

ORDINANCE NO. 21-1133

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF
DOUGLAS, COCHISE COUNTY, ARIZONA, TO UNDERTAKE A
MINOR DEPARTMENTAL REORGANIZATION AFFECTING LEISURE
SERVICES AND PUBLIC WORKS DEPARTMENTS AND AMENDING
ORDINANCE No. 631, 673, 728, 848, 04-871, 09-954, 13-1027, 18-1086, 19-
1103 AND 19-1108; ESTABLISHING SEVERABILITY OF
COMPONENTS OF ORDINANCE; AND ESTABLISHING AN
EFFECTIVE DATE THEREOF.**

WHEREAS, Article IV, Section 1(A) of the City Charter provides that the "Council, by ordinance not inconsistent with this Charter shall provide for the organization, conduct and operation of the several offices and departments of the City as established by this Charter, for the creation of additional departments, divisions, offices and agencies and for their consolidation, alteration or abolition"; and

WHEREAS, Article VII, Section 5(2) of the City Charter provides that the alteration of a City department shall be by ordinance; and

10 WHEREAS, the Interim City Manager recommends a reorganization adding new positions for FY 21/22
11 Budget process and along with a few reclassifications while eliminating a few positions that have been
 vacant; and

12 **WHEREAS**, the Interim City Manager recommends to rename the Leisure Services Department to Parks &
13 Recreation Department; change the title for the Leisure Services Manager to Parks & Recreation Manager;
14 and reclassify the Recreation & Aquatics Supervisor position (range 20) to Recreation Coordinator (range 16)
 and the Assistant Aquatics Supervisor position (range 14) to Aquatics Coordinator (range 17) to better serve
 the Aquatics and Recreation divisions; and

15 **WHEREAS**, the Interim City Manager recommends that the Public Works Department remove the City
16 Engineer component from the Public Works Director / City Engineer position (range 37) leaving the position
17 only as Public Works Director (range 35) knowing engineer work will be contracted out as necessary
18 depending on the projects and expertise needed; reclassify the Maintenance Technician I position (range 14)
19 in PW Streets to Equipment Operator II (range 15); this change will continue to provide backup to the
20 Maintenance Tech IV while being able to operate equipment for the Streets projects; and add 3 Equipment
21 Operator I positions in the Streets Division and use the funding from the 4 Laborer limited status positions
22 currently funded; this will require the incumbents to have a Commercial Driver's License, which is highly
23 needed for the equipment operated in this division; and eliminate 3 Equipment Operator I positions in the
24 Sanitation Division; with the change to automated pick up, the second driver for each route is no longer used;
25 and

21 WHEREAS, all relevant changes embodied in this reorganization Ordinance are set out in the organizational
22 chart identified as Exhibit "A", as well as relevant changes to the current job descriptions resulting from this
23 Ordinance will be available at the regular Council meeting as Exhibit "B"; and

23 **WHEREAS**, the Mayor and Council find that the reorganization recommended by the Interim City Manager will promote the effective and efficient provision of City services to the citizens of Douglas.

24 **NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Douglas, Arizona, as follows:

1 **Section 1.** That Ordinance No. 631, Ordinance No. 673, Ordinance No. 728, Ordinance No. 848, Ordinance
2 No. 04-871, Ordinance No. 09-954, Ordinance No. 13-1027, Ordinance No. 18-1086, Ordinance 19-1103 and
2 Ordinance No. 19-1108 are hereby amended and that the provisions of any and all ordinances in conflict with
this Ordinance are repealed at the time this Ordinance becomes effective.

3 **Section 2.** Rename the Leisure Services Department to Parks & Recreation Department; change the title for
4 the Leisure Services Manager to Parks & Recreation Manager; and reclassify the Recreation & Aquatics
4 Supervisor position (range 20) to Recreation Coordinator (range 16) and the Assistant Aquatics Supervisor
4 position (range 14) to Aquatics Coordinator (range 17).

5 **Section 3.** That the Public Works Department remove the City Engineer component from the Public Works
6 Director / City Engineer position (range 37) leaving the position only as Public Works Director (range 35);
7 reclassify the Maintenance Technician I position (range 14) in PW Streets to Equipment Operator II (range
7 15); and add 3 Equipment Operator I positions in the Streets Division and use the funding from the 4 Laborer
8 limited status positions currently funded; and eliminate 3 Equipment Operator I positions in the Sanitation
8 Division.

