Managing daily operations related to Building Maintenance
- Supervisor the 7 specialized Tradesman and 1 MW2/Stocker Clerk
- Adding this position will free up the Facilities Manager to plan out new initiatives to better serve the city owned infrastructure.

4. In Building Maintenance, an upgrade for the existing MWIII to a full time Tradesman (M16, Step D).

Deliverables:

- Allow a pool of three general tradesman who will all be able to perform a wide variety of semi-skilled work in the repair of the city buildings such as:
 - o Machinery
 - o Carpentry
 - o Masonry
 - o Painting
 - o General maintenance

5. In Public Works, an upgrade for PW Administrative Manager from S14 to S16.

Deliverables:

- This position is vital in supporting the Public Works Director by overseeing various administrative duties. Over time, its responsibilities have expanded significantly, reaching a

level comparable to that of a Bureau Manager demonstrating a thorough understanding of procurement processes and contractual obligations.

- Prepares Bids and RFPs
- Oversees Contracts
- Responsibility of managing the budgets for 13 different areas
- Assists with personnel matters within the Public Works department, including hiring, termination, and disciplinary actions.
- Daily, this role becomes the backbone of support for all Public Works departments, enabling smooth operations and ensuring that essential tasks are efficiently executed.

6. Lateral Move for the Tree Inspector to the Parks Department. The Public Works Department does not have the expertise or the equipment to provide the level of support this position requires. With the street tree canopy being in jeopardy of dwindling away, changes need to happen to address the back log of complaints for dead and hazardous trees in a timely manner. This will be a joint effort with the Parks Department to accomplish a better street tree canopy in the City of Allentown.

7. In Recycling & Solid Waste, a new SWEEP Officer is being requested (M12, Step A)

Deliverables:

- Performs extensive door-to-door outreach, education and enforcement to adults, youth and business owners on proper recycling, litter prevention, trash handling and property management. Enforce trash and recycling issues.
- Appear in court to give testimony relating to ordinance violations.
- Performs pro-active surveying of the City to identify ordinance infractions
- Issues warnings, writes tickets and files citations. Handles prosecution and testifies in court.
- Assists in organizing and conducting litter cleanups with residents.
- We currently have 4 SWEEP Officer positions to education and enforce trash and litter issues at 35,000 total parcels in the City of Allentown. This 5th SWEEP Officer would have offset hours to cover weekend and later hours to allow more education and enforcement during those times.

8. Upgrade the MWIII from an M10/Step G to an M11/Step G. An active MOU exists to pay this position TAD for work within the job description. This would put the position at paygrade 11 and no longer need to get paid TAD to do any hauling work. In 2022, out of the 1755.5 workings hours, only 8 hours were not TAD. And those 8 hours were snow operations.

Explain and justify any substantial changes in you budget from previous years.

Bureau	Account #	Amount	Description
<u>GENERAL FUND</u>			
Engineering	000-03-0702-0001-46	\$100,000	NEW: Land Development/Traffic Reviews moved from CED's budget to assist with the growing number of Land Development Reviews and allow for a quicker turnaround.
Fleet	000-03-0704-0001-14	\$157,425	NEW: Pension was not previously budgeted in the 2023's budget
Fleet	000-03-0704-0001-16	\$398,835	NEW: Insurance was not previously budgeted in the 2023's budget
Fleet	000-03-0704-0001-32	**	NEW: While preparing the 2023's budget, yearly subscriptions were not available and are now budgeted

