



# *St. Bernard Parish Council*

8201 West Judge Perez Drive    Chalmette, Louisiana, 70043  
(504) 278-4228    Fax (504) 278-4209  
[www.sbpbg.net](http://www.sbpbg.net)

**#25**

**Kerri Callais**  
*Councilmember  
at Large*

**Richard "Richie" Lewis**  
*Councilmember  
at Large*

**Gillis McCloskey**  
*Councilmember  
District A*

**Joshua "Josh" Moran**  
*Councilmember  
District B*

**Howard Luna**  
*Councilmember  
District C*

**Wanda Alcon**  
*Councilmember  
District D*

**Fred Everhardt, Jr.**  
*Councilmember  
District E*

**Roxanne Adams**  
*Clerk of Council*

EXTRACT OF THE OFFICIAL PROCEEDINGS OF THE COUNCIL OF THE PARISH OF ST. BERNARD, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD IN THE COUNCIL CHAMBERS OF THE ST. BERNARD PARISH GOVERNMENT COMPLEX, 8201 WEST JUDGE PEREZ DRIVE, CHALMETTE, LOUISIANA ON TUESDAY, JULY 20, 2021 AT THREE O'CLOCK P.M.

On motion of Ms. Callais, seconded by Mr. McCloskey, it was moved to **adopt** the following ordinance:

## **ORDINANCE SBPC #2343-07-21**

### **Summary No. 3915**

Introduced by: Administration on 7/6/21  
Public Hearing held on 7/20/21

AN ORDINANCE TO AMEND THE ST. BERNARD PARISH GOVERNMENT PERSONNEL PLAN.

ST. BERNARD PARISH COUNCIL DOES HEREBY ORDAIN:

**SECTION 1.** That St. Bernard Parish Government Personnel Plan is hereby amended as per attached in Exhibit "A".

**SECTION 2.** Effective Date. This Ordinance shall become effective immediately upon authorizing signature by the Parish President. In the event of a presidential veto, this Ordinance shall become effective upon a two-thirds favorable vote of the total membership of the Council pursuant to Sections 2-11 and 2-13 of the St. Bernard Parish Home Rule Charter.

**SECTION 3.** Severability. If any section, clause, paragraph, provision or portion of this ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, paragraph, provision or portion of this Ordinance, the St. Bernard Parish Council hereby expresses and declares that it would have adopted the remaining portion this Ordinance with the invalid portions omitted.

The above and foregoing having been submitted to a vote, the vote thereupon resulted as follows:

**YEAS:**            McCloskey, Moran, Luna, Alcon, Everhardt, Callais

**NAYS:**            None

**ABSENT:**        None



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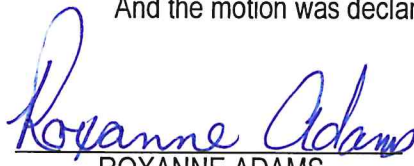
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Extract #25 continued  
July 20, 2021

The Council Chair, Mr. Lewis, cast his vote as **YEA**.

And the motion was declared **adopted** on the 20<sup>th</sup> day of July, 2021.

  
ROXANNE ADAMS  
CLERK OF COUNCIL

  
RICHARD "RICHIE" LEWIS  
COUNCIL CHAIR

Delivered to the Parish President 7/23/2021 1:55pm  
Date and Time

Received by Margen Kelley

Approved ✓ Vetoed \_\_\_\_\_

Parish President

  
Guy McInnis

Returned to Clerk of the Council

7/27/2021 9:05am  
Date and Time

Received by

Louisa Salony

Exhibit A  
Summary No. 3915  
Ordinance SBPC #2343-07-21  
**St. Bernard Parish Government**  
**Classified Field Personnel Pay Scale**  
**Adopted January 17, 2017; Effective January 1, 2017 as of July 20, 2021**

Paygrade 1	Paygrade 2	Paygrade 3	Paygrade 4
Laborer I	Crewman I Equipment Operator I Journeyman Electrician Kennel Assistant Laborer II Maintenance Tech. I Mosquito Control Inspector Plant Operator-in-Training Tire Repairman	Camera Truck/Operator Crewman II Equipment Operator II Maintenance Tech. II Meter Reader I	Animal Control Officer Carpenter Crewman/Asst. Foreman Equipment Operator III Laborer/Asst. Foreman Mechanic I Meter Reader II Mosquito Control Supervisor Plant Operator I Sign Shop Coordinator Tire Coordinator MS4 General Inspector

Steps				
1	24,532.9743	25,541.3790	26,541.1348	29,243.6600
2	24,971.0596	25,997.4714	27,015.0798	29,765.8640
3	25,409.1519	26,453.5711	27,489.0324	30,288.0764
4	25,847.2310	26,909.6571	27,962.9708	30,810.2731
5	26,285.3416	27,365.7758	28,436.9431	31,332.5072
6	26,723.4131	27,821.8538	28,910.8732	31,854.6948
7	27,161.5168	28,277.9653	29,384.8381	32,376.9206
8	27,599.6049	28,734.0606	29,858.7861	32,899.1280
9	28,037.6934	29,190.1563	30,332.7346	33,421.3359
10	28,475.7823	29,646.2525	30,806.6836	33,943.5442
11	28,913.8538	30,102.3304	31,280.6136	34,465.7317
12	29,351.9565	30,558.4410	31,754.5775	34,987.9565
13	29,790.0344	31,014.5257	32,228.5146	35,510.1517
14	30,228.1267	31,470.6253	32,702.4671	36,032.3640
15	30,666.2229	31,926.7291	33,176.4239	36,554.5811
16	31,075.0957	32,352.4082	33,618.7652	37,041.9633
17	31,483.9818	32,778.1011	34,061.1209	37,529.3615
18	31,892.8643	33,203.7903	34,503.4727	38,016.7553
19	32,301.7627	33,629.4961	34,945.8417	38,504.1681
20	32,710.6384	34,055.1783	35,388.1862	38,991.5538
21	33,119.5214	34,480.8680	35,830.5385	39,478.9483
22	33,528.4150	34,906.5688	36,272.9023	39,966.3554
23	33,937.2940	35,332.2544	36,715.2504	40,453.7451
24	34,346.1705	35,757.9374	37,157.5957	40,941.1318
25	34,755.0617	36,183.6357	37,599.9569	41,428.5360
26	35,163.9202	36,609.3000	38,042.2828	41,915.9013
27	35,572.8063	37,034.9929	38,484.6385	42,403.2994
28	35,981.6801	37,460.6731	38,926.9809	42,890.6829
29	36,390.5759	37,886.3762	39,369.3471	43,378.0926
30	36,799.4604	38,312.0675	39,811.7011	43,865.4889
31	37,212.9392	38,742.5419	40,259.0254	44,358.3615
32	37,631.0638	39,177.8531	40,711.3758	44,856.7720
33	38,053.8864	39,618.0555	41,168.8088	45,360.7827
34	38,481.4599	40,063.2039	41,631.3815	45,870.4565
35	38,913.8375	40,513.3541	42,099.1517	46,385.8569

**St. Bernard Parish Government**  
**Classified Field Personnel Pay Scale (continued)**  
**Adopted January 17, 2017; Effective January 1, 2017 as of July 20, 2021**

Paygrade 5	Paygrade 6	Paygrade 7	Paygrade 8
Electrician	Equipment Operator Foreman	Concession Manager	Asst. Road Manager
Equipment Operator IV	Facilities Manager II	Kennel Manager	Asst. Superintendent
Facilities Manager I	Lab Tech. I	Lab Tech. II	Maintenance Supervisor
Mechanic II	League Coordinator	Road Supervisor	Operations Coordinator
Meter Reader III	Leisure Coordinator	Plant Operator IV	Program Manager
Plant Operator II	Lift Station Supervisor	Drainage Pump Operator II	Drainage Pump Operator III
Plumber	Plant Operator III		
Supervisor, Parks & Rec	Drainage Pump Operator I		
	W&S Foreman		

