

**CITY OF ROCKVILLE  
ADMINISTRATIVE ASSISTANT II**

**CHARACTERISTICS OF CLASS:**

The Administrative Assistant II performs difficult skilled clerical and intermediate administrative work to assist the assigned department head. The work requires a proactive approach with outside and inside contacts to carry out departmental programs or to explain specialized matters with occasional contacts with higher level officials. There are light physical demands, and the working conditions are somewhat stressful from meeting deadlines and the demands of the department. The incumbent's increased administrative work is directed subject to general policy direction, practices and procedures with general supervisory review by the department Director. The incumbent participates with others in program development, service delivery and is responsible for supervision and coordination of activities of other secretarial/clerical support staff.

**EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

**EXAMPLES OF DUTIES:**

- Coordinates various departmental activities between the department head and various divisions of the department.

- Coordinates various City activities between the department Director and directors of other departments.

- Sets up and ensures maintenance of specialized files/record keeping systems and databases.

- Performs advanced clerical duties utilizing word processing, spreadsheets, Powerpoint, and Microsoft data bases.

- Makes arrangements for local and out-of-town travel for seminars and conferences.

- Screens incoming calls, correspondence and visitors answering questions and/or routing them as appropriate.

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- Prepares text, and conducts file searches.
- Performs a variety of research activities including Internet searches with minimal supervision.
- Ensures confidentiality of records and correspondence.
- Drafts and prepares letters, memorandums and reports.
- Performs a variety of administrative support functions such as planning agendas, gathering materials, taking minutes for various boards and commissions.
- May have responsibility for preparing an administrative division budget.
- Coordinates the preparation of the department's annual budget.
- Serves as a staff liaison with City employees, other agencies, private groups and community organizations utilizing a proactive approach.
- Receives, investigates and, if possible, resolves complaints and inquiries from employees and the general public.
- Supervises lower level clerical employees including interviewing, selection, and completion of performance appraisals.
- Establishes work priorities and office procedures and coordinates efforts to ensure workflow throughout the department and to meet deadlines.
- Participates in grant preparation, research, surveys, report writing and various other administrative duties as necessary.
- May participate with others or take the lead in coordination of special projects.
- Performs related duties as required.

**QUALIFICATIONS:**

**Required Training and Experience:**

Any combination of training and experience equivalent to graduation from high school and five years progressively responsible experience in office administration including advanced skill in the use of office equipment, computer software including Microsoft Office and E-Mail systems. Some supervisory experience preferred.

**Preferred Knowledge, Skills and Abilities:**

Knowledge of, or ability to rapidly acquire knowledge of City government procedures, and of the relationships between various City departments.

Knowledge of methods, principles and techniques associated with research, data collection and report preparation.

Knowledge of or ability to rapidly acquire knowledge of the City's budget preparation process.

Ability to establish and maintain effective working relationships with representatives of various government and private organizations, employees and the general public.

Ability to communicate effectively both orally and in writing.

Revised 09/04



## **CITY OF ROCKVILLE FLEET MECHANIC II**

### **CHARACTERISTICS OF CLASS**

The Fleet Mechanic performs intermediate skilled and technical work in the maintenance and repair of municipal vehicles and equipment. The incumbent is responsible for, but not limited to: preventive maintenance inspections, services, and light fabrication to automobiles, light-heavy trucks, buses, refuse packers, ground maintenance equipment, off road and seasonal equipment.

### **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

### **EXAMPLES OF DUTIES**

- Performs diagnosis of problems on equipment; performs electronic testing; replaces or rebuilds problem components and parts; test drives equipment.
- Performs general repair work on all equipment, engines, transmissions components.
- Performs road service and, if necessary, tows equipment to shop for repairs.
- Welds, rewires, and paints equipment as necessary; performs body work and replaces glass parts.
- Fabricates components; picks up needed parts; repairs tires; and refuels equipment.
- Provides technical assistance: interviews operators; records information; and instructs operators in use of equipment.
- Fills in for supervisor and issues work orders.
- Performs related work as assigned.
- Diagnoses accurately mechanical, electrical, electronic and hydraulic problems.
- Repairs in appropriate and timely manner automobiles, trucks and heavy equipment.
- Ensure that all safety procedures are followed.
- Perform all preventive maintenance procedures.