Fleet	000-03-0704-0001-42	\$250,000	CHANGE: The repairs not done in house were transferred from Acct 46 to Acct 42 in the beginning of 2023. This line item has also decreased from \$500,000 to \$250,000 due to more repairs done in house.
Fleet	000-03-0704-0001-54	\$1,200,000	INCREASE: The amount of parts and supplies was increased from \$815,000 to \$1,200,000 due to more work being done in house and needing to purchase parts for those repairs.
Fleet	000-03-0704-0001-62	-\$327,960	DECREASE: There was a decrease in the price for fuel. You will see Account 62 has decreased by \$327,960.
Fleet	000-03-0704-0001-72	-\$554,500	DECREASE: Account 72 has decreased significantly due to the one-time costs that were needed to bring the garage in house.
Building Maintenance	000-03-0707-0001-20	\$607,941	INCREASE: The electric for City Buildings was moved to Building Maintenance in 2023, however, in Traffic, they still had budgeted for streetlights and other traffic related items. This was moved late in 2023 and permanently moved in 2024's budget.
Building Maintenance	000-03-0707-0001-42	\$19,116	NEW: Fire alarm maintenance for City Hall, PSB, Bridgeworks, Keck, Mack South) was not previously budgeted but necessary for safety.
Building Maintenance	000-03-0707-0001-46	-\$250,000	DECREASE: The Capital Needs Assessment was budgeted in 2023 and was removed in 2024. We are trying to receive the funding through a grant.
Building Maintenance	000-03-0707-0001-54	\$9,300	INCREASE: Supplies for 10 th St Patrol and police academy were moved from the Police budget to Building Maintenance.
Streets	000-03-0716-0001-54	\$84,250	INCREASE: There was an increase in materials from \$250,000 to \$275,000 for pothole repair. INCREASE: Maintenance seal coating was added at \$50,000 to extend the life of the roadways.
Streets	000-03-0716-0001-76	\$18,000	NEW: It is part of the lease with the airport to maintain the fence surrounding the property. There is damage that needs to be repaired/replaced costing approximately \$18,000
Traffic	000-03-0807-0001-26	\$9,000	NEW: The sign fabrication was moved from Account 46 because it is street signs and fits with Account 26 definitions
Traffic	000-03-0807-0001-54	\$55,675	INCREASE: Traffic Planning & Street Lighting budget were combined. It appears the account increased but it did not.

Traffic	000-03-0807-0001-68	-\$29,250	DECREASE: This account decreased due to moving the street poles to Account 72 to align with the definitions of what should come out of account 72.
Traffic	000-03-0807-0001-72	\$107,589	NEW: There is \$30,000 budgeted in this account to purchase the mast arm and pole at Lehigh & Glenwood St due to accidents at that intersection. NEW: The street poles that were previously budgeted in Acct 68 were moved to account 72.
Traffic	000-03-0807-0001-76	\$105,000	NEW: Install the mast arm and light pole at Lehigh & Glenwood St. NEW: Install a new RRFB at Lincoln Leadership

Overall General Fund DECREASED from 2023 A&E vs 2024 Budget **-\$179,549.86**

LIQUID FUELS

Bureau	Account #	Amount	Description
Liquid Fuels	004-03-4741-0001-54	\$35,000	INCREASE: The cost in asphalt increased from \$350,000 in 2023 to \$385,000 in 2024 to perform an Alley Program
Liquid Fuels	004-03-4741-0001-66	\$18,520	INCREASE: The cost of salt increased from \$77.20 per ton to \$81.83 per ton.
Liquid Fuels	004-03-4741-0001-72	\$390,000	INCREASE: The purchase of a Tri-axle and Single Axle truck are new purchases in 2024

Overall Liquid Fuels INCREASED from 2023 A&E vs 2024 Budget **\$404,159.71**

RECYCLING & SOLID WASTE

Bureau	Account #	Amount	Description
Recycling	085-03-8005-0001-42	-\$19,000	DECREASE: This account decreased because refurbishing of roll offs will be done by the Garage.
Recycling	085-03-8005-0001-46	\$335,876	INCREASE: 3% increase in the Waste Management contract INCREASE: The cost for recyclable materials is market driven and the City is currently paying to recycle the materials. The highest we have paid was \$59.31 per ton in August. It is staying around \$45 per ton and budgeted \$350,000 in 2024.
Recycling	085-03-8005-0001-72	\$315,189	NEW: The purchase of a garbage truck in 2024 at \$300,000 and increase in recycling bins from \$100,000 to \$120,000
Recycling	085-03-8005-0004-72	\$6,396	INCREASE: The LV Humane Society contract increased from \$319,792 to \$326,188