Steps				
1	31,946.1853	34,648.7105	37,351.2255	40,053.7508
2	32,516.6483	35,267.4325	38,018.2063	40,768.9906
3	33,087.1204	35,886.1644	38,685.1977	41,484.2417
4	33,657.5754	36,504.8777	39,352.1692	42,199.4716
5	34,228.0713	37,123.6354	40,019.1885	42,914.7526
6	34,798.5163	37,742.3379	40,686.1483	43,629.9699
7	35,369.0032	38,361.0858	41,353.1570	44,345.2396
8	35,939.4699	38,979.8117	42,020.1421	45,060.4840
9	36,509.9371	39,598.5383	42,687.1278	45,775.7290
10	37,080.4048	40,217.2655	43,354.1142	46,490.9748
11	37,650.8498	40,835.9679	44,021.0739	47,206.1919
12	38,221.3355	41,454.7145	44,688.0812	47,921.4602
13	38,791.7889	42,073.4261	45,355.0508	48,636.6880
14	39,362.2609	42,692.1579	46,022.0422	49,351.9391
15	39,932.7382	43,310.8953	46,689.0396	50,067.1967
16	40,465.1614	43,888.3595	47,311.5446	50,734.7427
17	40,997.6020	44,465.8425	47,934.0699	51,402.3104
18	41,530.0378	45,043.3204	48,556.5897	52,069.8722
19	42,062.4945	45,620.8208	49,179.1337	52,737.4601
20	42,594.9215	46,198.2892	49,801.6432	53,405.0108
21	43,127.3580	46,775.7678	50,424.1637	54,072.5735
22	43,659.8084	47,353.2614	51,046.7004	54,740.1535
23	44,192.2398	47,930.7344	51,669.2149	55,407.7096
24	44,724.6679	48,508.2039	52,291.7256	56,075.2617
25	45,257.1150	49,085.6941	52,914.2586	56,742.8377
26	45,789.5197	49,663.1382	53,536.7420	57,410.3605
27	46,321.9603	50,240.6212	54,159.2672	58,077.9281
28	46,854.3849	50,818.0869	54,781.7738	58,745.4758
29	47,386.8381	51,395.5836	55,404.3139	59,413.0594
30	47,919.2766	51,973.0644	56,026.8368	60,080.6246
31	48,457.6976	52,557.0337	56,656.3543	60,755.6905
32	49,002.1683	53,147.5646	57,292.9451	61,438.3414
33	49,552.7567	53,744.7306	57,936.6887	62,128.6626
34	50,109.5314	54,348.6064	58,587.6653	62,826.7402
35	50,672.5621	54,959.2673	59,245.9563	63,532.6615

**St. Bernard Parish Government**  
**Classified Field Personnel Pay Scale (continued)**  
**Adopted January 17, 2017; Effective January 1, 2017 as of July 20, 2021**

	<b>Paygrade 9</b>	<b>Paygrade 10</b>	<b>Paygrade 11</b>	<b>Paygrade 12</b>
	Assistant Superintendent Chemist I Maintenance Supervisor Mechanic Shop Manager Drainage Pump Operator IV Heavy Equipment Operator Asst. Super. Elec. Division	Chemist II Chief Plant Operator Drainage Pump Operator V		Superintendent
<b>Steps</b>				
1	42,756.2760	45,458.8013	48,161.3265	50,863.8415
2	43,519.7748	46,270.5591	49,021.3433	51,772.1171
3	44,283.2857	47,082.3298	49,881.3738	52,680.4071
4	45,046.7739	47,894.0762	50,741.3785	53,588.6700
5	45,810.3167	48,705.8808	51,601.4449	54,496.9980
6	46,573.7914	49,517.6130	52,461.4346	55,405.2450
7	47,337.3222	50,329.4047	53,321.4873	56,313.5586
8	48,100.8258	51,141.1677	54,181.5096	57,221.8399
9	48,864.3302	51,952.9315	55,041.5327	58,130.1222
10	49,627.8354	52,764.6960	55,901.5566	59,038.4054
11	50,391.3100	53,576.4281	56,761.5462	59,946.6522
12	51,154.8392	54,388.2181	57,621.5971	60,854.9639
13	51,918.3251	55,199.9623	58,481.5995	61,763.2242
14	52,681.8360	56,011.7330	59,341.6299	62,671.5142
15	53,445.3539	56,823.5110	60,201.6681	63,579.8124
16	54,157.9408	57,581.1389	61,004.3370	64,427.5221
17	54,870.5510	58,338.7915	61,807.0320	65,275.2594
18	55,583.1548	59,096.4374	62,609.7200	66,122.9892
19	56,295.7864	59,854.1128	63,412.4392	66,970.7520
20	57,008.3785	60,611.7462	64,215.1138	67,818.4678
21	57,720.9832	61,369.3930	65,017.8027	68,666.1987
22	58,433.6065	62,127.0595	65,820.5125	69,513.9516
23	59,146.2043	62,884.6990	66,623.1937	70,361.6742
24	59,858.7978	63,642.3339	67,425.8699	71,209.3916
25	60,571.4168	64,399.9958	68,228.5749	72,057.1395
26	61,283.9789	65,157.5974	69,031.2159	72,904.8196
27	61,996.5890	65,915.2499	69,833.9108	73,752.5569
28	62,709.1778	66,672.8798	70,636.5818	74,600.2688
29	63,421.8049	67,430.5504	71,439.2959	75,448.0262
30	64,134.4123	68,188.2001	72,241.9879	76,295.7603
31	64,855.0266	68,954.3627	73,053.6988	77,153.0194
32	65,583.7377	69,729.1339	73,874.5302	78,019.9107
33	66,320.6365	70,512.6105	74,704.5844	78,896.5425
34	67,065.8152	71,304.8902	75,543.9651	79,783.0240
35	67,819.3667	72,106.0719	76,392.7771	80,679.4661



**St. Bernard Parish Government**  
**Classified Field Personnel Pay Scale (continued)**  
**Adopted January 17, 2017; Effective January 1, 2017 as of July 20, 2021**

	<b>Paygrade 13</b>	<b>Paygrade 14</b>	<b>Paygrade 15</b>	<b>Paygrade 16</b>
	Plant Manager W&S	Mechanic Superintendent		
<b>Steps</b>				
1	53,566.3668	56,268.8920	58,971.4173	61,673.9425
2	54,522.9014	57,273.6856	60,024.4698	62,775.2541
3	55,479.4511	58,278.4951	61,077.5391	63,876.5831
4	56,435.9724	59,283.2747	62,130.5770	64,977.8793
5	57,392.5621	60,288.1262	63,183.6903	66,079.2544
6	58,349.0665	61,292.8881	64,236.7097	67,180.5312
7	59,305.6411	62,297.7237	65,289.8063	68,281.8889
8	60,262.1818	63,302.5237	66,342.8656	69,383.2074
9	61,218.7234	64,307.3246	67,395.9259	70,484.5271
10	62,175.2660	65,312.1266	68,448.9872	71,585.8478
11	63,131.7703	66,316.8884	69,502.0064	72,687.1245
12	64,088.3429	67,321.7218	70,555.1008	73,788.4798
13	65,044.8614	68,326.4985	71,608.1357	74,889.7729
14	66,001.4111	69,331.3080	72,661.2050	75,991.1019
15	66,957.9696	70,336.1267	73,714.2838	77,092.4409
16	67,850.7202	71,273.9183	74,697.1163	78,120.3144
17	68,743.4999	72,211.7405	75,679.9810	79,148.2215
18	69,636.2718	73,149.5543	76,662.8369	80,176.1195
19	70,529.0784	74,087.4048	77,645.7311	81,204.0575
20	71,421.8355	75,025.2031	78,628.5708	82,231.9385
21	72,314.6084	75,963.0182	79,611.4279	83,259.8377
22	73,207.4046	76,900.8576	80,594.3106	84,287.7637
23	74,100.1689	77,838.6636	81,577.1583	85,315.6529
24	74,992.9277	78,776.4638	82,559.9999	86,343.5359
25	75,885.7185	79,714.2976	83,542.8767	87,371.4557
26	76,778.4381	80,652.0566	84,525.6751	88,399.2935
27	77,671.2178	81,589.8787	85,508.5396	89,427.2005
28	78,563.9708	82,527.6728	86,491.3748	90,455.0768
29	79,456.7717	83,465.5172	87,474.2627	91,483.0082
30	80,349.5480	84,403.3358	88,457.1236	92,510.9113
31	81,252.3555	85,351.6917	89,451.0278	93,550.3639
32	82,165.3070	86,310.7033	90,456.0995	94,601.4958
33	83,088.5164	87,280.4903	91,472.4643	95,664.4382
34	84,022.0990	88,261.1739	92,500.2489	96,739.3239
35	84,966.1713	89,252.8765	93,539.5817	97,826.2869

**St. Bernard Parish Government**  
**Classified Field Personnel Pay Scale (continued)**  
**Adopted January 17, 2017; Effective January 1, 2017 as of July 20, 2021**