9 **Section 4.** All relevant changes embodied in this reorganization Ordinance are set out in the organizational
9 chart identified as Exhibit "A", as well as relevant changes to the current job descriptions resulting from this
10 Ordinance are Exhibit "B".

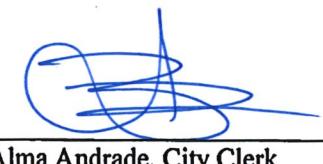
11 **Section 5. Severability:** If any chapter, section, subsection, sentence, clause or phrase of this Ordinance is
11 for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction,
12 such decision shall not affect the validity of the remaining portions of this Ordinance and shall continue in
12 full force and effect after the deletion of the illegal or unconstitutional provision.

13 **Section 6.** This Ordinance shall be effective thirty (30) days after final approval and adoption by the Mayor
13 and Council.

14 **PASSED AND ADOPTED** by the Mayor and Council of the City of Douglas, Arizona, this 14th day of July,
15 2021.

16 
17 Donald C. Huish, Mayor

18 Attest:

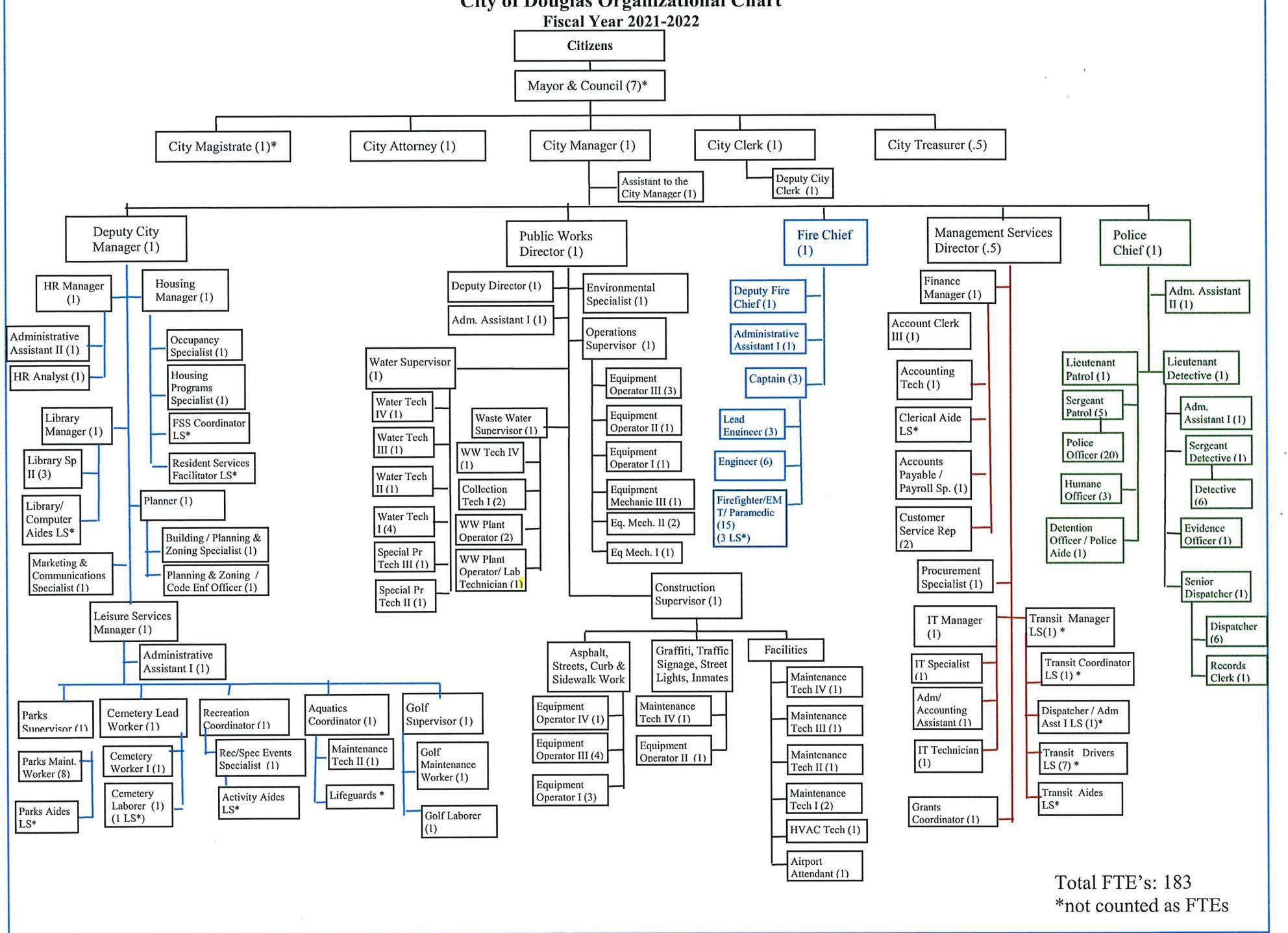
20 
21 Alma Andrade, City Clerk

19 Approved as to form:

20 
21 Denis Fitzgibbons, City Attorney

City of Douglas Organizational Chart

Fiscal Year 2021-2022



Total FTE's: 183

*not counted as FTEs

07/2019/2021

CITY OF DOUGLAS

JOB TITLE: Public Works Director/~~City Engineer~~

REPORTS TO: City Manager

DEPARTMENT: Public Works

FLSA: EX OCCUPATIONAL CODE: OA

RANGE: 3735

JOB SUMMARY:

Leads in a complex supervisory, administrative and professional work environment, planning, organizing, directing, and managing the Public Works Department, which may include the following functional areas: Environmental Compliance, Facilities Maintenance, Utilities, Street Maintenance & Preservation, Sanitation, Fleet Maintenance, and Stormwater, Building Safety, and Code Compliance. Performs complex and professional engineering for~~Conducts oversight of city engineering operations through the use of outside resources~~, projects and programs ensuring technical competence and compliance with all current federal, state and local laws, codes and criteria.

ESSENTIAL FUNCTIONS:

1. Manages and supervises engineering operations to achieve goals within available resources.
12. Supervises division managers and department support and/or technical staff.