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FLEET MECHANIC II  
PAGE TWO**

**QUALIFICATIONS:**

**Required Training and Experience:**

Any combination of training and experience substantially equivalent to a High School diploma or GED, and (5) years experience as a journeyman mechanic working in multi-fleet operation, including a minimum of (3) years experience of steel/aluminum welding, and a minimum of two (2) current ASE Certifications in automotive and/or Heavy Duty Truck. Must possess or be able to obtain a Commercial Driver's License within 30 days of employment.

**Preferred Knowledge, Skills and Abilities**

Thorough knowledge of the standard practices and tools of the automotive trade.

Thorough knowledge of the operating principles of all components found on gasoline or diesel powered vehicles or equipment.

Thorough knowledge of the operating principles of hydraulic systems such as found on earth moving equipment, refuse trucks, salt spreaders and street sweepers.

Thorough knowledge of the use and maintenance of tools and equipment, including electronic diagnostic and testing equipment used in the automotive maintenance field.

Considerable knowledge of the occupational hazards and safety precautions of the automotive mechanic's trade.

Ability to work independently, and to understand and follow oral and written instructions, service charts and maintenance manuals.

Ability to weld with professional quality steel cast iron and aluminum.

Ability to use machinery such as metal lathes, brake lathes and drill presses.

Ability to fabricate specialized parts and equipment to serve a need or to make repairs.

Ability to fill work orders and keep related shop records - being accountable for all time and materials needed for repairs.

Ability to supervise, train, and instruct subordinate automotive mechanics.

Ability to establish and maintain effective working relationships with other employees.

An aptitude for mechanical work, physical strength and good health is required.

**FLSA Status: Non-Exempt**

Revised: 3/08

**CITY OF ROCKVILLE  
FORESTRY CREW SUPERVISOR**

**CHARACTERISTICS OF CLASS:**

The Forestry Crew Supervisor performs difficult skilled work in support of the City's forestry and parks management program. The incumbents work requires direct contact with the general public, supplying and seeking information related to tree maintenance. The physical demands are considerable requiring long periods in difficult work positions and the working conditions can be dangerous climbing trees up to heights of 100 feet. The incumbents work is subject to general instructions using standardized practices and has meaningful impact on the City's urban forestry program. The incumbent supervises employees of lower classification and the work is completed under the general supervision of the City Forester.

**EXPECTATIONS OF ALL CITY EMPLOYEES:**

Learn and demonstrate an understanding of City, department, division and team goals.

Serve and meet the needs of customers during routine or emergency situations.

Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.

Ability to assess his/her work performance or the work performance of the team.

Plan and organize his/her work, time and resources, and if applicable that of subordinates.

Contribute to the development of others and/or the working unit or overall organization.

Produce desired work outcomes including quality, quantity and timeliness.

Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.

Understand and value differences in employees and value input from others.

Consistently report to work and work assignments prepared and on schedule.

Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

**EXAMPLES OF DUTIES:**

Plans, organizes, supervises and participates as necessary in street tree health care, pruning and tree removal operations.

Receives work orders and dispatches workers, equipment and materials as required.

Provides monthly staff training related to tree and park maintenance including safety procedures.

Complies with American National Standard (Z133.1 – 1994) for tree care operations.

Maintains records of personnel and equipment hours and materials used.

Inspects trees for staff to ensure a safe working environment.

Climbs trees using rope, saddle, and standardized climbing techniques.

Organizes and performs emergency services such as snow removal, storm **CITY**

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FORESTRY CREW SUPERVISOR  
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damage, and hazardous weather responses.

Responds to hundreds of requests yearly for services from residents, often requiring direct contact.

Recommends equipment purchases.

Organizes, supervises and participates as necessary in the layout, loading, unloading, and setting up of equipment for special events.

Performs related work as assigned.

**QUALIFICATIONS:**

**Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from high school and five years of progressively responsible experience in arboriculture, tree maintenance or a related field. Possession of or ability to obtain a motor vehicle class CDL operator's license as issued by the Maryland Department of Motor Vehicles (or applicants state of residence) within 30 days of employment. Possession of a Tree expert license as issued by the state of Maryland, Department of Natural Resources required within one year of employment. State of Maryland pesticide license preferred.

**Preferred Knowledge, Skills and Abilities:**

Knowledge of arboriculture and general landscape technology.

Knowledge of ropes, block and tackle, technical rigging, and inspection and safety of climbing equipment.

Knowledge and understanding of the American National Standard (Z-133.1-1994), for tree care operations.

Knowledge of Maintenance and operation of chain saws, chipper trucks, aerial lift, and associated equipment.