Paygrade 17	Paygrade 18	Paygrade 19	Paygrade 20
Manager of W&S Road Manager			

Steps				
1	65,727.7253	71,132.7655	76,537.8160	81,942.8665
2	66,901.4252	72,402.9833	77,904.5518	83,406.1203
3	68,075.1438	73,673.2212	79,271.3092	84,869.3972
4	69,248.8274	74,943.4212	80,638.0259	86,332.6305
5	70,422.5950	76,213.7122	82,004.8404	87,795.9686
6	71,596.2580	77,483.8900	83,371.5331	89,259.1762
7	72,770.0070	78,754.1608	84,738.3260	90,722.4912
8	73,943.7145	80,024.3867	86,105.0705	92,185.7542
9	75,117.4231	81,294.6138	87,471.8162	93,649.0187
10	76,291.1328	82,564.8421	88,838.5634	95,112.2846
11	77,464.7956	83,835.0197	90,205.2558	96,575.4920
12	78,638.5422	85,105.2879	91,572.0459	98,038.8038
13	79,812.2224	86,375.4843	92,938.7587	99,502.0330
14	80,985.9410	87,645.7222	94,305.5160	100,965.3099
15	82,159.6702	88,915.9716	95,672.2859	102,428.6001
16	83,255.1051	90,101.4883	96,947.8845	103,794.2807
17	84,350.5758	91,287.0437	98,223.5247	105,160.0058
18	85,446.0367	92,472.5885	99,499.1537	106,525.7188
19	86,541.5403	93,658.1796	100,774.8323	107,891.4850
20	87,636.9831	94,843.7048	102,050.4401	109,257.1755
21	88,732.4454	96,029.2511	103,326.0706	110,622.8901
22	89,827.9362	97,214.8282	104,601.7343	111,988.6403
23	90,923.3879	98,400.3631	105,877.3524	113,354.3418
24	92,018.8329	99,585.8906	107,152.9628	114,720.0349
25	93,114.3171	100,771.4607	108,428.6188	116,085.7769
26	94,209.7139	101,956.9361	109,704.1731	117,451.4100
27	95,305.1844	103,142.4914	110,979.8132	118,817.1350
28	96,400.6222	104,328.0112	112,255.4152	120,182.8192
29	97,496.1189	105,513.5947	113,531.0857	121,548.5767
30	98,591.5853	106,699.1455	114,806.7210	122,914.2965
31	99,699.3603	107,898.0171	116,096.6893	124,295.3616
32	100,819.5824	109,110.3592	117,401.1517	125,691.9443
33	101,952.3912	110,336.3232	118,720.2711	127,104.2189
34	103,097.9283	111,576.0621	120,054.2120	128,532.3619
35	104,256.3366	112,829.7307	121,403.1411	129,976.5516

**St. Bernard Parish Government**  
**Classified Field Personnel Pay Scale (continued)**  
**Adopted January 17, 2017; Effective January 1, 2017 as of July 20, 2021**

	Paygrade 21	Paygrade 22	Paygrade 23
Steps			
1	87,347.9068	94,104.2148	102,211.7905
2	88,907.6783	95,784.6337	104,036.9864
3	90,467.4746	97,465.0793	105,862.2113
4	92,027.2244	99,145.4748	107,687.3817
5	93,587.0858	100,825.9906	109,512.6828
6	95,146.8082	102,506.3565	111,337.8212
7	96,706.6450	104,186.8457	113,163.0935
8	98,266.4264	105,867.2754	114,988.3010
9	99,826.2094	107,547.7066	116,813.5103
10	101,385.9939	109,228.1395	118,638.7214
11	102,945.7161	110,908.5052	120,463.8595
12	104,505.5496	112,588.9909	122,289.1279
13	106,065.2949	114,269.3816	124,114.2931
14	107,625.0911	115,949.8271	125,939.5179
15	109,184.9016	117,630.2880	127,764.7593
16	110,640.6639	119,198.6526	129,468.2469
17	112,096.4737	120,767.0685	131,171.7901
18	113,552.2706	122,335.4704	132,875.3181
19	115,008.1243	123,903.9334	134,578.9126
20	116,463.8971	125,472.3094	136,282.4124
21	117,919.6958	127,040.7133	137,985.9426
22	119,375.5324	128,609.1580	139,689.5170
23	120,831.3170	130,177.5466	141,393.0307
24	122,287.0927	131,745.9257	143,096.5339
25	123,742.9206	133,314.3610	144,800.0982
26	125,198.6323	134,882.6711	146,503.5265
27	126,654.4420	136,451.0868	148,207.0695
28	128,110.2081	138,019.4556	149,910.5616
29	129,566.0525	139,587.9087	151,614.1452
30	131,021.8567	141,156.3184	153,317.6817
31	132,494.0183	142,742.3508	155,040.3592
32	133,982.7211	144,346.2039	156,782.3927
33	135,488.1509	145,968.0778	158,543.9997
34	137,010.4958	147,608.1751	160,325.4000
35	138,549.9457	149,266.7006	162,126.8162



**St. Bernard Parish Government**  
**Unclassified Personnel Pay Scale**  
**Adopted January 17, 2017; Effective January 1, 2017 as of July 20, 2021**

Paygrade 1	Paygrade 2	Paygrade 3	Paygrade 4
Bus Driver Clerical Specialist I Data Entry Clerk Laborer I Receptionist	Accounting Clerk I Clerical Specialist II HCV Inspector	Accounting Clerk II Clerical Specialist III CSBG Bus Driver HCV Specialist Officer Manager I Senior Bus Driver	Accounting Clerk III Clerk I HCV Portability Specialist Victim's Assistant

Steps

1	24,532.9743	25,541.3790	26,541.1348	29,243.6600
2	24,971.0596	25,997.4714	27,015.0798	29,765.8640
3	25,409.1519	26,453.5711	27,489.0324	30,288.0764
4	25,847.2310	26,909.6571	27,962.9708	30,810.2731
5	26,285.3416	27,365.7758	28,436.9431	31,332.5072
6	26,723.4131	27,821.8538	28,910.8732	31,854.6948
7	27,161.5168	28,277.9653	29,384.8381	32,376.9206
8	27,599.6049	28,734.0606	29,858.7861	32,899.1280
9	28,037.6934	29,190.1563	30,332.7346	33,421.3359
10	28,475.7823	29,646.2525	30,806.6836	33,943.5442
11	28,913.8538	30,102.3304	31,280.6136	34,465.7317
12	29,351.9565	30,558.4410	31,754.5775	34,987.9565
13	29,790.0344	31,014.5257	32,228.5146	35,510.1517
14	30,228.1267	31,470.6253	32,702.4671	36,032.3640
15	30,666.2229	31,926.7291	33,176.4239	36,554.5811
16	31,075.0957	32,352.4082	33,618.7652	37,041.9633
17	31,483.9818	32,778.1011	34,061.1209	37,529.3615
18	31,892.8643	33,203.7903	34,503.4727	38,016.7553
19	32,301.7627	33,629.4961	34,945.8417	38,504.1681
20	32,710.6384	34,055.1783	35,388.1862	38,991.5538
21	33,119.5214	34,480.8680	35,830.5385	39,478.9483
22	33,528.4150	34,906.5688	36,272.9023	39,966.3554
23	33,937.2940	35,332.2544	36,715.2504	40,453.7451
24	34,346.1705	35,757.9374	37,157.5957	40,941.1318
25	34,755.0617	36,183.6357	37,599.9569	41,428.5360
26	35,163.9202	36,609.3000	38,042.2828	41,915.9013
27	35,572.8063	37,034.9929	38,484.6385	42,403.2994
28	35,981.6801	37,460.6731	38,926.9809	42,890.6829
29	36,390.5759	37,886.3762	39,369.3471	43,378.0926
30	36,799.4604	38,312.0675	39,811.7011	43,865.4889
31	37,212.9392	38,742.5419	40,259.0254	44,358.3615
32	37,631.0638	39,177.8531	40,711.3758	44,856.7720
33	38,053.8864	39,618.0555	41,168.8088	45,360.7827
34	38,481.4599	40,063.2039	41,631.3815	45,870.4565
35	38,913.8375	40,513.3541	42,099.1517	46,385.8569

**St. Bernard Parish Government**  
**Unclassified Personnel Pay Scale (continued)**  
**Adopted January 17, 2017; Effective January 1, 2017 as of July 20, 2021**

Paygrade 5	Paygrade 6	Paygrade 7	Paygrade 8
Clerk II Officer Manager II	Admin Asst. to CAO I Grant Specialist I League Coordinator Planner I Senior HCV Specialist CDBG Coordinator	Council Assistant Grant Specialist II Officer Manager III Planner II Public Info. Officer Senior Housing Specialist Public Service Officer	Admin Asst. to CAO II Assistant DA I Deputy Clerk DA Legal Secretary/Civil DA Secretary Fair Housing Coordinator Families INS Officer Grant Accountant I Grant Specialist III Historian Pre-Trial/Victim Services Supv. Trial Assistant

