

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMEN
AGENDA
November 5th, 2024 @ 6:30 P.M.
City Hall Board Room
No Work Session

1. **INVOCATION:**

2. **PLEDGE TO THE FLAG**

3. **ROLL CALL**

4. **MINUTES**

- October 30, 2024 BOMA Special Call Meeting

5. **CORRESPONDENCE**

6. **COMMENTS FROM CITIZENS**

7. **COMMENTS FROM MAYOR**

8. **COMMITTEE AND COMMISSION REPORTS**

- *Safety *Finance *Street *Water & Sewer *Recreation *Tourism *Planning & Zoning
- *Information Systems *Historic Zoning

9. **RESOLUTIONS AND ORDINANCES**

Resolutions:

- a) A resolution to approve cost-sharing agreement for the Site Development Grant matching funds; sponsored by Vice Mayor Messick.
- b) To authorize a joint venture participation in the TCRS (Tennessee Consolidated Retirement System) in accordance with TCA, Title 8, Chapters 34-37; sponsored by Vice Mayor Messick.
- c) A resolution authorizing a contract to purchase and install a 115-500-ton Trane Chiller replacement and water pumps at a total cost of Three Hundred Ninety-Five Thousand Nine Hundred Sixteen and 00/100 Dollars (\$395,916.00), for the recreation center; sponsored by Alderman Anderson.

Ordinances:

10. **OLD BUSINESS**

11. **NEW BUSINESS**

- Accounting Technician Payroll Job Description
- Storm Water Program Coordinator Job Description

12. **ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN**

13. **ADJOURNMENT:**

CITY OF MANCHESTER
BOARD OF MAYOR AND ALDERMAN
SPECIAL CALL BOARD MEETING Minutes
Manchester City Hall Board Room
October 30th, 2024
4:30 P.M.

CALL THE MEETING TO ORDER:

Pursuant to a call by Mayor Hobbs, there will be a Special Called Board of Mayor and Alderman Board Meeting on Wednesday, October 30th, 2024, at 4:30 p.m. The meeting was called to order by Mayor Hobbs. City Attorney Johnson read the call sheet and the agenda. Present for the meeting were Mayor Hobbs, City Attorney Johnson, Alderman Anderson, Vice Mayor Messick, Alderman Crosslin, Alderman Parsley, Alderman French, Executive Administrative Assistant Keele, Finance Director Burrows, Assistant MPD Chief Floied, Parks and Rec Director Fox, Assistant Parks and Rec Director Johnson, I.S. Director and Public Works Director Gannon. Absent was Alderman Threet.

Attorney Johnson read the call sheet: Pursuant to a call by Mayor Hobbs, there will be a Special Called Board of Mayor and Alderman Board Meeting on Wednesday, October 30th, 2024, at 4:30 p.m. for the following:

INVOCATION: Pastor Amanda Fuller

PLEDGE TO THE FLAG

ROLL CALL: Mayor Hobbs called for the roll and Finance Director called the roll.

MINUTES:

Alderman French made a motion to approve the August 6th, 2024 Meeting Minutes and BOMA Beer Board Minutes; August 19th, 2024 BOMA Special Call Meeting Minutes; August 27th, 2024 Special Call Meeting Minutes; September 3rd, 2024 BOMA Meeting Minutes; September 10th, 2024 Special Call Meeting Minutes; October 1st, 2024 BOMA Meeting Minutes; and the October 24th, 2024 Special Call Meeting Minutes. Vice Mayor Messick seconded the motion, and the minutes passed 5-0.

CORRESPONDENCE none

COMMENTS FROM CITIZENS none

ANNOUNCEMENTS FROM MAYOR Mayor Hobbs welcomed Alderman Thomas Crosslin. Mayor Hobbs announced recent promotions and discussed Safe on the Square events.

COMMITTEE AND COMMISSION REPORTS

*Safety- nothing to report *Finance- Director Burrows discussed a resolution *Street - Director Gannon discussed leaf collection *Water & Sewer – Director Perry discussed the Water Treatment Plant and new Asset Management program *Recreation- Director Fox discussed Ball Field lighting grant, Dusty Elam Basketball program, and Fast Pitch Tournaments *Tourism Mayor Hobbs discussed the Ice Skating Rink *Planning & Zoning Mayor Hobbs discussed Storm Water *Information Systems- Director Smotherman discussed livestreaming *Historic Zoning- nothing to report

RESOLUTIONS AND ORDINANCES

Resolutions:

- a) A resolution to approve Matlock Clements, P.C. as the City's Auditor for Fiscal Year 2023-2024 at a cost not to exceed Forty-Two Thousand Dollars (\$42,000) for the standard and an additional "single audit" of Federal Funds Expenditures; sponsored by Alderman Parsley. Alderman French

made a motion to approve and seconded by Alderman Parsley. Mayor Hobbs opened the floor to discussion and called for the roll. The resolution passed 5-0.