23. Provides leadership and direction in the development of short and long range plans associated with the City infrastructure and the Public Works Department.
34. Develops and administers departmental budget; assures that assigned areas of responsibility are performed within budget; performing cost control activities; monitoring revenue and expenditures of all projects and ensuring effective and efficient use of budgeted funds, personnel, materials, facilities and time.
45. Determines work procedures, prepares work schedules and expedites workflow.
56. Ensures employees receive routine training, maintain required certifications and encourage additional certifications to gain expertise and knowledge.
67. Assigns projects and examines work for exactness, neatness, and conformance to policies, procedures and compliance with state and federal laws.
78. Standardizes department policies and procedures to improve efficiency, effectiveness of operations and promotes employee morale.
89. Maintains harmony among workers and addresses conflict resolution as necessary.
910. Prepares composite reports from individual reports of subordinates.
104. Evaluates public works needs and formulates short and long range plans to meet needs of the City in all Public Works Divisions, including a capital improvement program and pavement preservation program.
112. Prepares ~~engineering plans and specifications~~, bidding, competency of contractors and vendors, and the selection criteria for public contracts
123. Determines applicable codes, regulations, and requirements for assigned projects.
134. Responsible for the project management for the construction of the municipal public works projects, overseeing assigned projects to ensure contractor compliance within time and budget parameters.
145. Oversees the maintenance of infrastructure, Stormwater, flood retention and other records.
156. Maintains regular contact and a good working relationship with consulting engineers, construction project engineers, City, County and Federal agencies, professional and technical

groups and the general public regarding division activities and services while always creating a positive image for the City of Douglas with good customer service.