Steps				
1	31,946.1853	34,648.7105	37,351.2255	40,053.7508
2	32,516.6483	35,267.4325	38,018.2063	40,768.9906
3	33,087.1204	35,886.1644	38,685.1977	41,484.2417
4	33,657.5754	36,504.8777	39,352.1692	42,199.4716
5	34,228.0713	37,123.6354	40,019.1885	42,914.7526
6	34,798.5163	37,742.3379	40,686.1483	43,629.9699
7	35,369.0032	38,361.0858	41,353.1570	44,345.2396
8	35,939.4699	38,979.8117	42,020.1421	45,060.4840
9	36,509.9371	39,598.5383	42,687.1278	45,775.7290
10	37,080.4048	40,217.2655	43,354.1142	46,490.9748
11	37,650.8498	40,835.9679	44,021.0739	47,206.1919
12	38,221.3355	41,454.7145	44,688.0812	47,921.4602
13	38,791.7889	42,073.4261	45,355.0508	48,636.6880
14	39,362.2609	42,692.1579	46,022.0422	49,351.9391
15	39,932.7382	43,310.8953	46,689.0396	50,067.1967
16	40,465.1614	43,888.3595	47,311.5446	50,734.7427
17	40,997.6020	44,465.8425	47,934.0699	51,402.3104
18	41,530.0378	45,043.3204	48,556.5897	52,069.8722
19	42,062.4945	45,620.8208	49,179.1337	52,737.4601
20	42,594.9215	46,198.2892	49,801.6432	53,405.0108
21	43,127.3580	46,775.7678	50,424.1637	54,072.5735
22	43,659.8084	47,353.2614	51,046.7004	54,740.1535
23	44,192.2398	47,930.7344	51,669.2149	55,407.7096
24	44,724.6679	48,508.2039	52,291.7256	56,075.2617
25	45,257.1150	49,085.6941	52,914.2586	56,742.8377
26	45,789.5197	49,663.1382	53,536.7420	57,410.3605
27	46,321.9603	50,240.6212	54,159.2672	58,077.9281
28	46,854.3849	50,818.0869	54,781.7738	58,745.4758
29	47,386.8381	51,395.5836	55,404.3139	59,413.0594
30	47,919.2766	51,973.0644	56,026.8368	60,080.6246
31	48,457.6976	52,557.0337	56,656.3543	60,755.6905
32	49,002.1683	53,147.5646	57,292.9451	61,438.3414
33	49,552.7567	53,744.7306	57,936.6887	62,128.6626
34	50,109.5314	54,348.6064	58,587.6653	62,826.7402

35	50,672.5621	54,959.2673	59,245.9563	63,532.6615
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**St. Bernard Parish Government**  
**Unclassified Personnel Pay Scale (continued).**  
**Adopted January 17, 2017; Effective January 1, 2017 as of July 20, 2021**

Paygrade 9	Paygrade 10	Paygrade 11	Paygrade 12
Asst. Housing Coordinator Diversion Assistant Grant Accountant II Program Specialist	Capital Project Manager Executive Assist. To President Grant Writer Facilities & Operation Manager Program Property Manager Project Inspector	Auditorium Manager Superintendent W&S Tourism Coordinator	Court Reporter GIS Manager Judicial Secretary

Steps				
1	42,756.2760	45,458.8013	48,161.3265	50,863.8415
2	43,519.7748	46,270.5591	49,021.3433	51,772.1171
3	44,283.2857	47,082.3298	49,881.3738	52,680.4071
4	45,046.7739	47,894.0762	50,741.3785	53,588.6700
5	45,810.3167	48,705.8808	51,601.4449	54,496.9980
6	46,573.7914	49,517.6130	52,461.4346	55,405.2450
7	47,337.3222	50,329.4047	53,321.4873	56,313.5586
8	48,100.8258	51,141.1677	54,181.5096	57,221.8399
9	48,864.3302	51,952.9315	55,041.5327	58,130.1222
10	49,627.8354	52,764.6960	55,901.5566	59,038.4054
11	50,391.3100	53,576.4281	56,761.5462	59,946.6522
12	51,154.8392	54,388.2181	57,621.5971	60,854.9639
13	51,918.3251	55,199.9623	58,481.5995	61,763.2242
14	52,681.8360	56,011.7330	59,341.6299	62,671.5142
15	53,445.3539	56,823.5110	60,201.6681	63,579.8124
16	54,157.9408	57,581.1389	61,004.3370	64,427.5221
17	54,870.5510	58,338.7915	61,807.0320	65,275.2594
18	55,583.1548	59,096.4374	62,609.7200	66,122.9892
19	56,295.7864	59,854.1128	63,412.4392	66,970.7520
20	57,008.3785	60,611.7462	64,215.1138	67,818.4678
21	57,720.9832	61,369.3930	65,017.8027	68,666.1987
22	58,433.6065	62,127.0595	65,820.5125	69,513.9516
23	59,146.2043	62,884.6990	66,623.1937	70,361.6742
24	59,858.7978	63,642.3339	67,425.8699	71,209.3916
25	60,571.4168	64,399.9958	68,228.5749	72,057.1395
26	61,283.9789	65,157.5974	69,031.2159	72,904.8196
27	61,996.5890	65,915.2499	69,833.9108	73,752.5569
28	62,709.1778	66,672.8798	70,636.5818	74,600.2688
29	63,421.8049	67,430.5504	71,439.2959	75,448.0262
30	64,134.4123	68,188.2001	72,241.9879	76,295.7603
31	64,855.0266	68,954.3627	73,053.6988	77,153.0194
32	65,583.7377	69,729.1339	73,874.5302	78,019.9107
33	66,320.6365	70,512.6105	74,704.5844	78,896.5425
34	67,065.8152	71,304.8902	75,543.9651	79,783.0240
35	67,819.3667	72,106.0719	76,392.7771	80,679.4661

**St. Bernard Parish Government**  
**Unclassified Personnel Pay Scale (continued)**  
**Adopted January 17, 2017; Effective January 1, 2017 as of July 20, 2021**

Paygrade 13	Paygrade 14	Paygrade 15	Paygrade 16
Asst. Capital Project Supervisor Compliance Officer Grants Manager Special Events Manager Tourism Manager		Transit Manager	Internal Auditor Chief Security Officer Housing Coordinator

Steps				
1	53,566.3668	56,268.8920	58,971.4173	61,673.9425
2	54,522.9014	57,273.6856	60,024.4698	62,775.2541
3	55,479.4511	58,278.4951	61,077.5391	63,876.5831
4	56,435.9724	59,283.2747	62,130.5770	64,977.8793
5	57,392.5621	60,288.1262	63,183.6903	66,079.2544
6	58,349.0665	61,292.8881	64,236.7097	67,180.5312
7	59,305.6411	62,297.7237	65,289.8063	68,281.8889
8	60,262.1818	63,302.5237	66,342.8656	69,383.2074
9	61,218.7234	64,307.3246	67,395.9259	70,484.5271
10	62,175.2660	65,312.1266	68,448.9872	71,585.8478
11	63,131.7703	66,316.8884	69,502.0064	72,687.1245
12	64,088.3429	67,321.7218	70,555.1008	73,788.4798
13	65,044.8614	68,326.4985	71,608.1357	74,889.7729
14	66,001.4111	69,331.3080	72,661.2050	75,991.1019
15	66,957.9696	70,336.1267	73,714.2838	77,092.4409
16	67,850.7202	71,273.9183	74,697.1163	78,120.3144
17	68,743.4999	72,211.7405	75,679.9810	79,148.2215
18	69,636.2718	73,149.5543	76,662.8369	80,176.1195
19	70,529.0784	74,087.4048	77,645.7311	81,204.0575
20	71,421.8355	75,025.2031	78,628.5708	82,231.9385
21	72,314.6084	75,963.0182	79,611.4279	83,259.8377
22	73,207.4046	76,900.8576	80,594.3106	84,287.7637
23	74,100.1689	77,838.6636	81,577.1583	85,315.6529
24	74,992.9277	78,776.4638	82,559.9999	86,343.5359
25	75,885.7185	79,714.2976	83,542.8767	87,371.4557
26	76,778.4381	80,652.0566	84,525.6751	88,399.2935
27	77,671.2178	81,589.8787	85,508.5396	89,427.2005
28	78,563.9708	82,527.6728	86,491.3748	90,455.0768
29	79,456.7717	83,465.5172	87,474.2627	91,483.0082
30	80,349.5480	84,403.3358	88,457.1236	92,510.9113
31	81,252.3555	85,351.6917	89,451.0278	93,550.3639
32	82,165.3070	86,310.7033	90,456.0995	94,601.4958
33	83,088.5164	87,280.4903	91,472.4643	95,664.4382
34	84,022.0990	88,261.1739	92,500.2489	96,739.3239
35	84,966.1713	89,252.8765	93,539.5817	97,826.2869

**St. Bernard Parish Government**  
**Unclassified Personnel Pay Scale (continued)**  
**Adopted January 17, 2017; Effective January 1, 2017 as of July 20, 2021**

Paygrade 17	Paygrade 18	Paygrade 19	Paygrade 20
OHSEP Director Pump and Canal Drainage Mgr.	Assistant DA II Capital Projects Supervisor Coastal Zone Manager	Assistant DA to the Parish	