- b) A resolution authorizing a contract to purchase four (4) Dodge Durangos at a cost of Forty-Thousand Eight Hundred Fourteen and 00/100 Dollars (40,814.00) each, to be paid from the "General Fund" for use by the Police Department; sponsored by Ryan French. Alderman French made a motion to approve and seconded by Alderman Parsley. Mayor Hobbs opened the floor to discussion and called for the roll. The resolution passed 5-0.
- c) A resolution to approve Wold Architects and Engineers, to perform consulting services at a cost not to exceed Eighty-Five Thousand and Five Hundred 00/100 (\$85,500.00) Dollars. Sponsored by Vice Mayor Messick. Alderman French made a motion to approve and seconded by Alderman Anderson. Mayor Hobbs opened the floor to discussion and called for the roll. The resolution passed 5-0.
- d) A resolution authorizing a contract to purchase a Ford transit 350 passenger van at a total cost of Fifty-Three Thousand Seven Hundred Twenty-Three and 00/100 Dollars (\$53,723.00), for use by the Parks and Recreation Department: sponsored by Alderman Anderson. Alderman French made a motion to approve and seconded by Alderman Parsley. Mayor Hobbs opened the floor to discussion and called for the roll. The motion passed 5-0.
- e) A resolution approving a Special Refuse Removal and Recycle Service Fee increase pursuant to MMC 17-112; sponsored by Vice Mayor Messick. Alderman Anderson made a motion to approve and seconded by Alderman French. Mayor Hobbs opened the floor to discussion and discussed the reason for the 3-dollar increase. Mayor Hobbs called for the roll and the resolution passed 5-0.
- f) A resolution authorizing the purchase of MSA G-1 Breathing Apparatuses at the total price of Two Hundred Thousand Dollars and 00/100 Dollars (\$200,000.00) for use of the Fire Department of the City of Manchester; sponsored by Alderman French. Alderman French made a motion to approve and seconded by Vice Mayor Messick. Mayor Hobbs opened the floor to discussion and called for the roll. The resolution passed 5-0.

Ordinances:

- a) 1st reading of an ordinance amending provisions to Manchester Municipal Code regarding Citizens Comments: sponsored by Mayor Hobbs. Alderman French made a motion to approve and seconded by Alderman Crosslin. Mayor Hobbs opened the floor to discussion and discussed the new livestreaming meeting software recommendation to require speakers to sign up in advance. Mayor Hobbs called for the roll and the ordinance failed 3-2 with Alderman Anderson and Alderman Parsley voting nay.

OLD BUSINESS none

NEW BUSINESS

- Citizen Appointments to Committees and Commissions: Mayor Hobbs appointed Cheryl Swan to the Planning and Zoning Commission as a UGB member. Mayor Hobbs reappointed Stan Rogers to the Parks & Rec. Commission. Alderman Anderson made a motion to reappoint Joseph Sherrill to the Tourism Commission, the motion passed 5-0. Vice Mayor Messick made a motion to reappoint Norm Vetter to the HZC and seconded by Alderman French. The motion passed 5-0.
- BOMA Appointments to Committees and Commission. Mayor Hobbs announced the BOMA appointments to the Committee and Commission, and asked to appoint Alderman Thomas Crosslin as the Vice Mayor. Vice Mayor Messick made a motion to appoint Thomas Crosslin as Vice Mayor and seconded by Alderman French. The motion failed 3-2 with Alderman Anderson and Alderman Parsley voting nay.

Mayor Hobbs stated that Vice Mayor Messick would stay in the position as Vice Mayor.

ITEMS FROM THE BOARD OF MAYOR AND ALDERMAN: Alderman Crosslin stated he was excited for the opportunity to serve as an Alderman.

ADJOURNMENT: 5:20 pm Vice Mayor Messick made a motion to adjourn and seconded by Alderman French. The motion passed 5-0.