Skill in climbing trees up to 100 feet in height with rope and saddle.

Ability to plan, organize and effectively supervise the work of a group of less skilled workers in a manner conducive to full performance and high morale.

Ability to work independently and to maintain a schedule of preventive maintenance.

Ability to establish and maintain effective working relationships with superiors and employees, and the general public contacted in the course of work.

Ability to provide citizen/customer service.

Ability to work from work orders.

Ability to make decisions recognizing established precedents and practices and to use resourcefulness in meeting new problems.

Revised: 9/04

## **CITY OF ROCKVILLE HOUSING CODES INSPECTOR**

### **CHARACTERISTICS OF CLASS:**

The position of Housing Codes Inspector performs intermediate technical work using a proactive approach in securing and maintaining compliance with ordinances and regulations relating to property maintenance, fire and safety, health, zoning, occupational licensing, signs, construction codes and Use Permit compliance within the City primarily for residential properties. The physical demands are light and the working conditions are somewhat disagreeable due to working outside. The work is directed by the Supervisor of Housing and Community Enhancement and affects individual citizens and businesses in Rockville with meaningful impact.

### **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.

Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

### **EXAMPLES OF DUTIES:**

- Conducts independent field inspections, explains and interprets codes, attempts to obtain voluntary compliance, writes reports, correspondence and notices, gathers evidence, prepares cases and testifies in court.
- Regularly inspects single family and multifamily residential properties to verify compliance with City property maintenance, fire and safety, zoning, and related codes and ordinances.
- Investigates and resolves citizen complaints regarding rental and non-rental properties, rodents, snow and ice, weeds, refuse, vehicles and other health and safety nuisances at residential properties.
- Confers with and advises owners, tenants, contractors, agents and community leaders regarding various code requirements and means to achieve code compliance.

**CITY OF ROCKVILLE  
HOUSING CODES INSPECTOR  
PAGE TWO**

Appears in court when necessary and produces documents and testimony to have legal action taken against property owners in an attempt to gain code compliance.

Makes independent patrol inspections of assigned areas for compliance with zoning ordinance, property maintenance code, and other City codes and ordinances as part of the Community Enhancement Program.

Inputs inspection data into the computer system.

Accurately prepares violation notices and citations, which are sent to property owners in order to achieve compliance with code requirements.

Handles inquiries from the public, and when necessary, refers questions to the appropriate Department.

Performs related work as required.

**QUALIFICATIONS:**

**Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from high school and two year's experience in property management, housing code enforcement or building construction trades. Possession of an appropriate driver's license valid in the State of Maryland. Possession of (or ability to obtain) International Code Council Property and Housing Inspector certification.

**Preferred Knowledge, Skills and Abilities:**

Considerable knowledge of BOCA Basic Property Maintenance Code, One and Two Family Dwelling Code, BOCA Basic Building Code, rental facilities and landlord/tenant ordinances, zoning ordinance, amusement and vendor ordinances.

Considerable knowledge in the interpretation of City codes, ordinances and regulations.

Ability to describe code related conditions in detail and maintain extensive records on case histories.

Ability to establish and maintain effective working relationships with homeowners, architects, developers, contractors, other employees and the general public.

Ability to be tactful but firm during contentious circumstances.

Ability to be effective and concise in oral and written communication.

Ability to input data into a computer system.

Revised: 9/04



**CITY OF ROCKVILLE  
INVENTORY SERVICES SUPERVISOR**

**CHARACTERISTICS OF CLASS:**

The Inventory Services Supervisor performs difficult clerical and intermediate administrative work involved in the maintenance of the City's store-room inventory and related records in accordance with inventory principles and practices. The incumbent has regular contact within and outside the department supplying or seeking information and materials necessary for City operation. The work requires considerable physical effort under somewhat disagreeable working conditions. The incumbent receives general managerial direction from the Purchasing Supervisor. The work provides services to user departments with meaningful impact upon their operation. The incumbent supervises the Inventory Services Specialist.

**EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

**EXAMPLES OF DUTIES:**

- Receives, unpacks, checks and records the receipt of goods, ensuring and reporting compliance with purchasing specification.
- Completes request for check disbursement forms.
- Lifts materials up to 80 lbs.
- Reviews the stockroom over the counter slips and receipts in order to maintain adequate levels of stock at all times.
- Records all stockroom transactions accurately in the AMS online inventory control system including budget line-item information that is charged directly to the departments and Calculates prices to be charged to the departments, averaging costs based on price changes.
- Maintains inventory and price records; posts the number and cost of items issued to stock records.
- Writes proper specifications, with the cooperation of stockroom customers, for items to be purchased for inventory.
- Responds to user requests for additional inventory by taking the necessary action to add items.