Overall Solid Waste INCREASED from 2023 A&E vs 2024 Budget **\$749,110.02**

STORMWATER

Bureau	Account #	Amount	Description
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Stormwater	086-03-0815-0001-46	\$242,198	NEW: Flyover to update the impervious surfaces at \$154,225 NEW: Design of Springwood Hills Detention Pond Retrofit for a TMDL project at \$85,000
Stormwater	086-03-0815-0002-72	-\$100,000	DECREASED: Purchased equipment last year that isn't being purchased this year
Overall Stormwater INCREASED from 2023 A&E vs 2024 Budget			\$522,382

How would you deal with a 10% reduction in your budget?

The budget we prepared consists of what we absolutely need to continue to provide essential city services that our residents deserve and expect. Decreasing our budgets by 10% would significantly impact the cleanliness and safety of our City. The overall General Fund budget has decreased by \$179,000 in comparison to 2023's budget which proves there is no room to cut an additional 10%.

Public Works: Please justify the need for the increase in the Solid Waste fee. What is the impact of reducing the fee increase by 50% until the new contract is settled? What is the impact of waiting until the contract is settled before raising the fee?

If the fee is not increased in 2024, we will be in a deficit of \$1.2 million. As shown below, the impact of reducing the proposed fee by 50% would result in a 40% increase in 2025's trash fee, assuming the new contract cost only increases the anticipated 50%. Other surrounding townships such as South Whitehall Township have recently seen a 62% increase in their trash collection contract. Forks Township increased their trash fee by 33% from \$225 to \$485 in 2023 which is a 115% increase with another projected increase in 2024 and 2025.

Proposed Option: (Assuming 50% increase to the collection contract in 2025)

Year	Trash Fee	% Increase
2023	\$375	
2024	\$495	32%
2025	\$555	12%

Option 2: Decreasing the proposed increase by 50% in 2024 (Assuming 50% increase in the collection contract in 2025)

Year	Trash Fee	% Increase
2023	\$375	
2024	\$425	13%
2025	\$595	40%

City of Allentown
Position Description

Class Title: Maintenance Worker II
Grade Number: 08M
Department: Public Works
Bureau: Traffic Planning and Control
Union: SEIU

GENERAL PURPOSE

Performs a variety of semi-skilled and limited skilled duties to prepare, install and repair/replace various roadway signs, pavement marking and other traffic control devices throughout the City.

SUPERVISION RECEIVED

Works under the supervision of the Chief Traffic Maintenance Supervisor and or MWII

ESSENTIAL DUTIES AND RESPONSIBILITIES (List here what you do in your job)

Works from established routines, specific instructions and basic knowledge of department activities and procedures.

Assists higher classified maintenance worker or works alone on learned activities.

Operates truck required for job classification, air compressor, jackhammer and power drill, line painting machineries.

Erects sign poles by digging holes and pouring concrete bases. Installs, repairs and or replaces signs and poles in the field. Climbs ladder to install, repair and replace signs and poles. Installs thermoplastic pavement markings. Paints curbs, crosswalks, legends and intersection marking using brushes or rollers, temporary No Parking sign posting and removal.

Cuts sheet metal, channel iron, wood and other materials for signs and barricades. Fabricates various barricade and sign supports.

Install traffic control devised for special events, construction activities and other activities/events as required.

May assist other city services such as police and fire by placing temporary signs and other traffic control devices.

Uses standard hand tools, metal cutters, shears and bench mounted equipment.

Maintains tools and equipment and practices good housekeeping.

Performs other duties including those of other classifications (higher or lower) as assigned and /or as conditions warrant. Wear appropriate

Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

Wear appropriate safety equipment as needed.