Steps

1	65,727.7253	71,132.7655	76,537.8160	81,942.8665
2	66,901.4252	72,402.9833	77,904.5518	83,406.1203
3	68,075.1438	73,673.2212	79,271.3092	84,869.3972
4	69,248.8274	74,943.4212	80,638.0259	86,332.6305
5	70,422.5950	76,213.7122	82,004.8404	87,795.9686
6	71,596.2580	77,483.8900	83,371.5331	89,259.1762
7	72,770.0070	78,754.1608	84,738.3260	90,722.4912
8	73,943.7145	80,024.3867	86,105.0705	92,185.7542
9	75,117.4231	81,294.6138	87,471.8162	93,649.0187
10	76,291.1328	82,564.8421	88,838.5634	95,112.2846
11	77,464.7956	83,835.0197	90,205.2558	96,575.4920
12	78,638.5422	85,105.2879	91,572.0459	98,038.8038
13	79,812.2224	86,375.4843	92,938.7587	99,502.0330
14	80,985.9410	87,645.7222	94,305.5160	100,965.3099
15	82,159.6702	88,915.9716	95,672.2859	102,428.6001
16	83,255.1051	90,101.4883	96,947.8845	103,794.2807
17	84,350.5758	91,287.0437	98,223.5247	105,160.0058
18	85,446.0367	92,472.5885	99,499.1537	106,525.7188
19	86,541.5403	93,658.1796	100,774.8323	107,891.4850
20	87,636.9831	94,843.7048	102,050.4401	109,257.1755
21	88,732.4454	96,029.2511	103,326.0706	110,622.8901
22	89,827.9362	97,214.8282	104,601.7343	111,988.6403
23	90,923.3879	98,400.3631	105,877.3524	113,354.3418
24	92,018.8329	99,585.8906	107,152.9628	114,720.0349
25	93,114.3171	100,771.4607	108,428.6188	116,085.7769
26	94,209.7139	101,956.9361	109,704.1731	117,451.4100
27	95,305.1844	103,142.4914	110,979.8132	118,817.1350
28	96,400.6222	104,328.0112	112,255.4152	120,182.8192
29	97,496.1189	105,513.5947	113,531.0857	121,548.5767
30	98,591.5853	106,699.1455	114,806.7210	122,914.2965
31	99,699.3603	107,898.0171	116,096.6893	124,295.3616
32	100,819.5824	109,110.3592	117,401.1517	125,691.9443
33	101,952.3912	110,336.3232	118,720.2711	127,104.2189
34	103,097.9283	111,576.0621	120,054.2120	128,532.3619
35	104,256.3366	112,829.7307	121,403.1411	129,976.5516



**St. Bernard Parish Government**  
**Unclassified Personnel Pay Scale (continued)**  
**Adopted January 17, 2017; Effective January 1, 2017 as of July 20, 2021**

	Paygrade 21	Paygrade 22	Paygrade 23
Steps			
1	87,347.9068	94,104.2148	102,211.7905
2	88,907.6783	95,784.6337	104,036.9864
3	90,467.4746	97,465.0793	105,862.2113
4	92,027.2244	99,145.4748	107,687.3817
5	93,587.0858	100,825.9906	109,512.6828
6	95,146.8082	102,506.3565	111,337.8212
7	96,706.6450	104,186.8457	113,163.0935
8	98,266.4264	105,867.2754	114,988.3010
9	99,826.2094	107,547.7066	116,813.5103
10	101,385.9939	109,228.1395	118,638.7214
11	102,945.7161	110,908.5052	120,463.8595
12	104,505.5496	112,588.9909	122,289.1279
13	106,065.2949	114,269.3816	124,114.2931
14	107,625.0911	115,949.8271	125,939.5179
15	109,184.9016	117,630.2880	127,764.7593
16	110,640.6639	119,198.6526	129,468.2469
17	112,096.4737	120,767.0685	131,171.7901
18	113,552.2706	122,335.4704	132,875.3181
19	115,008.1243	123,903.9334	134,578.9126
20	116,463.8971	125,472.3094	136,282.4124
21	117,919.6958	127,040.7133	137,985.9426
22	119,375.5324	128,609.1580	139,689.5170
23	120,831.3170	130,177.5466	141,393.0307
24	122,287.0927	131,745.9257	143,096.5339
25	123,742.9206	133,314.3610	144,800.0982
26	125,198.6323	134,882.6711	146,503.5265
27	126,654.4420	136,451.0868	148,207.0695
28	128,110.2081	138,019.4556	149,910.5616
29	129,566.0525	139,587.9087	151,614.1452
30	131,021.8567	141,156.3184	153,317.6817
31	132,494.0183	142,742.3508	155,040.3592
32	133,982.7211	144,346.2039	156,782.3927
33	135,488.1509	145,968.0778	158,543.9997
34	137,010.4958	147,608.1751	160,325.4000
35	138,549.9457	149,266.7006	162,126.8162



## St. Bernard Parish, Louisiana Classification Specification

### DRAINAGE PUMP AND CANAL MANAGER

#### **Purpose of Classification:**

The Pump and Drainage Manager is responsible for planning and directing the entire operations of all drainage pump stations, as well as directing and scheduling the activities of the employees working in the Pump and Canal Drainage Department under the Department of Public Works for St. Bernard Parish Government.

#### **Distinguishing Features or Characteristics of Work:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

- Plans and directs activities at the drainage pump stations. Ensures that the stations are properly staffed for two (2) 12-hour shifts, 24 hours a day, 7 days a week. Directly and indirectly supervises approximately 11 employees (operating Engineer Foreman and Operating Engineer 2).
- Responsible for the operation and maintenance of 8 multi-building pump station plants comprised of large diesel engines (265 HP to 1500 HP), large electric motors (3 HP, 110 V to 225, 2300 V), 28 pumps (50,000 GPM to 210,000 GPM), generators, drive gears system, piping, air compressors, trash rakes, intake basins, and associated electronical control systems. Hydraulics systems and mobile equipment (backhoes, tractors, & Bobcats, etc.)
- Interviews and recommends selection of staff, establishes and manages work schedules, issues work orders and assignments, monitors employee performance, addresses performance or issues with staff, when appropriate recommends disciplinary measures, approves leave, complete PES documents and serves 2<sup>nd</sup> level reviewer.
- Responsible to address issues with drainage pump stations during emergencies or when needed.

- Plans, directs and inspects the operations and readiness condition of all drainage pump stations.
- Oversees the preventative maintenance program on all pumps and engines/motors (oils, filters, Changes belts and filters), and fuel management in all drainage pump stations. Monitors necessary repairs of same. Secures vendors to perform repairs when necessary and oversees work.
- Identifies and isolates repair issues. Prepare specifications, receives estimates and prepares work orders for services rendered by repair personnel and/or contractors.
- Reviews and maintains daily, weekly, monthly, quarterly and annual work logs for drainage pump stations operating on 24/7 basis. Ensures additional staff is available during rain and flooding events.
- Responsible for ordering and distributing of materials and supplies necessary for the successful operations of all St. Bernard Parish Government (SBPG) drainage pump stations.
- Determines needs and recommends purchase of materials and equipment or repair activities. Reviews and approves related invoices.
- Assists with the development and management of bid documents, plans and specifications for SBPG and grant funded construction, hazard mitigation and other repair and restoration projects.
- Assists with the planning and management of pre-bid meetings, questions and answers, bid openings. Evaluations, selection and awarding of contracts
- Assists with the management of contractors for design, construction and maintenance projects for all relative activities to include levees and floodwalls, pump stations, canals and gate structures
- Participates in the preparation and management of a multi-million dollar budget which cover the maintenance and operation of pump stations responsible for reducing and minimizing the food risk of St. Bernard Parish
- Conducts regular safety meetings with staff. Ensures that operating engineers receive necessary on the job training, as well as on going education to ensure proper operations of drainage pump stations.
- Oversees staff responsible for stock control, inventory and warehousing
- Routinely inspects canals pump stations and crossings.
- Recommends and implements solutions to address major or minor inspection issues
- Designs and oversees regular inventory reviews, develops an equipment replacement plan, and develops and maintains a 5 year Capital Outlay Plan for the department.
- Performs other related duties assigned by the SBPG Chief Administrative Officer.

### **Necessary Knowledge's, Skills, and Abilities**

- Complete knowledge of proper operational procedures and equipment maintenance.
- Ability to devise plans to keep instrumentation in working order and foresee departmental needs.
- Ability to maintain harmonious relationships with other employees and the public.

**Minimal Qualifications:**

An Engineering degree, or a bachelor's degree in a related field is preferred, a combination of experience and training which would indicate possession of the knowledge, skills, and abilities listed may be used in lieu of the required degrees. Minimum seven (7) years of experience working with pump operations and drainage systems. Applicant must have knowledge and experience in governmental accounting and the understanding of public bid laws. The applicant must have experience with managing a multi-tiered organization. Additionally, the applicant will have knowledge of and the ability to work with its' Local, State and Federal partners. Excellent communication skills are a must as the applicant will also be expected to address and update the St. Bernard Parish Council and attend public meetings as needed.