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INVENTORY SERVICES SUPERVISOR  
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Directly purchases all items valued less than \$2000 (80%-90% of stockroom inventory.)  
Ensures that the stockroom is maintained in a clean and orderly manner.  
Maintains Material Safety Data sheet information for all stored products and materials.  
Issues supplies, tools, equipment, to requisitioning employees; records, issues and posts charges to proper accounts.

Issues all uniforms, handles repairs, alterations, shortages and credits and maintains accurate records.

Initiates requisitions for replenishing stocks when reorder level is reached.

Plans, organizes, supervises and participates as necessary in the inventory of supplies including annual inventories.

Prepares reports substantiating inventory records.

Maintains stock bins, other storage facilities and storeroom in a clean and orderly fashion.

Performs related work as assigned.

**REQUIREMENTS:**

**Minimum Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from high school and three years experience in storage of materials and equipment used in maintenance and repair activities. One year supervisory experience is preferred. Familiarity with automated inventory systems and data entry preferred. Possession of an appropriate driver's license valid in the State of Maryland.

**Preferred Knowledge, Skills and Abilities:**

Knowledge of warehousing and purchasing systems and methods, including inventory and price record-keeping procedures.

Knowledge of the nomenclature and types of a wide variety to parts, tools, equipment and supplies used in municipal operations.

Knowledge of the City purchasing, accounting and budgeting systems, and of Municipal Public Works and Parks operations.

Knowledge of warehousing safety rules.

Knowledge of the principles and practices of supervision.

Ability to plan, organize, assign, supervise and evaluate the work of a group of subordinates.

Ability to perform.

Ability to inspect materials and goods for compliance with specifications.

Ability to perform rapidly accurate mathematical calculations.

Ability to maintain accurate and neat inventory, cost and price records and to prepare reports therefrom.

Ability to establish and maintain effective working relationships with other employees.

Revised 09/04

**CITY OF ROCKVILLE  
NEIGHBORHOOD SERVICES OFFICER**

**CHARACTERISTICS OF CLASS**

The Neighborhood Services Officer performs intermediate technical and responsible administrative work using a proactive approach in securing and maintaining compliance with ordinances and regulations relating to domestic animals and wildlife to ensure humane treatment and public safety. The physical demands are moderate with somewhat disagreeable working conditions when working in the field. The work is subject to established practices and procedures with general supervisory review and has meaningful impact on individual citizens.

**EXPECTATIONS OF ALL CITY EMPLOYEES:**

Learn and demonstrate an understanding of City, department, division and team goals.

Serve and meet the needs of customers during routine or emergency situations.

Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.

Ability to assess his/her work performance or the work performance of the team.

Plan and organize his/her work, time and resources, and if applicable that of subordinates.

Contribute to the development of others and/or the working unit or overall organization.

Produce desired work outcomes including quality, quantity and timeliness.

Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.

Understand and value differences in employees and value input from others.

Consistently report to work and work assignments prepared and on schedule.

Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

**EXAMPLES OF DUTIES:**

Patrols the City on foot and in vehicles seeking animals that are not under the control of a responsible person as required by the Animal Control section of the Rockville City Code.

Rescues stray, endangered, sick, or injured animals and takes appropriate action.

Inspects for unlicensed dogs.

Receives complaints regarding loose or unlicensed animals, apprehends the animal and impounds it.

Works with the City's Nature Center Supervisor and wild life management team on wild life issues.

Takes enforcement action as required; issues a wide variety of citations concerning such issues as animal ownership, cruelty, and neglect.

Appears and testifies in Court or before the Animal Matters Board as required.

Contacts animal owners and courteously informs them of violation and fee structure.

Mediates disputes between neighbors concerning animal matters.

Transports unclaimed or unwanted animals to the Humane Society.

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NEIGHBORHOOD SERVICES OFFICER  
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Ministers to or has diseased or injured animals cared for by a veterinarian; humanely disposes of diseased or injured animals as necessary.

Apprehends and has animals tested that are suspected of having a disease such as rabies or West Nile virus.

Maintains required records; makes necessary reports; reviews procedures with supervisor and suggests revisions.

Issues parking tickets and abandoned vehicle citations.