Perform all duties in conformance to appropriate safety and security standards.

Performs related work as may be required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of basic Microsoft Office
- (B) Ability to follow written and oral instructions
- (C) Possession of a valid driver's license
- (D) Ability to work from heights of 30 feet

TOOLS AND EQUIPMENT USED (list all of the equipment that you use)

Requires daily use of personal computer

The following are used by this position: air drill, jack hammer, power drill, bench grinder, electric band saw, fork lift.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently and repetitiously required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in all outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change

City of Allentown
Position Description

Class Title: Maintenance Worker 1-Custodian (Middle Shift)
Grade Number: 6M
Department: Public Works
Bureau: Building Maintenance
Union: SEIU

GENERAL PURPOSE

Full-Time, Middle shift position scheduled Monday through Friday, 3:00 pm – 11:30 pm

Performs a wide variety of janitorial, custodial, and routine maintenance work ranging from those requiring manual skills to special knowledge. Completes routine manual labor in the maintenance of all Citywide buildings and properties internal and external. Performs work under general instructions, although special tasks may require detailed assignment.

SUPERVISION RECEIVED

Works under the supervision of the Maintenance Foreperson and/or designee.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Garbage emptied daily: Remove all trash and recycling, re-line with clean bag, remove to designated area. Trash receptacles must be cleaned as needed, and insert new liners in receptacles

Dust all common work areas, window ledges, partition tops; counter tops, etc. Dust all heating and ventilation registers.

Remove all finger marks and smudges from doors, doorjambs and light switches. Clean and polish glass and panes on entrance doors. Clean all interior metal surfaces including push-plates and kick plates. Clean, disinfect and polish all drinking fountains.

All elevator floors and tracks shall be vacuumed daily, and all polished metal surfaces cleaned daily. Elevator button panels and elevator doors shall be cleaned daily. Polish stainless steel surfaces inside and outside. Elevator carpets shall be spot cleaned daily, and shampooed in place when necessary.

Corridors and offices, which are not carpeted, must be swept with a treated mop or a machine and damp-mopped in such a way as to leave the floor with a well-cleaned appearance.

Foyer entrances and other assigned areas shall be clean of all dirt and trash including lifting and cleaning under all doormats at entrances and elsewhere.

Vacuum clean all carpeted areas, including the elevator cars.

Stair landings, steps and all corners of stairs shall be free of loose dirt or dust streaks after sweeping. Stair railings, door moldings, ledges and grills shall be dust free after dusting.

Restrooms - Sweep, wet mop and sanitize hard surface floors. Wash and polish all mirrors, shelves, bright work, metal partitions and fixtures. Showers disinfected. Toilets cleaned and disinfected daily. Wash and disinfect interior and exterior of all basins, bowls, urinals and toilet seats using approved disinfectant solution. All trash receptacles to be emptied and new liners inserted daily. Toilet paper, paper towels and hand-soaps checked daily, refilled as needed.

Power wash the cell block walls as determined by supervisor.

Sweeps, vacuums, mops, scrubs, waxes and polishes floors using industrial vacuum cleaners and scrubbing and buffing machines.

Clean floors by sweeping and mopping daily. Floors to be waxed and buffed weekly, stripped and re-waxed quarterly. Clean hallways by sweeping and mopping daily, and as required due to weather. Carpets to be vacuumed per established schedule, or in accordance with weather or other conditions.

All door and partition windows cleaned weekly. Tables/shelves cleaned/dusted daily. Desks NOT to be cleaned.

Empty all pencil sharpeners.

Lunch Rooms - Clean counter tops tabletops and cabinets. Floors must be vacuumed or wet mop daily. Sinks cleaned and sanitized.

Clean outside area and empty cigarette receptacles daily; Empty and screen sand urns outside the buildings, taking adequate precautions against fire with unextinguished butts, matches, etc. Clean and pick up trash and place in proper receptacles for City garbage pickup. Outside sidewalks are to be swept twice weekly or in accordance with weather or other conditions.