RESOLUTION No. _____

**COST-SHARING AGREEMENT FOR THE SITE DEVELOPMENT GRANT
MATCHING FUNDS**

WHEREAS, the Industrial Board of Coffee County and the City of Manchester recognize the importance of developing and enhancing industrial sites within Coffee County to attract new businesses and promote economic growth; and

WHEREAS, the Tennessee Department of Economic and Community Development has announced the availability of Site Development Grant funds to assist communities in preparing industrial sites for future development; and

WHEREAS, the Industrial Board of Coffee County has identified a suitable site and intends to apply for a \$5 million Site Development Grant to fund the construction of a new water tank, sewer pump station, and utility lines to service the remaining 205 acres of a Tennessee Certified Site; and

WHEREAS, the Site Development Grant requires a local matching contribution; and

NOW, THEREFORE, BE IT RESOLVED by the City of Manchester as follows:

1. The Industrial Board of Coffee County has agreed to contribute up to \$75,000.00 towards the local matching funds required for the \$5 million Site Development Grant, contingent upon the grant being awarded.
2. The City of Manchester will agree to contribute up to \$188,158.00 towards the local matching funds required for the \$5 million Site Development Grant, contingent upon the grant being awarded.
3. This resolution shall take effect immediately upon its adoption and approval by both Boards of the mentioned parties.
4. The Mayor of Manchester be authorized to sign and submit the documents requested by such grant.

RESOLVED THIS _____ DAY OF _____, 2024.

Joey Hobbs, Mayor
City of Manchester

Anthony Burrow, Finance Director
City of Manchester

RESOLUTION No. _____

**TO AUTHORIZE A JOINT VENTURE PARTICIPATION IN THE TCRS (Tennessee Consolidated Retirement System)
IN ACCORDANCE WITH TCA, TITLE 8, CHAPTERS 34 -37.**

WHEREAS, Tennessee Code Annotated, Section 8-35-201 provides that any governing body of a joint venture between one or more political subdivisions of this State may by resolution authorize the employees of the joint venture to participate in the Tennessee Consolidated Retirement System ("TCRS") subject to the approval of the TCRS Board of Trustees; provided that each political subdivision of the State which is represented in the joint venture passes a resolution guaranteeing the payment of its prorated share of any outstanding liability so incurred by the participation; and

WHEREAS, the governing body of the Duck River Utility Commission ("Joint Venture") has passed a resolution
(Name of Joint Venture)

authorizing its employees to become members of TCRS under the provisions of state law, and under the following terms and conditions:

A. TYPE PLAN. *(CHECK BOX 1 OR BOX 2 OR BOX 3 OR BOX 4)*. The Joint Venture adopts the following type plan:

- (1) Regular Defined Benefit Plan.
- (2) Alternate Defined Benefit Plan.
- (3) Local Government Hybrid Plan *(If this Plan is chosen, the Joint Venture MUST also maintain a defined contribution plan on behalf of its employees and pass the attached resolution that describes the type of defined contribution plan the Joint Venture will adopt. The defined contribution plan could provide for employer contributions of 0% to up to 7% of its employees' salaries).*
- (4) State Employee and Teacher Hybrid Plan *(If this Plan is chosen, the Joint Venture MUST also maintain a defined contribution plan on behalf of its employees whereby the Joint Venture makes a mandatory employer contribution on behalf of each of its employees participating in the Hybrid Plan equal to 5% of the respective employee's salary subject to the cost controls and unfunded liability controls of the Hybrid Plan. The Joint Venture must also pass the attached resolution that describes the type of defined contribution plan the Joint Venture will adopt).*

B. EMPLOYEE CONTRIBUTIONS. *(CHECK BOX 1 OR BOX 2 OR BOX 3 - IF THE STATE EMPLOYEE AND TEACHER HYBRID PLAN IS SELECTED ABOVE, NO EMPLOYEE CONTRIBUTIONS MAY BE ASSUMED AND BOX 1 MUST BE CHECKED)*. The Employees shall contribute:

- (1) 5% of the employees' earnable compensation.
- (2) 2.5% of the employees' earnable compensation.
- (3) 0% of the employees' earnable compensation.

C. COST-OF-LIVING INCREASES FOR RETIREES. *(CHECK BOX 1 OR BOX 2 - IF EITHER THE LOCAL GOVERNMENT, OR THE STATE EMPLOYEE AND TEACHER HYBRID PLAN IS SELECTED ABOVE, COST-OF-LIVING INCREASES FOR RETIREES MUST BE GIVEN, SUBJECT TO ANY APPLICABLE COST CONTROLS AND UNFUNDED LIABILITY CONTROLS AND BOX 2 MUST BE CHECKED)*. The Joint Venture shall:

- (1) NOT provide cost-of-living increases for its retirees.
- (2) PROVIDE cost-of-living increases for its retirees.

D. ELIGIBILITY OF PART-TIME EMPLOYEES. *(CHECK BOX 1 OR BOX 2)*. The Joint Venture shall:

- (1) NOT allow its part-time employees to participate in TCRS.
- (2) ALLOW its part-time employees to participate in TCRS.