Attends Board hearings, rabies clinics and control classes.

Administers off leash testing.

Performs related work as assigned.

**QUALIFICATIONS:**

**Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from high school and some experience in the care and handling of animals, code enforcement or related work. Must possess a driver's license valid in the State of Maryland. Must attend and pass an Animal Control Academy and Animal Cruelty Investigation School levels 1 and 2.

**Preferred Knowledge, Skills and Abilities:**

Knowledge of the City codes, ordinances, regulations and procedures pertaining to animal custody, licensing, quarantine and disposal, parking and abandoned motor vehicles.

General knowledge of Police Department rules and regulations.

Knowledge of City geography.

Basic work processing skills.

Skill and compassion in the handling of diseased and unwanted animals.

Ability to maintain daily records.

Ability to understand, record, and report complaints to other Neighborhood Services Officers by radio.

Ability to operate a light truck safely.

Ability to deal courteously and tactfully but firmly when necessary with animal owners contacted in the course of work.

Ability to understand and carry out oral and written regulations and procedures.

Ability to provide information and to convey explanations of applicable ordinances and procedures while under unfavorable circumstances.

Revised: 9/04

**CITY OF ROCKVILLE  
PARKS EQUIPMENT MECHANIC**

**CHARACTERISTICS OF CLASS**

The Parks Equipment Mechanic performs difficult skilled trades and intermediate administrative work in the maintenance of the parks and facilities division's equipment shop, including parts acquisition and inventory, preventive and corrective maintenance and repair of parks maintenance equipment. The position requires regular contact within the department and periodic contact with other department personnel when providing assistance and contact with vendors to maintain inventory. The work requires moderate to considerable physical demands working occasionally with heavy weight materials with frequent requirements for long periods in difficult work positions. The working conditions involve exposure to disagreeable elements and stress due to the equipment needs of the division. The incumbent's work is directed by a parks maintenance supervisor.

**EXPECTATIONS OF ALL CITY EMPLOYEES:**

Learn and demonstrate an understanding of City, department, division and team goals.

Serve and meet the needs of customers.

Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.

Ability to assess his/her work performance or the work performance of the team.

Plan and organize his/her work, time and resources, and if applicable that of subordinates.

Contribute to the development of others and/or the working unit or overall organization.

Produce desired work outcomes including quality, quantity and timeliness.

Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.

Understand and value differences in employees and value input from others.

Consistently report to work and work assignments prepared and on schedule.

Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

**EXAMPLES OF DUTIES:**

Makes necessary repairs on parks equipment in response to receipt of service request forms.

Performs general and preventive maintenance for almost 300 pieces of equipment including but not limited to push mowers, chain saws, generators, pumps, blowers, trailers, snow machines, edgers, sprayers, sweepers, vacuums, hedge trimmers, ride-on rotary and reel mowers, sod cutters, concrete mixers, tampers, augers, sprinklers, plows, tillers, sand blasters, seeders, bush cutters, air compressors, shop saws, ballfield liners and rollers, and small tractors.

Cleans, paints, sharpens blades, and replaces broken and worn parts; lubricates moving parts, changes oil and hydraulic fluids, performs engine tune-ups, replaces spark plugs; inflates, balances, changes and rotates tires; adjusts brakes and clutches; rewires vehicles, equipment trailers, and other equipment; dismantles and rebuilds gas and diesel engines.

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PARKS EQUIPMENT MECHANIC  
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Maintains and monitors inventory of equipment and parts to assure stock and availability is current and up to date and selection of needed materials are readily available to perform routine and unscheduled repairs.

Makes purchases of equipment and parts for all daily repairs and to meet expectation of future needs.

Uses City PCard and is responsible for staying within guidelines and procedures of the City's PCard program.

Works with vendors to search County, State and Local Municipalities to find and review contracts and specifications for best pricing of Parks equipment. Meets with vendors off site to investigate possible equipment purchases.

Enters and maintains parks equipment inventory into the new Hansen Maintenance Management system.

Records service repair tickets in Hansen to create work orders and track associated cost of repairs, labor, materials, and time.

Maintains use, preventive maintenance and repair records for all equipment.

Updates and maintains service and parts manuals.

Leads a team of parks crewmembers reviewing all parks equipment and anticipates future equipment needs of the division.

Makes recommendations for purchases during the budget process.

Provides training and use demonstrations for new equipment to ensure safety standards.

Inspects and uses technical testing equipment to determine causes for equipment failure and adjusts and repairs equipment to manufacturer's specifications.