1617. Coordinates the City's engineering operations for the City through the use of outside resources.

17. Monitors inter-governmental actions affecting the department.
18. Responds to public or other inquiries relative to department ~~and/or engineering~~ policies and procedures.
19. Serves as a member of various staff committees as assigned.
20. Attends professional development workshops and conferences to keep abreast of trends and developments in the municipal public works field ~~of municipal engineering~~.
21. Provides ~~professional engineering technical~~ and utility system operations advice to supervisors and other officials; makes private and public presentations to the City Council, boards, commissions, civic groups and the general public.
22. Makes recommendations on issues and/or options regarding municipal public works.
23. Keeps informed of potential funding sources for Public Works Projects and coordinates the effort of submitting timely applications or in other ways securing the process for keeping the City in consideration for grants, etc. at all possible moments.
24. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
25. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
26. Other related duties as assigned.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer or requirements of the job change.)

EVALUATION FACTORS:

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

- Thorough knowledge of engineering public works principles, practices and methods as applicable to a municipal setting.
- Considerable knowledge of applicable City policies, laws and regulations affecting departmental activities.
- Knowledge of OSHA compliance and regulations as they pertain to the functions of this position
- Considerable skill in arriving at cost estimates on complex projects;
- Skill in operating the listed tools and equipment.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.
- Ability to conduct necessary engineering research and compile comprehensive reports.
- Ability to organize a variety of work disciplines into an effective work unit to accomplish the goals of Public Works activities.

TOOLS AND EQUIPMENT USED:

Personal Computer, including word processing, spreadsheet, and database; motor vehicle; phone; mobile radio; computer-aided design software

PHYSICAL REQUIREMENTS:

Must be physically capable of moving about on construction work sites and under adverse field conditions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Civil EngineeringBusiness Administration or closely related field, and a minimum of five years of professional civil engineering management/supervisory -experience in the public works areapreferably in the public sector. The ideal candidate will be a proven leader and effective manager of a Public Works or Utilities Department or Division.

An equivalent combination of education and appropriate experience may be substituted.

Valid Arizona Driver's License

SPECIAL REQUIREMENTS:

Registration as a Professional Engineer (PE) in the State of Arizona.

Must obtain CPR Certification.

07/2021

CITY OF DOUGLAS

JOB SUMMARY:

Under general direction, is responsible for planning, organizing, implementing and evaluating municipal recreational programs to include sporting, cultural and community events, classes and programs.

ESSENTIAL FUNCTIONS:

1. Conducts and/or attends meetings with representatives of other public agencies and community organizations to determine recreational interests and to design preliminary overall programs which are to be administered by the City and/or, in conjunction with other entities.
2. Conducts recreation program needs assessment studies and evaluates various programs and methods of appropriateness to community needs and interests.
3. Develops, organizes, promotes, and coordinates recreational programs.
4. Supervises permanent and seasonal recreation staff.
5. Writes requests for grants for recreational programs and equipment, as available.
6. Interviews and makes hiring recommendations.
7. Evaluates the performance of subordinate staff.
8. Prepares the division budgets and manages funds received
9. Developing, coordinating and scheduling special events
10. Manage the collection of usage fees
11. Operates basic office equipment.
12. Provides basic information to customers and responds to various inquiries from the public.
13. Issues and prepares purchase orders.
14. Provides oversight and guidance to overall citywide recreation program.
15. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
16. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
17. May perform other related duties as may be assigned from time to time

EVALUATION FACTORS:

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of public recreation objectives and principles.
- Knowledge of the type of facilities and equipment needed for a recreation program.
- General knowledge of human and social behavior as applied to varied groups participating in recreation activities.

- Knowledge of OSHA compliance and regulations as they pertain to the functions of this position
- Knowledge of the appropriate methods for handling complaints regarding services.
- Knowledge sufficient to operate information processing equipment
- Ability to provide general supervision to subordinate staff.
- Ability to establish and maintain effective working relationships with employees, city officials, community organizations and the general public.
- Ability to develop, organize, coordinate and direct the activities and personnel in a well-rounded recreation program.
- Ability to write and communicate effectively and to prepare and maintain reports and records in English.
- Ability to deal with the public with courtesy and tact in person and by telephone.
- Ability to organize and promote interest in a variety of recreational activities.
- Ability to work with large groups in a recreational setting.
- Ability to give instruction and maintain leadership while conducting programs.
- Ability to maintain current CPR and first aid certification at all times.

RESPONSIBILITY: For overall quality in operation of a city-wide recreation program; for a variety of clerical tasks; for safety of groups and participants of various recreational events.