Maintain equipment, including snow blowers, leaf blowers and tools.

Remove snow using snow blower or shovel, de-icing and/or salting sidewalks and hazardous areas immediately, and ongoing as needed in accordance with weather or other conditions.

Perform minor maintenance and repair of facilities, walkways, tables/chairs, changing light bulbs, etc.

Perform emergency repair of non-major plumbing situations such as blocked or overflowing toilets and other sanitary issues.

Communicate with Maintenance Supervisor or designee for ordering maintenance and cleaning items needed for use. Maintain and keep inventory list of supplies needed for janitorial and custodial care.

Move cabinets, boxes, furniture, crates and equipment to clean areas. Assist other Building Maintenance staff in moving furniture, equipment and boxes as requested.

Sometimes using a ladder, dusts and washes walls, cleans windows and ceilings.

Removes stains from such surfaces as rugs, drapes, walls, and floors using chemicals and solutions.

Sweep walks, rake leaves, and remove snow.

Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

Wear appropriate safety equipment as needed.

Performs all duties in conformance to appropriate safety and security standards.

Performs related work as may be required.

Perform other duties including those of other classifications (higher and lower) and stand by crews as assigned and/or as conditions warrant. Observe rules and practices on quality of work, personal conduct and safe effective and courteous service to the public and community.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High School diploma or GED equivalent required; or
- (B) Equivalent combination of related education and experience.
- (C) Bi-lingual/Spanish preferred.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of tools, materials, and processes needed in the performance of duties.
- (B) Ability to read, write, add and subtract whole numbers.
- (C) Ability to understand and follow standard routines and practices for janitorial and custodial duties.
- (D) Some knowledge of equipment, trucks, materials, methods and procedures used in maintenance, construction and repair activities.
- (E) Skill in operation of the listed tools and equipment.
- (F) Knowledge of "right-to-know" laws as instructed and posted.
- (G) Ability to work safely.
- (H) Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.
- (I) Ability to maintain cleaning inventory list.

SPECIAL REQUIREMENTS

- (A) Valid Class C driver's license and the ability to pass an extensive personal and criminal background investigation.
- (B) Be able to obtain unescorted access to our public safety buildings.
 - Unescorted Access: Custodial workers and other individuals who have unescorted access to areas where the CLEAN system or criminal justice information is routinely found are required to submit to a fingerprint-based background check. (Any person which has a means to access a secure facility with a key, access card etc. will be considered unescorted access). Such background check shall include a state and national fingerprint-based search for a criminal record.
 - A two-year re-certification is required on all personnel.
 - Access Disqualifiers
 1. A conviction or is under indictment for any felony. Exceptions are at the discretion of the Chief of Police or his/her designee.
 2. Misdemeanor of the 1st and 2nd degree. Exceptions are of the discretion of the Chief of Police or his/her designee
 3. A conviction or is under indictment for any computer crime. Computer Crimes as used in the section refer to PA Title 18 Crimes and Offenses Chapter 76 Computer Offenses or the equivalent penalties as provided by the laws of any other state, territory under federal law.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, common hand and power tools, shovels, snow blower, wrenches, rakes, mops, brushes, brooms, buffer equipment, ladder, various pieces of equipment for cleaning purposes.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently and repetitiously required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, but could be loud at times.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

City of Allentown
Position Description

Class Title: Maintenance Supervisor
Grade Number: 11N, includes OT & Standby
Department: Public Works / Bureau of Building Maintenance
Union: Non-Bargaining

GENERAL PURPOSE

This position involves the coordination, scheduling, planning, and managing of operations related to Building Maintenance. This position assists with the scheduling and staffing of the bureau. Acts as the bureau fleet manager and is responsible for all the bureau equipment and fleet vehicles.