**Specific License or Certification Required:** A valid State of Louisiana Driver's license

**Performance Aptitudes:**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA Compliance:**

**Physical Ability:** Ability to operate a variety of automated machines including computers and peripheral equipment; Ability to operate a variety of tools and equipment in construction area such as shovels, picks, screw drivers, masonry tools, wrenches, tamps and other hand tools.

**Environmental Factors** Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, wetness, humidity, rain, temperature and animal/wildlife attacks.

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## St. Bernard Parish, Louisiana

### HEAVY EQUIPMENT OPERATOR II (Foreman)

#### **Purpose of Classification:**

This position requires supervision and oversight of the Heavy Equipment Operator positions and all heavy equipment. This position requires the operation of various types of heavy equipment including bulldozers, forklifts, backhoes, dump trucks, cargo trucks, and hydraulic truck cranes. This position generally operates this equipment to assist in the construction of structures, including bridges, roads, buildings, and canals. The equipment can also be used to dig, lift sand, gravel, or earth. The equipment may also be used in grading or pile-driving is needed. Personnel in this class are responsible for minor repairs to the equipment, and for ordinary servicing. Also, they may be assigned to equipment operation requiring possession of appropriate portable equipment and hoisting machinery operator's license. Supervision is received from superior, who assigns tasks and inspects the work in progress, and upon completion. This position will assist the Drainage Pump and Canal Manager and the Director of Public Works in supervision of Heavy Equipment Operators. This position will be responsible for documentation, and maintaining job reports.

#### **Distinguishing Features or Characteristics of Work:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

- Schedules and coordinates Heavy Equipment projects.
- Operates heavy equipment under standard safety policies and procedures.
- Ensures that all SBPG equipment, material, and the work site are maintained, kept clean, and stored in a safe manner.
- Collect and dispose of scrap, excess materials and refuse.
- Completes required paperwork, reporting and other documentation.
- Exhibits hand and foot coordination in order to operate the machinery.



- Ability to read gauges, dials, and other indicators, and have the ability to adjust as needed.
- Ability to coordinate actions with other workers in busy work areas/sites.
- Ability to detect and fix operating problems.
- Ability to make decisions to solve issues that may arise.
- Provide support to successful completion of construction and engineering work.
- Supervises, and participates, in the servicing, upkeep and repair of various units of equipment operated.
- Works closely with Department Manager and the Director of Public Works.

**Additional Functions:**

- Performs other related duties as required.

**Necessary Knowledge's, Skills, and Abilities**

- Ability to effectively supervise and work with other Heavy Equipment Operators
- Ability to clearly communicate instructions within a work order to the Heavy Equipment Operators.
- Ability to communicate with other managers or personnel within the Pump and Canal Drainage Division.
- Ability to conform to all federal, state, and local, regulations for the work being performed.
- Ability to assess all work sites for safety concerns and promptly take action to mitigate for any problems or threats to employee safety.
- Willingness to work closely with Supervisors and Department Managers.

**Minimal Qualifications:**

High School Diploma or GED required supplemented by a vocational/technical degree in Heavy equipment Operation or related field; supplemented by five (5) years of work experience in a Heavy Equipment Operator or related capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Applicant must pass a heavy equipment skill's evaluation with a direct supervisor or Department Manager.

**Specific License or Certification Required:** GED or High School Diploma.

-A valid classified State of Louisiana Driver's license appropriate to the type(s) of vehicle(s) operated.

**Performance Aptitudes:**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations. Requires the ability to compose and deliver timely and accurate reports to the Pump and Canal Drainage Manager.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA Compliance:**

**Physical Ability:** Ability to operate a variety of automated machines including computers and peripheral equipment; Ability to operate a variety of tools and equipment in construction area such as shovels, picks, screw drivers, masonry tools, wrenches, tamps and other hand tools.

**Environmental Factors** Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, wetness, humidity, rain, temperature and animal/wildlife attacks.

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## **St. Bernard Parish, Louisiana**

### **Classification Specification**

# **MECHANIC SUPERINTENDENT (Pump and Canal Drainage Division)**

### **Purpose of Classification:**

The purpose of this classification is to manage a wide range of diagnostics, installation, maintenance, and repair work on all mechanical equipment and all heavy mechanical aspects of the Pump and Canal Drainage Division of Public Works. The position will identify new and needed equipment, replacement equipment, and develop equipment replacement plans for St. Bernard Parish Government. This position is responsible for managing staff, scheduling maintenance, and overseeing the repair of all small, large, and heavy equipment within the St. Bernard Parish Government Pump and Canal Drainage Division.

### **Essential Functions:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Experience working on gasoline and diesel engines, pumps, small and large engines as well as heavy equipment.

Excellent communication skills in order to work with and manage mechanic staff as well as office staff.

Has the ability to work closely with all Department Managers and Administration.

Schedules the repairs of components in heavy equipment, and oversees all other repair needs.

Must supervise mechanic's day-to-day work production and schedules while ensuring that repairs are completed in a timely manner.

Good diagnostic skills to identify service requirements, and assess the work of mechanics.

Understanding of governmental purchasing procedures, orders all parts, and manages all shop inventories.

Maintains repair records of the amount of parts, fluids, labor, repair work, and hours or mileage for each piece of equipment.

Manages work area cleanup, including cleaning and storing tools, ensuring a safe and productive work environment.

Inspects and maintains all pump engines owned by St. Bernard Parish Government.

Oversees and Manages maintenance and repair all small engine, large engine and heavy equipment mechanics.

Oversees all aspects of mechanical operations for St. Bernard Parish Government.

### **Additional Functions:**

Performs other related duties as required.

### **Minimum Qualifications:**

Associates Degree in Diesel Mechanics preferred, a diesel mechanics certification, a minimum of 5 to 10 years in a diesel engine mechanic supervisory role; supplemented by vocational/technical training in automotive and/or heavy equipment mechanic, and/or diesel engine repair or maintenance certifications or related,; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Louisiana Class A Commercial Driver's License.

### **Performance Aptitudes:**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA Compliance:**

**Physical Ability:** Ability to operate and repair a variety of vehicles and heavy equipment: automobiles, trucks, back hoes, forklifts, bull dozers, spreaders, loaders, street sweepers, busses, lawn machinery and equipment; machinery parts; Operation of towing equipment, dumps trucks, and other miscellaneous light and heavy equipment.

**Environmental Factors** Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, wetness, and humidity, rain, temperature and animal/wildlife attacks.

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## **St. Bernard Parish, Louisiana Classification Specification**

### **DRAINAGE PUMP OPERATOR I**

#### **Purpose of Classification:**

The Pump Operator performs skilled mechanical and electrical work in the operation of large pump stations for drainage and related work as required. Operates and maintains multiple electric and diesel engines ranging from 275-1200 H.P., multiple mechanical and hydraulic pumps ranging from 50,000-210,000 G.P.M., and auxiliary apparatus. The work entails ensuring that all mechanical and electrical equipment function in proper operational condition; maintaining proper pump pressures, temperatures, air flows, coolant levels, fuel levels, rpm's, etc. Observes, reads and interprets instruments and gauges for the efficient operation of the stations as well as regulates canal water levels.

#### **Distinguishing Features or Characteristics of Work:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Performs preventive maintenance on pumps and engines/motors and auxiliary apparatus (oil motors, greases pump bearings, greases and lubes fitting on engines; changes belts and filters, changes batteries, tests batteries, etc., paints; cleans and greases trash rakes). Helps troubleshoot problems with all equipment at pump stations. Assists, if needed, skilled workers in performing major repairs.

Operates T-190 Bobcat front end loader (61 H.P.) to remove trash from deck. Cuts grass around pump stations and on levees that tie to pump stations with New Holland Model TN 750, 71 H.P. with six (6) foot cutter or equal, riding and/or push lawnmower, operates weed-eaters, and sprays tall grass/weeds with standard chemical backpacks when necessary. May drive pickup truck to gather/distribute paperwork and/or supplies/equipment. May escort tractors or other equipment. Pulls trash and debris from trash rakes/screens using potato rakes and grappling hooks. Keep pump station clean and orderly (sweeps, mops, cleans bathroom and outside decks, clean fuel tanks enclosures, etc.) Keeps tools and all equipment clean and orderly.

Keeps all necessary plant records. Keeps daily logs and other records of all operations of pump engines: storm and hurricane events, canal gauge readings and rainfall amounts, anyone coming into and out of the pump station, monitors weather conditions via television, satellite, radio and telephone, as needed.

### **Necessary Knowledge's, Skills, and Abilities**

- Complete knowledge of proper operational procedures and equipment maintenance.
- Ability to devise plans to keep instrumentation in working order and foresee departmental needs.
- Ability to maintain harmonious relationships with other employees and the public.
- Ability to remain current with all operational requirements
- Ability to learn new processes or procedures

### **Minimal Qualifications:**

A combination of experience and training which would indicate possession of the knowledge, skills, and abilities listed. Minimum 3 years of experience working with pump operations and drainage systems. The applicant must have knowledge and/or experience to operate the drainage pumps.