EFFORT: Routine concentration required when processing information accurately. Some mental fatigue may be caused by required routine detail work. Physical exertion depending on recreational activities. May be required to lift up to 35 lbs.

SPECIAL REQUIREMENTS:

Must obtain CPR & First Aid Certifications.

MINIMUM QUALIFICATIONS:

Valid Arizona driver's license. High School Diploma or G.E.D. supplemented by an A.A. degree plus some supervisory experience and one year of recreation experience, with at least six months assisting in managing or managing recreational programs; or any combination equivalent to experience and training that would provide the required knowledge, skills and abilities.

DESIRED QUALIFICATIONS:

Bilingual (English/Spanish); Certified Parks and Recreation Professional (CPRP) Certification.

07/2021

CITY OF DOUGLAS

Job Title: Aquatics Coordinator
Reports To: Parks & Recreation Manager
Department/Div: Parks & Recreation
FLSA: NE

OCCUPATIONAL CODE: AS

RANGE: 17

JOB SUMMARY:

Under general direction, is responsible for planning, organizing, implementing and evaluating aquatics programs and events for City swimming pools.

ESSENTIAL FUNCTIONS:

(May not include all of the duties, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Supervises subordinate lifeguards and maintenance staff.
2. Evaluates the performance of subordinate staff
3. Prepares the division budgets and manages funds received
4. Provides high quality programs and services.
5. Monitors aquatic facility operations.
6. Ensures that facilities are maintained clean and safe.
7. Trains Aquatics staff in all aspects necessary.
8. Provides water safety instruction, swimming lessons and oversees pool area.
9. Works with school district, vendors, citizen advisory groups, recreational team parent organizations, news media, and the American Red Cross.
10. Solicits feedback from customers and staff and receives customer complaints.
11. Checks and records daily receipts and cash from admission fees.
12. Prepares work schedules for staff.
13. Prepares and reviews financial, accident/incident and facility inspection reports.
14. Orders/purchases supplies and equipment for facilities and pro-shop.
15. Provides water safety instruction, swimming lessons, water aerobic classes and oversees pool area.
16. Oversees programs and projects as they pertain to Aquatic operations.
17. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
18. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
19. May perform other related duties as may be assigned from time to time.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

EVALUATION FACTORS:

Desirable Skills, Knowledge, and Abilities

- Knowledge of life saving principles and practices.
- Knowledge of the type of facilities and equipment needed for an aquatic program.
- Knowledge of first aid treatment and CPR.

- Knowledge of OSHA compliance and regulations as they pertain to the functions of this position
- Knowledge of the appropriate methods for handling complaints regarding services.
- Ability to engage in life saving.
- Ability to teach life saving methods.
- Ability to enforce regulations firmly, tactfully and impartially.
- Ability to maintain effective working relationships with others.
- Ability to prevent dangerous situations from arising.
- Ability to recognize emergencies and to take necessary action.
- Ability to perform a broad range of supervisory responsibilities over others.
- Ability to deal with the public with courtesy and tact in person and by telephone.
- Ability to maintain accurate financial records and submit necessary reports.
- Ability to communicate effectively both orally and in writing.

RESPONSIBILITY: For overall quality in operation of the City's Aquatic programs; for a variety of clerical tasks; for safety of groups and participants of various aquatic center events/programs.

EFFORT: Routine concentration required when processing information accurately. Some mental fatigue may be caused by required routine detail work. Physical exertion depending on aquatic activity. May be required to lift up to 35 lbs.

LICENSES/CERTIFICATES:

Must maintain current certificates at all times in the following: Certified Lifeguard and WSI. Aquatics Facility Operator (AFO) or Certified Pool Operator (CPO) must be obtained during probationary period.

May be required to obtain additional certifications depending on Aquatic's needs, e.g., Water Safety Instructor Trainer (WSIT), Lifeguard Instructor (LGI), etc.

MINIMUM QUALIFICATIONS:

Valid Arizona driver's license. High School Diploma or G.E.D. supplemented by an A.A. degree plus some supervisory experience and one year of aquatics experience, with at least 6 months assisting in managing or managing a pool facility; or any combination equivalent to experience and training that would provide the required knowledge, skills and abilities.