SUPERVISION RECEIVED

Works under the supervision of the Facilities Manager; in their absence, works under the direction of the Director and/or Deputy Director of Public Works.

SUPERVISION EXERCISED

Supervision is exercised over bargaining unit employees engaged in Building Maintenance activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises and assigns work of crews engaged in the maintenance, inspection and repair of the various city owned and operated building. Coordinates operations, trains and assigns personnel, equipment, and materials for efficient operations. Inspects ongoing and completed projects, solves problems and coordinates with the Facilities Manager on changes in plans when necessary. Maintains accurate records and reviews daily logs as it relates to Bureau operations.

Fleet liaison for all Bureau vehicles and equipment. Schedules maintenance and maintains records of all Bureau Fleet. Researches and makes recommendations for the purchase of equipment and vehicles necessary for Bureau operations. Employee shall attend fleet meetings and review fleet maintenance reports to ensure compliance with the City's fleet policy. Employee shall report any issues to the Facilities Manager for further investigation.

Overtime will be required during emergency/nonemergency situations including nights, weekends, holidays, and standby. Assist with coordination of bureau staff during emergency/nonemergency situations and snow events.

Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

Performs related work as may be required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or technical school.
- (B) Minimum of 3 years of supervisory experience as it related to facilities management.
- (C) Equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) General knowledge of Microsoft Excel, Word and Power Point.
- (B) Knowledge of the materials, methods, equipment and practices of building construction and maintenance work
- (C) Understanding of, and ability to operate, all equipment pertaining to bureau functions.
- (D) Ability to interpret and work from sketches, pencil layouts and blueprints
- (E) Ability to help plan, coordinate, and inspect the work of bureau employees
- (F) Ability to establish and maintain effective working relationships with employees, superiors, and the general public.

SPECIAL REQUIREMENTS

- (A) Valid Pennsylvania driver's license.
- (B) Ability to pass an extensive personal and criminal background investigation.
- (C) Ability to obtain unescorted access to our public safety buildings.
 - a. Unescorted Access: Custodial workers and other individuals who have unescorted access to areas where the CLEAN system or criminal justice information is routinely found are required to submit to a fingerprint-based background check. (Any person who has a means to access a secure facility with a key, access card etc. will be considered unescorted access). Such background check shall include a state and national fingerprint-based search for a criminal record.
 - b. A two-year re-certification is required on all personnel.
 - c. Access Disqualifiers
 - i. A conviction or is under indictment for any felony. Exceptions are at the discretion of the Chief of Police or his/her designee.
 - ii. Misdemeanor of the 1st and 2nd degree. Exceptions are of the discretion of the Chief of Police or his/her designee
 - iii. A conviction or is under indictment for any computer crime. Computer Crimes as used in the section refer to PA Title 18 Crimes and Offenses Chapter 76 Computer Offenses or the equivalent penalties as provided by the laws of any other state, territory under federal law.

TOOLS AND EQUIPMENT USED

Requires intensive daily use of personal computer and associated peripheral systems, City Vehicle, Cell Phone and City Radio system

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Although the employee works in an office environment, while performing the duties of this job, the employee may work near moving mechanical parts and around heavy equipment.

The noise level in the work environment is usually moderate but varies depending on the jobsite.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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City of Allentown
Position Description

Class Title: SWEEP Officer
Grade Number: 12M
Department: Recycling and Solid Waste / Public Works
Union: SEIU

GENERAL PURPOSE

Performs a variety of activities on proper solid waste and recycling procedures, litter prevention and property maintenance in a variety of settings. The officer will patrol the City of Allentown identifying solid waste, recycling and neighborhood improvement ordinance infractions, contacting and educating citizens and businesses about proper solid waste and recycling procedures and issue warnings, tickets and citations. Record keeping and computer skills are essential. The SWEEP Officer is a sworn enforcement official and will appear in court to give testimony relating to ordinance violations. The officer will assist in developing recycling and litter prevention education programs, supporting educational material, and conduct litter cleanups. Exercises sound independent judgment within general guidelines, direction and procedures. Performs work outdoors in all weather and in some undesirable conditions. Work will require handling and going through trash. Day, evening, weekend and holiday work may be required as part of the regular work schedule. Hours will vary.