Machine fabricates equipment parts when the parts are no longer available from the manufacturer.

Performs routine welding, cutting, brazing and soldering in the production of metal gates, guard rails, trailer hitches, metal decks, and ramps.

Makes emergency repairs and roadside service calls.

Acts as member of parks and facilities emergency response team during weather-related emergencies.

Performs related duties as required.

**QUALIFICATIONS:**

**Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from high school and three to five years of experience in the maintenance and repair of parks maintenance equipment, small engine repair, large engine repair or a closely related field. Small engine repair certification and welding certification strongly preferred. Possession of, or ability to obtain, a motor vehicle class CDL operator's license as issued by the Maryland Department of Motor Vehicles (or an equivalent license issued by the employee's state of residence) within 30 days of employment.

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PARKS EQUIPMENT MECHANIC  
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**Preferred Knowledge, Skills and Abilities:**

Knowledge of the standard practices and tools used in the small engine trade.  
Ability to operate diagnostic and electronic testing equipment.  
Knowledge of parks maintenance equipment electrical components.  
Knowledge of occupational hazards and safety precautions necessary in equipment repair.  
Knowledge of purchasing practices and procedures.  
Ability to maintain records, tools, inventory and manuals necessary for use in the parks equipment maintenance shop.  
Ability to prioritize work effectively.  
Ability to understand and follow oral and written instructions and maintenance manuals.  
Ability to perform tasks in difficult work positions for long periods of time.  
Ability to use computer databases.  
Skill in performing mechanical work on small engines and other park maintenance equipment.

EOE

**FLSA Status: Non-Exempt**  
Revised: 8/08

**CITY OF ROCKVILLE  
PLANNING TECHNICIAN**

**CHARACTERISTICS OF CLASS:**

The Planning Technician performs intermediate technical work assisting with the execution of the City planning program. Work involves responsibility for applying basic planning skills and knowledge to the review of various requests involving the City Master Plan, development programs and zoning ordinances, and in gathering, compiling, and preparing information for reports and graphic displays. The incumbent's work is directed by City planners with supervision by the Chief of Planning.

**EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

**EXAMPLES OF DUTIES:**

- Reviews development applications for completeness and analyzes impact on surrounding area; submits recommendations with appropriate comments to the Planner in charge.
- Gathers population, facility, land use, economic zoning and other information and develops projections of needs, usages and impact; researches assessments and other tax data.
- Assists subdividers, applicants and the public to locate useful information, to comply with City requirements and to follow required procedures.
- Prepares maps, charts, tables and other presentation materials.
- Up-dates and maintains department maps and documents on zoning and land use information.
- Responsible for all graphic presentations pertaining to all aspects of planning function.
- Estimates quantity and secures all graphic supplies used by departmental staff.
- Provides all departmental maps; evaluates need for additional maps.
- Recording plats at the courthouse; researches deeds to ascertain facts needed to clarify zoning and land use questions.

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PLANNING TECHNICIAN  
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Answers promptly and accurately questions over the phone and in person, from developers and the public concerning general planning department projects, the Capital Improvements Program, the Master Plan and other inquiries related to the planning function.

**QUALIFICATIONS:**

**Required Training and Experience:**

Any combination of training and experience substantially equivalent to completion of technical school training (2 years) including or supplemented by course work in drafting, graphics, urban planning or a related area with two (2) years experience in planning or related activities.

**Preferred Knowledge, Skills and Abilities:**

Knowledge of drafting, sketching and lettering, and of illustration techniques and practices.  
Knowledge of the principles, practices and techniques of urban planning, zoning and development.

Knowledge of the literature and sources of information available concerning planning matters, and of the techniques and procedures useful to analyze and report on such subjects.

Knowledge of zoning and land subdivision ordinances and regulations, and the methods and procedures by which they are enforced.

Some knowledge of the principles and practices of civil engineering.

Skill in the use of drafting instruments and graphic display materials.

Ability to provide information to planners and other interested parties, and to convey concise and accurate explanations concerning various planning ordinances and procedures.

Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.

Ability to establish and maintain effective working relationships with other employees and to deal tactfully with developers, engineers, and the public in the resolution of difficult and contentious matters.

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Revised: 9/04

**CITY OF ROCKVILLE  
POLICE COMMUNICATIONS OPERATOR**

**CHARACTERISTICS OF CLASS:**

The Police Communications Operator performs intermediate technical work for the control of the flow of information between police department personnel, other law enforcement agencies, and the public; and for ensuring the maintenance of communications necessary to support the operations of the police department on all shifts.

**EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

**EXAMPLES OF DUTIES:**

- Receives non-emergency and emergency calls from the general public for police assistance, categorizes and prioritizes them before relaying appropriate information to police department personnel.

- Dispatches police department personnel on patrol to various locations in response to calls and as instructed.

- Receives requests for information, assistance and instructions from officers in the field.

- Receives calls from the public on problems relating to public works and other city departments at times when these departments are closed and contacts appropriate personnel as necessary.

- Maintains logs and records concerning incoming calls, communications with officers in the field, reports of abandoned autos, license checks, information checks, traffic light malfunctions, teletype messages, weather reports and others as required.

- Reports all defects or malfunctions and makes requests for repairs to communications equipment as necessary.

- Assists other sections of the department in message taking and other duties as necessary.

**CITY OF ROCKVILLE**

**POLICE COMMUNICATIONS OPERATOR**  
**PAGE TWO**

Receives animal control related calls and dispatches Neighborhood Services Officers as required.

Performs other related duties as required or necessary.

Responsible for receiving calls from the public in a manner that all necessary information is obtained, that the person making the call is reassured, and that the appropriate action is taken in a timely fashion to ensure that the major objectives of the department are met.

Responsible for maintaining all logs and records in an up-to-date and accurate manner.

Responsible for ensuring that the proper radio procedures are being followed.

Responsible for ensuring that all defects in equipment are reported immediately and that requests for repairs are made in a timely fashion.

Responsible to keep abreast of Federal, State and local laws and policies effecting police communications operations.

Responsible for maintaining required confidentiality and security of police information and record with regard to radio communications.

**QUALIFICATIONS:**

**Required Training and Experience:**

Any combination of training and experience equivalent to a high school education. Experience in dealing with the public in some capacity. Ability to speak clearly and understandably. Ability to work under difficult and stressful conditions and to remain calm in emergency situations. Must be able to organize work and to maintain records in proper order. Experience in police dispatch, police department or related activities is preferred. Must secure and maintain MILES and NCIC certification.

**Preferred Knowledge, Skills and Abilities:**

Considerable knowledge in proper radio procedures.

Skill in the use of two-way radios, computers, teletype machines and other communications equipment.

Revised: 9/04

## **CITY OF ROCKVILLE PRINTING SPECIALIST I**

### **CHARACTERISTICS OF CLASS:**

The Printing Specialist I performs intermediate technical work in the operation of offset presses and other printing and bindery equipment. The work requires occasional contact within the department and with employees of other departments. The work requires standing, bending, lifting and stooping to operate the press and related equipment and the working conditions are somewhat disagreeable with exposure to noise and ink and solvent odors and the stress of meeting deadlines. The work has meaningful impact on how the City represents itself through City publications including newsletters, forms, flyers, letterhead, etc. The incumbent receives assignments in terms of materials to be reproduced by job ticket/requisition, and finished work is periodically check for volume, neatness and clarity by the Graphics Supervisor, and by observation of results obtained.

### **EXPECTATIONS OF ALL CITY EMPLOYEES:**

Learn and demonstrate an understanding of City, department, division and team goals.  
Serve and meet the needs of customers during routine or emergency situations.  
Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.  
Ability to assess his/her work performance or the work performance of the team.  
Plan and organize his/her work, time and resources, and if applicable that of subordinates.  
Contribute to the development of others and/or the working unit or overall organization.  
Produce desired work outcomes including quality, quantity and timeliness.  
Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.  
Understand and value differences in employees and value input from others.  
Consistently report to work and work assignments prepared and on schedule.  
Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

### **EXAMPLES OF DUTIES:**

Operates offset presses, playmaker, folder, cutter, collator, and other standard printing equipment in reproducing newsletters, forms, flyers, reports, envelopes, and letterhead from original artwork.

Sets up, adjusts, operates and maintains general repairs on the Hamada 660

Two Color Press.

Prints single and two color work which includes, screen, line and halftones with tolerance ranging from loose to visually close registration requirements.

Resolves technical problems, ensures quality and timeliness of work.

Performs daily/weekly/monthly maintenance of shop equipment.

Maintains record of work performed; cuts; folds, drills, perforates, collates, and pads paper; stacks, packages, and prepares finished work for delivery.