**Specific License or Certification Required:** GED or High School Diploma.

-A valid State of Louisiana Driver's license.

### **Performance Aptitudes:**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA Compliance:**

**Physical Ability:** Ability to operate a variety of automated machines including computers and peripheral equipment; Ability to operate a variety of tools and equipment in construction area such as shovels, picks, screw drivers, masonry tools, wrenches, tamps and other hand tools.

**Environmental Factors** Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, wetness, humidity, rain, temperature and animal/wildlife attacks.

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## St. Bernard Parish, Louisiana

### HEAVY EQUIPMENT OPERATOR

#### **Purpose of Classification:**

This position operates various types of heavy equipment including bulldozers, forklifts, backhoes, dump trucks, cargo trucks, and hydraulic truck cranes. This position generally operates this equipment to assist in the construction of structures, including bridges, roads, buildings, and canals. The equipment can also be used to dig, lift sand, gravel, or earth. The equipment may also be used in grading or pile-driving is needed. Personnel in this class are responsible for minor repairs to the equipment, and for ordinary servicing. Also, they may be assigned to equipment operation requiring possession of appropriate portable equipment and hoisting machinery operator's license. Supervision is received from supervisor, who assigns tasks and inspects the work in progress, and upon completion.

#### **Distinguishing Features or Characteristics of Work:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

- Operates heavy equipment under standard safety policies and procedures.
- Ensures that all SBPG equipment, material, and the work site are maintained, kept clean, and stored in a safe manner.
- Completes required paperwork, reporting and other documentation.
- Exhibits hand and foot coordination in order to operate the machinery.
- Ability to read gauges, dials, and other indicators, and have the ability to adjust as needed.
- Ability to coordinate actions with other workers in busy work areas/sites.
- Ability to detect and fix operating problems.
- Ability to make decisions to solve issues that may arise.
- Provide support to successful completion of construction and engineering work.
- Participates, in the servicing, upkeep and repair of various units of equipment operated

**Additional Functions:**

- Performs other related duties as required.

**Necessary Knowledge's, Skills, and Abilities**

- Ability to effectively work with other Heavy Equipment Operators
- Ability to follow the instructions and remain within the confines of a work order.
- Ability to communicate with other managers or personnel within the Pump and Canal Drainage Division.
- Ability to conform to all federal, state, and local, regulations for the work being performed.

**Minimal Qualifications:**

High School Diploma or GED required supplemented by a vocational/technical degree in Heavy equipment Operation or related field; supplemented by three years of work experience in a Heavy Equipment Operator or related capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Applicant must pass a heavy equipment skill's evaluation with a direct supervisor or Department Manager.

**Specific License or Certification Required:** GED or High School Diploma.

-A valid classified State of Louisiana Driver's license appropriate to the type(s) of vehicle(s) operated.

**Performance Aptitudes:**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations. The ability to compose and deliver timely and accurate reports to the Pump and Canal Drainage Manager.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA Compliance:**

**Physical Ability:** Ability to operate a variety of automated machines including computers and peripheral equipment; Ability to operate a variety of tools and equipment in construction area such as shovels, picks, screw drivers, masonry tools, wrenches, tamps and other hand tools.

**Environmental Factors** Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, wetness, humidity, rain, temperature and animal/wildlife attacks.

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## **St. Bernard Parish, Louisiana Classification Specification**

### **DRAINAGE PUMP OPERATOR IV (Foreman)**

#### **Purpose of Classification:**

The Pump Operator IV performs skilled mechanical and electrical work in the operation of large pump stations for drainage and related work as required. Operates and maintains multiple electric and diesel engines ranging from 275-1200 H.P., multiple mechanical and hydraulic pumps ranging from 50,000-210,000 G.P.M., and auxiliary apparatus. The work entails ensuring that all mechanical and electrical equipment function in proper operational condition; maintaining proper pump pressures, temperatures, air flows, coolant levels, fuel levels, rpm's, etc. Observes, reads and interprets instruments and gauges for the efficient operation of the stations as well as regulates canal water levels. Additionally, this Pump Operator will work with management to lead and communicate with the DPO I, II, and III positions. The Pump Operator IV position will assist the Pump Operator V (Supervisor) position and will serve as a backup to that position when needed.

#### **Distinguishing Features or Characteristics of Work:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Performs preventive maintenance on pumps and engines/motors and auxiliary apparatus (oil motors, greases pump bearings, greases and lubes fitting on engines; changes belts and filters, changes batteries, tests batteries, etc., paints; cleans and greases trash rakes). Helps troubleshoot Issues with any/all equipment at pump stations. Assists, if needed, skilled workers in performing major repairs.

Operates T-190 Bobcat front end loader (61 H.P.) to remove trash from deck. Cuts grass around pump stations and on levees that tie to pump stations with New Holland Model TN 750, 71 H.P. with six (6) foot cutter or equal, riding and/or push lawnmower, operates weed-eaters, and sprays tall grass/weeds with standard chemical backpacks when necessary. May drive pickup truck to gather/distribute paperwork and/or supplies/equipment. May escort tractors or other equipment.

Pulls trash and debris from trash rakes/screens using potato rakes and grappling hooks. Keep pump station clean and orderly (sweeps, mops, cleans bathroom and outside decks, clean fuel tanks enclosures, etc.) Keeps tools and all equipment clean and orderly.

Keeps all necessary plant records. Keeps daily logs and other records of all operations of pump engines: storm and hurricane events, canal gauge readings and rainfall amounts, anyone coming into and out of the pump station, monitors weather conditions via television, satellite, radio and telephone, as needed.

### **Necessary Knowledge's, Skills, and Abilities**

- Complete knowledge of proper operational procedures and equipment maintenance.
- Ability to devise plans to keep instrumentation in working order and foresee departmental needs.
- Ability to maintain harmonious relationships with other employees and the public.
- Ability to remain current with all operational requirements
- Ability to learn new processes or procedures
- Ability to communicate clearly and concisely.
- Ability to organize all paperwork, and reports for the review of the Drainage Pump Operator V.
- Ability to develop, amend and maintain work schedules for all Drainage Pump Operators.
- Ability to perform Drainage Pump Operator V (Supervisor) duties when needed.
- Willingness to work closely with Supervisors, Department Managers and Administration

### **Minimal Qualifications:**

A combination of experience and training which would indicate possession of the knowledge, skills, and abilities listed. Minimum 5 years of experience working with pump operations and drainage systems, and will have only positive performance evaluations. This position must be able to work closely with skilled trades, supervisors, and Department Manager.

**Specific License or Certification Required:** GED or High School Diploma.

-A valid State of Louisiana Driver's license.

### **Performance Aptitudes:**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations. The ability to compose and deliver timely and accurate reports to the Drainage Pump Operator V, or the Pump and Canal Drainage Manager.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards. The ability to clearly and effectively communicate the directives of the Pump Operator V (Supervisor) when needed.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA Compliance:**

**Physical Ability:** Ability to operate a variety of automated machines including computers and peripheral equipment; Ability to operate a variety of tools and equipment in construction area such as shovels, picks, screw drivers, masonry tools, wrenches, tamps and other hand tools.

**Environmental Factors** Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, wetness, humidity, rain, temperature and animal/wildlife attacks.

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## **St. Bernard Parish, Louisiana Classification Specification**

### **DRAINAGE PUMP OPERATOR III**

#### **Purpose of Classification:**

The Pump Operator performs skilled mechanical and electrical work in the operation of large pump stations for drainage and related work as required. Operates and maintains multiple electric and diesel engines ranging from 275-1200 H.P., multiple mechanical and hydraulic pumps ranging from 50,000-210,000 G.P.M., and auxiliary apparatus. The work entails ensuring that all mechanical and electrical equipment function in proper operational condition; maintaining proper pump pressures, temperatures, air flows, coolant levels, fuel levels, rpm's, etc. Observes, reads and interprets instruments and gauges for the efficient operation of the stations as well as regulates canal water levels.

#### **Distinguishing Features or Characteristics of Work:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Performs preventive maintenance on pumps and engines/motors and auxiliary apparatus (oil motors, greases pump bearings, greases and lubes fitting on engines; changes belts and filters, changes batteries, tests batteries, etc., paints; cleans and greases trash rakes). Helps troubleshoot problems with all equipment at pump stations. Assists, if needed, skilled workers in pardoning major repairs.

Operates T-190 Bobcat front end loader (61 H.P.) to remove trash from deck. Cuts grass around pump stations and on levees that tie to pump stations with New Holland Model TN 750, 71 H.P. with six (6) foot cutter or equal, riding and/or push lawnmower, operates weed-eaters, and sprays tall grass/weeds with standard chemical backpacks when necessary. May drive pickup truck to gather/distribute paperwork and/or supplies/equipment. May escort tractors or other equipment. Pulls trash and debris from trash rakes/screens using potato rakes and grappling hooks. Keep pump station clean and orderly (sweeps, mops, cleans bathroom and outside decks, clean fuel tanks enclosures, etc.) Keeps tools and all equipment clean and orderly.

