



GLOUCESTER CITY COUNCIL CALENDAR OF BUSINESS
SPECIAL CITY COUNCIL MEETING
TUESDAY, JULY 27, 2010
7:00 PM
KYROUZ AUDITORIUM, CITY HALL

CITY CLERK
GLOUCESTER, MA
10 JUL 22 PM 4:17

FLAG SALUTE & MOMENT OF SILENCE

PRESENTATION:

CHLORAMINES AND THE CITY OF GLOUCESTER WATER SUPPLY

CONSENT AGENDA:

ACTION

- Mayor's Report for Special City Council Meeting
- 1. Job description Facilities Manager
- 2. Organizational Chart DPW management structure

Ref to O&A
Ref to O&A

ORDERS

CC2010-053 (McGeary) Amend GCO Sec 22-265 Re:Old County Rd Restricting turns :

Ref to O&A & TC

COMMITTEE REPORTS:

Special Meeting B&F July 27, 2010

OTHER BUSINESS:

Discussion w/ General Counsel Re:Address and Explain the Pro Bono Legal Counsel Service Agreement
In Connection with City Council Joining the Litigation Against the Charter School and the DESE.

To be continued to 8-3

ROLL CALL: Councillor Bruce Tobey


Linda T. Lowe, City Clerk

NEXT REGULARLY SCHEDULED COUNCIL MEETING, AUGUST 3, 2010



**CITY OF GLOUCESTER 2010
CITY COUNCIL ORDER**

ORDER:	#CC2010-053 *
Councillor	Paul McGeary

DATE RECEIVED BY COUNCIL:	07/27/10
REFERRED TO:	TC & O&A
FOR COUNCIL VOTE:	

Ordered that the GCO Sec. 22-265 "Turning Movements" be amended by

ADDING: Restricting or prohibiting Right turns onto Old County Rd near rear property entrance of 168 Eastern Ave. onto Old County Rd.

And further

Ordered that this matter be referred to the Traffic Commission and the Ordinances and Administration committee for review, recommendation and measurements.

Councillor Paul McGeary

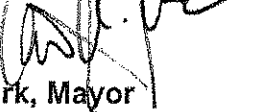
* Order amended 7/23

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TO: City Council 
FROM: Carolyn A. Kirk, Mayor
DATE: July 22, 2010
RE: Mayor's Report for the Special City Council Meeting July 27, 2010

Establishment of Facilities Manager position in personnel ordinance

Enclosure 1 is the job description for the newly created position of Facilities Manager along with a request to amend the personnel ordinance so the position may be established. *Please refer this matter to the Ordinance and Administration subcommittee for review and approval.* The Administration will be available to answer questions and provide further information as required.

Also included as **Enclosure 2** for your information and review is an updated Organizational Chart showing where the position is situated within the management structure of the Department of Public Works.

Thank you for your attention to this matter.

ENCLOSURE 1

July 22, 2010

**PROPOSED AMENDMENT TO CLASSIFICATION AND
COMPENSATION PLANS**

**AMENDMENT TO APPENDIX A and B OF
SECTION 4 OF THE PERSONNEL ORDINANCE DESIGNATED AS
APPENDIX C OF THE CITY OF GLOUCESTER CODE OF ORDINANCES**

1. That Appendix A, Classification Plan, be amended by inserting the position of FACILITIES MANAGER
2. That Appendix B, Compensation Plan, be amended by setting the compensation for said position at the level of M-8.
3. That the said Ordinance, in all other respects remain the same.

Respectfully submitted,



Carolyn Kirk
Mayor

CITY OF GLOUCESTER

Job Description

Title: Facilities Manager

Supervisor: Director Department of Public Works

Grade: M-8 (\$63,798.84- \$75,473.37)

Position Status: Permanent, full-time

Civil Service: Provisional **Union:** GMAA

Supervision Exercised: Supervises custodial, maintenance and crafts personnel

Responsibilities:

Works under the direction of The Director of Public Works to provide for the repair and maintenance of municipal buildings, grounds and equipment; responsible for the work request and work order system; prepares specifications for work to be done under contract; inspects the construction, repair and renovation of work under contract; develops and implements equipment and systems preventive maintenance programs; responsible for the supervision and evaluation of the City's maintenance workforce

Duties:

- ◆ As an integral part of the Department of Public Works Management team, may assume additional responsibilities assigned by the Director. Coordinates utilization of equipment and staff resources as needed; advises the Director when projects can not be handled in-house.
- ◆ Duties include the planning and coordination of programs, troubleshooting problems regarding building maintenance and repair, inspecting equipment, construction and repair work and preparing bid proposals.
- ◆ Coordinates a continuing program of staff training and development and maintenance functions for all public facilities.
- ◆ Prepares annual public property budget and Capital Improvement Plan for public facilities. May advise Chief Financial Officer of recommended changes in insurance coverage for all public facilities.
- ◆ Works with School Principals and Department Heads to oversee and coordinate the scheduling of facility maintenance and repairs. Ensures contractor compliance with both project specifications and budget project costs.
- ◆ Attends meetings regarding employee and public safety; makes recommendations and follows through with safety improvements.

- ◆ Arranges purchases of cleaning and maintenance supplies, including preparing bid documents with Purchasing Department. Oversees distribution of supplies to various sites as required. Provides inventory control of all supplies.
- ◆ Serves as City ADA Coordinator and implements the Transition Plan.
- ◆ Reviews, on a regular basis, all building security precautions and procedures and recommends additions or changes as needed.
- ◆ Makes periodic reports to DPW Director, Mayor and City Council on facilities management activities.
- ◆ Performs such other duties and responsibilities as may be assigned by the Director of Public Works

Qualifications:

- ◆ Bachelor's degree with strong mathematics background required.
- ◆ A minimum of five years experience in facilities management, construction management required, one of which must be in a supervisory capacity. An equivalent combination of education and experience which demonstrate the required knowledge, skills, and abilities may substitute for the above.
- ◆ Ability to develop and maintain effective working relationships with the public, employees, other City departments and contractors.
- ◆ Ability to maintain accurate records and to write reports; must be computer literate and able to operate existing programs.
- ◆ Strong oral and written communication skills.
- ◆ Demonstrated ability to supervise others.
- ◆ Ability to assess problems and follow through to project completion.
- ◆ Knowledge of general building construction, site construction, infrastructure, electrical and plumbing systems, building and site maintenance, materials and equipment.
- ◆ Ability to plan, organize and direct long range plans and specific work projects.
- ◆ Massachusetts Class D Drivers License required. Massachusetts Construction Supervisor's license and Certification as a Plant Engineer preferred

ENCLOSURE 2

City of Gloucester-DPW