**CITY OF ROCKVILLE  
PRINTING SPECIALIST I  
PAGE TWO**

Plans ways to improve quality of products and efficiency of operations.  
Strips up negatives onto printing flats for press; burns and processes printing plates; negatives and halftones.  
Cleans and makes repairs and adjustments to machines and maintains them in good working order.  
Maintains inventory control of shop equipment.  
Performs other duties as required.

**QUALIFICATIONS:**

**Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from high school supplemented by AA Degree in Printing or related field or technical school training and 1 to 2 years experience in operating offset presses and relating printing, platemaking and bindery equipment and two color press.

**Preferred Knowledge, Skills, and Abilities:**

Considerable knowledge of the operating principles, use, cares, and maintenance of offset presses and related printing equipment.  
Considerable knowledge of links and standard weights of paper, their uses and characteristics.  
Ability to operate, maintain, adjust and make repairs to a variety of printing equipment.  
Ability to make simple arithmetic calculations and tabulations rapidly and accurately.  
Ability to understand and follow simple and complex oral and written instructions.  
Responsible for maintaining and repairing the equipment.  
Ability to maintain an inventory of supplies.  
Ability to ensure efficiency in production of materials.  
Responsible for 1-2 color process.

Revised: 9/04

**CITY OF ROCKVILLE  
UTILITIES CREW SUPERVISOR**

**CHARACTERISTICS OF THE CLASS:**

The Utilities Crew Supervisor performs difficult work ranging from highly skilled mechanical duties to unskilled laboring tasks, including the supervision of others. Work involves considerable responsibility for activities such as maintenance of water and sewer lines and appurtenances, pumps, pumping station, heating and air conditioning, water plant facilities and controls. Instructions are received in the form of work orders, but the employee must exercise considerable initiative and judgement in carrying out assigned tasks. Incumbents may supervise employees of lower classifications with work being inspected while in progress or upon completion by the Division Superintendent.

**EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

**EXAMPLES OF DUTIES:**

- Determines source of problems; obtains and allocates materials for the resolution of problems.
- Plans, organizes, supervises and participates as necessary in the inspection of various types of facilities and equipment such as water and sewer lines and appurtenances, pumping stations and water towers for proper functioning of sewage and water pumping controls and equipment and resolves any recognized problems.
- Communicates daily with the Utilities Maintenance Supervisor on work plans and priorities.
- Dispatches employees, equipment and materials to various work and repair sites in accordance with preconceived programs and policies.
- Receives work orders, complaints and repair calls and takes appropriate action.
- Meets with citizens to evaluate requests for services or complaints and takes appropriate action.

**CITY OF ROCKVILLE  
UTILITIES CREW SUPERVISOR  
PAGE TWO**

Administers time sheets, leave slips, time cards and performance evaluations of subordinates.

Performs duties and ensures that others perform duties in a safe and healthful manner.

Performs other duties as required and assigned.

**QUALIFICATIONS:**

**Required Training and Experience:**

Possession of a High School Diploma or GED equivalent and four years of progressively responsible experience in work affording a familiarity with varied maintenance operations and systems provided that additional education may be substituted for up to one year of the experience. Possession of an appropriate driver's license valid in the State of Maryland. Possession of (or ability to acquire within 18 months of employment) a Water Distribution and Wastewater Collection Certificate and a Bacteriological Sample Collectors permit issued by the State of Maryland.

**Preferred Knowledge, Skills and Abilities:**

Considerable knowledge of the occupational hazards and safety precautions and conduct necessary for the proper operation of equipment to ensure safe work around mechanical, electrical and hydraulic equipment, and in close spaces subject to the accumulation of gases, fumes, dirt and noise.

Considerable knowledge of the materials, methods, techniques, tools and equipment used in varied public utilities maintenance and repair activities.

Working knowledge of the principles involved in the operation of sewage and water pumps, lines, plants and building maintenance procedures.

Ability to plan, organize and effectively supervise the work of a group of unskilled and skilled workers in a manner conducive to full performance and high morale.

Ability to adapt available tools and repair parts to specific repair problems.

Ability to work independently and to maintain a schedule of preventive maintenance.

Ability to establish and maintain effective working relationships with superiors, subordinates, other departments and employees, contractors, property owners and the general public with regard to policy of the division.

Ability to read and work from construction plans, sketches, drawings and work orders.

Ability to make decisions recognizing establishing precedents and practices and to use resourcefulness in meeting new problems.

Ability and sufficient physical strength to do strenuous manual work for long periods of time under varying weather conditions.

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