Keeps all necessary plant records. Keeps daily logs and other records of all operations of pump engines: storm and hurricane events, canal gauge readings and rainfall amounts, anyone coming into and out of the pump station, monitors weather conditions via television, satellite, radio and telephone, as needed.

### **Necessary Knowledge's, Skills, and Abilities**

- Complete knowledge of proper operational procedures and equipment maintenance.
- Ability to devise plans to keep instrumentation in working order and foresee departmental needs.
- Ability to maintain harmonious relationships with other employees and the public.
- Ability to remain current with all operational requirements
- Ability to learn new processes or procedures

### **Minimal Qualifications:**

A combination of experience and training which would indicate possession of the knowledge, skills, and abilities listed. Minimum 3 years of experience working with pump operations and drainage systems. The applicant must have a minimum of 5 years of experience and positive performance evaluations.

**Specific License or Certification Required:** GED or High School Diploma.

-A valid State of Louisiana Driver's license.

### **Performance Aptitudes:**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA Compliance:**

**Physical Ability:** Ability to operate a variety of automated machines including computers and peripheral equipment; Ability to operate a variety of tools and equipment in construction area such as shovels, picks, screw drivers, masonry tools, wrenches, tamps and other hand tools.

**Environmental Factors** Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, wetness, humidity, rain, temperature and animal/wildlife attacks.

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## **St. Bernard Parish, Louisiana Classification Specification**

### **DRAINAGE PUMP OPERATOR V (Supervisor)**

#### **Purpose of Classification:**

The Pump Operator IV performs skilled mechanical and electrical work in the operation of large pump stations for drainage and related work as required. Operates and maintains multiple electric and diesel engines ranging from 275-1200 H.P., multiple mechanical and hydraulic pumps ranging from 50,000-210,000 G.P.M., and auxiliary apparatus. The work entails ensuring that all mechanical and electrical equipment function in proper operational condition; maintaining proper pump pressures, temperatures, air flows, coolant levels, fuel levels, rpm's, etc. Observes, reads and interprets instruments and gauges for the efficient operation of the stations as well as regulates canal water levels. Additionally, this Pump Operator will work with management to lead and communicate with the DPO I, II, and III positions. The Pump Operator V (Supervisor) position will supervise, oversee, and communicate with all Drainage Pump Operator personnel for the effective and safe operation of the Drainage Pump and Canal Division. The Drainage Pump Operator V (Supervisor) position will be responsible to the development of all Drainage Pump Operators. The Drainage Pump Operator V (Supervisor) position will be responsible for performing and maintaining the records associated with the Drainage Pump Operators Performance Evaluations.

#### **Distinguishing Features or Characteristics of Work:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Performs preventive maintenance on pumps and engines/motors and auxiliary apparatus (oil motors, greases pump bearings, greases and lubes fitting on engines; changes belts and filters, changes batteries, tests batteries, etc., paints; cleans and greases trash rakes). Helps troubleshoot issues with any/all equipment at pump stations. Assists, if needed, skilled workers in pardoning major repairs.

Operates T-190 Bobcat front end loader (61 H.P.) to remove trash from deck. Cuts grass around pump stations and on levees that tie to pump stations with New Holland Model TN 750, 71 H.P. with six (6) foot cutter or equal, riding and/or push lawnmower, operates weed-eaters, and sprays tall grass/weeds with standard chemical backpacks when necessary. May drive pickup truck to gather/distribute paperwork and/or supplies/equipment. May escort tractors or other equipment. Pulls trash and debris from trash rakes/screens using potato rakes and grappling hooks. Keep pump station clean and orderly (sweeps, mops, cleans bathroom and outside decks, clean fuel tanks enclosures, etc.) Keeps tools and all equipment clean and orderly.

Keeps all necessary plant records. Keeps daily logs and other records of all operations of pump engines: storm and hurricane events, canal gauge readings and rainfall amounts, anyone coming into and out of the pump station, monitors weather conditions via television, satellite, radio and telephone, as needed.

### **Necessary Knowledge's, Skills, and Abilities**

- Complete knowledge of proper operational procedures and equipment maintenance.
- Ability to devise plans to keep instrumentation in working order and foresee departmental needs.
- Ability to maintain harmonious relationships with other employees and the public.
- Ability to remain current with all operational requirements
- Ability to learn new processes or procedures
- Ability to communicate clearly and concisely.
- Ability to organize and prepare all paperwork, and reports for the review of the Drainage Pump and Canal Manager.
- Ability to develop, amend and maintain work schedules for all Drainage Pump Operators.
- Ability to effectively lead, teach, correct, and evaluate all of the Drainage Pump Operators.
- Willingness to work closely with Supervisors, Department Managers and Administration

### **Minimal Qualifications:**

A combination of experience and training which would indicate possession of the knowledge, skills, and abilities listed. Minimum 5 years of experience working with pump operations and drainage systems, and will have only positive performance evaluations. Management/ supervisory experience.

**Specific License or Certification Required:** GED or High School Diploma.

-A valid State of Louisiana Driver's license.

### **Performance Aptitudes:**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations. The ability to compose and deliver timely and accurate reports to the Pump and Canal Drainage Manager.



**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards. The ability to clearly and effectively communicate the directives of the Pump and Canal Drainage Manager.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA Compliance:**

**Physical Ability:** Ability to operate a variety of automated machines including computers and peripheral equipment; Ability to operate a variety of tools and equipment in construction area such as shovels, picks, screw drivers, masonry tools, wrenches, tamps and other hand tools.

**Environmental Factors** Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, wetness, humidity, rain, temperature and animal/wildlife attacks.

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## **St. Bernard Parish, Louisiana Classification Specification**

### **DRAINAGE PUMP OPERATOR II**

#### **Purpose of Classification:**

The Pump Operator performs skilled mechanical and electrical work in the operation of large pump stations for drainage and related work as required. Operates and maintains multiple electric and diesel engines ranging from 275-1200 H.P., multiple mechanical and hydraulic pumps ranging from 50,000-210,000 G.P.M., and auxiliary apparatus. The work entails ensuring that all mechanical and electrical equipment function in proper operational condition; maintaining proper pump pressures, temperatures, air flows, coolant levels, fuel levels, rpm's, etc. Observes, reads and interprets instruments and gauges for the efficient operation of the stations as well as regulates canal water levels.

#### **Distinguishing Features or Characteristics of Work:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Performs preventive maintenance on pumps and engines/motors and auxiliary apparatus (oil motors, greases pump bearings, greases and lubes fitting on engines; changes belts and filters, changes batteries, tests batteries, etc., paints; cleans and greases trash rakes). Helps troubleshoot problems with all equipment at pump stations. Assists, if needed, skilled workers in performing major repairs.

Operates T-190 Bobcat front end loader (61 H.P.) to remove trash from deck. Cuts grass around pump stations and on levees that tie to pump stations with New Holland Model TN 750, 71 H.P. with six (6) foot cutter or equal, riding and/or push lawnmower, operates weed-eaters, and sprays tall grass/weeds with standard chemical backpacks when necessary. May drive pickup truck to gather/distribute paperwork and/or supplies/equipment. May escort tractors or other equipment. Pulls trash and debris from trash rakes/screens using potato rakes and grappling hooks. Keep pump station clean and orderly (sweeps, mops, cleans bathroom and outside decks, clean fuel tanks enclosures, etc.) Keeps tools and all equipment clean and orderly.

Keeps all necessary plant records. Keeps daily logs and other records of all operations of pump engines: storm and hurricane events, canal gauge readings and rainfall amounts, anyone coming into and out of the pump station, monitors weather conditions via television, satellite, radio and telephone, as needed.

### **Necessary Knowledge's, Skills, and Abilities**

- Complete knowledge of proper operational procedures and equipment maintenance.
- Ability to devise plans to keep instrumentation in working order and foresee departmental needs.
- Ability to maintain harmonious relationships with other employees and the public.
- Ability to remain current with all operational requirements
- Ability to learn new processes or procedures

### **Minimal Qualifications:**

A combination of experience and training which would indicate possession of the knowledge, skills, and abilities listed. Minimum 3 years of experience working with pump operations and drainage systems. The applicant must have 3 years of experience and positive performance evaluations.

**Specific License or Certification Required:** GED or High School Diploma.

-A valid State of Louisiana Driver's license.

### **Performance Aptitudes:**

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA Compliance:**

**Physical Ability:** Ability to operate a variety of automated machines including computers and peripheral equipment; Ability to operate a variety of tools and equipment in construction area such as shovels, picks, screw drivers, masonry tools, wrenches, tamps and other hand tools.

**Environmental Factors** Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, wetness, humidity, rain, temperature and animal/wildlife attacks.

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