SUPERVISION RECEIVED

Works under the supervision of the SWEEP Manager.

SUPERVISION EXERCISED

Does not exercise supervision over other positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works days, evenings and/or weekends and some holidays.
- Performs extensive door-to-door outreach, education and enforcement to adults, youth and business owners on proper recycling, litter prevention, trash handling and property management.
- Performs pro-active surveying of the City to identify ordinance infractions.
- Performs investigations and notifies owners, tenants and businesses of ordinance violations. Assists them in resolving problems and/or gathers information for ticketing and prosecution.
- Maintains a daily log and accurate records of all inspected areas, investigations, warnings and violations issued.
- Handles and searches through trash and recyclables.
- Issues warnings, writes tickets and files citations. Handles prosecution and testifies in court.
- Distributes recycling bins, brooms and educational materials.

- Surveys multi-unit apartment properties and commercial establishments, both in or not included in the City Curbside Collection Program, for proper trash and recycling procedures and practices.
- Assists in the development of educational programs and brochures.
- May present educational programs to adult and youth groups.
- May work with small businesses to implement/increase recycling.
- May work with school principals, maintenance staff, teachers and students to implement or increase school recycling and litter prevention.
- Answers questions from the public about the solid waste, recycling and other SWEEP related laws and regulations that are designed to improve public cleanliness.
- May represent the Bureau of Recycling and Solid Waste at community fairs, neighborhood community meetings and events.
- Assists in organizing and conducting litter cleanups with residents and juvenile probationers.
- Performs work in all types of weather.
- Performs work relating to snow control.
- Provide quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.
- Performs related work as may be required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Minimum two years of successful direct public contact and community outreach, and/or field enforcement and court experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- (B) Completion of a standard high school course or GED.
- (C) Equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to work independently.
- (B) Ability to deal with and interact with the public using diplomacy and persuasion in order to gain compliance of the City ordinances.
- (C) Ability to keep and organize detailed records.
- (D) Ability to speak and write clearly and intelligently.
- (E) Knowledge of solid waste, recycling and litter prevention practices and principles.
- (F) Knowledge of bureau program procedures and relevant laws and regulations.
- (G) Ability to communicate, educate and motivate citizens about proper trash handling, recycling and litter prevention and the associated laws.
- (H) Ability to interact effectively with school age children, teachers and principals.
- (I) Ability to communicate effectively and courteously with the public in all situations with tact, diplomacy and professionalism.

- (J) Ability to communicate and utilize interpersonal skills to maintain effective working relationships with associates, government, professional and non-professional groups and individuals of all ages and demographics.
- (K) Ability to exercise sound judgment and flexibility.
- (L) Ability to work with minimal field supervision and make procedural decisions based on conditions encountered in the field.
- (M) Ability to successfully complete training and orientation period.
- (N) Ability to coordinate activities with needs and procedures of the Bureau.
- (O) Ability to make arithmetic computations and tabulations with speed and accuracy.
- (P) Ability to understand and follow moderately complex oral and written instructions.
- (Q) Ability to learn quickly.
- (R) Ability to prioritize work assignments, handle multiple tasks and projects, resulting in work being performed in the most efficient and timely manner.
- (S) Knowledge of modern office computer equipment and software.
- (T) Possession of problem solving skills.

SPECIAL REQUIREMENTS

Valid Pennsylvania driver's license.

TOOLS AND EQUIPMENT USED

Requires intensive daily use of personal computer and associated programs, City radios, digital cameras and cell phones.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Frequent walking is required during complaint or proactive investigations.

The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet while working in the office. Noise level may be loud while working in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.