E. PRIOR SERVICE. *(CHECK AND COMPLETE BOX 1 OR BOX 2 OR BOX 3 OR BOX 4 OR BOX 5 - CAUTION: IF THE STATE EMPLOYEE AND TEACHER HYBRID PLAN IS SELECTED ABOVE AND IF BOX 3 BELOW IS NOT CHOSEN, THE EMPLOYER CONTRIBUTION COULD EXCEED 4% THEREBY CAUSING THE COST CONTROLS AND UNFUNDED LIABILITY CONTROLS TO AUTOMATICALLY APPLY. ACCORDINGLY, PRIOR SERVICE IS NOT RECOMMENDED)*. For each employee employed with the Joint Venture on the effective date of the Joint Venture's participation in TCRS, the Joint Venture shall:

- (1) Purchase ALL years of prior service credit on behalf of its employees.
- (2) Purchase NO years of prior service credit on behalf of its employees, but shall accept the unfunded liability should its employees establish ALL years of prior service.
- (3) **NOT** allow its employees to establish any prior service credit with the Joint Venture.
- (4) Purchase _____ years of prior service credit on behalf of its employees and accept the unfunded liability should its employees establish an additional _____ years of prior service credit.
- (5) Purchase _____ years of prior service credit on behalf of its employees and no additional prior service credit may be established; and

F. MAXIMUM UNFUNDED LIABILITY. *(COMPLETE THIS ITEM F ONLY IF THE STATE EMPLOYEE AND TEACHER HYBRID PLAN IS SELECTED ABOVE)*. For purposes of the cost control provisions of Tennessee Code Annotated, Section

8-36-922(d), the Joint Venture defines "maximum unfunded liability" to mean an unfunded liability of no greater than N/A % of the Joint Venture's total pension liability; provided, that the maximum unfunded liability *SHALL NOT* exceed 20% of the Joint Venture's total pension liability; and

WHEREAS, the effective date of participation shall be on January 1, 2025 or on such later date as determined by the TCRS Board of Trustees, and the initial employer contribution rate will be 9.0 %, which is based on the estimated lump sum accrued liability of \$-0-. If there is an estimated accrued liability, the amount shall be paid by (*CHECK BOX 1 OR BOX 2 OR BOX 3*):

- (1) Paying the amount in a lump sum within 30 days of the passage of this Resolution; or
- (2) Paying the amount through an increase in the Joint Venture's initial employer contribution rate for the next July 1 – June 30. If this box is selected, the Joint Venture's employer contribution rate would increase by _____%, for a total revised employer contribution rate of _____% for the next July 1 – June 30; or
- (3) Amortizing the amount over a period of _____ years from the effective date of participation.
Note: This is subject to the approval of TCRS and the number of years cannot exceed 20 years.

WHEREAS, the City of Manchester is represented in such Joint Venture and desires
(Name of Political Subdivision)

to allow all the employees of the Joint Venture to participate in TCRS under the above terms and conditions, or under such other terms and conditions the governing body of the Joint Venture may adopt pursuant to the laws governing TCRS; provided, however, this governing body must approve by resolution any such action that would increase the liabilities of either the Joint Venture or the Political Subdivision; and

WHEREAS, the liability for participation and costs of administration shall be the sole responsibility of the Joint Venture and all public entities responsible for the direct funding of the Joint Venture and not the State of Tennessee; and

WHEREAS, the Joint Venture has passed a budget amendment appropriating the funds necessary to meet such liability and the same is attached hereto.

NOW, THEREFORE, BE IT RESOLVED That the Board of Mayor and Aldermen of the
(Name of Governing Body)

City of Manchester hereby authorizes all the employees of the Joint Venture
(Name of Political Subdivision)

to become eligible to participate in TCRS in accordance with the above terms and conditions subject to the approval of the TCRS Board of Trustees, and hereby guarantees the payment of its prorated share of any outstanding liability so incurred by the above-referenced action of the Joint Venture. It is acknowledged and understood that pursuant to Tennessee Code Annotated, Section 8-35-111 neither the Joint Venture nor the Political Subdivision shall make employer contributions to any other retirement or deferred compensation plans on behalf of any employee who participates in TCRS pursuant to this Resolution wherein the total combined employer contributions to such plans exceed 3% of the employee's salary, unless the Local Government Hybrid Plan or the State Employee and Teacher Hybrid Plan is adopted by the Joint Venture for such employee. If either the Local Government Hybrid Plan or the State Employee and Teacher Hybrid Plan is adopted by the Joint Venture, the Joint Venture or the Political Subdivision may make employer contributions to the defined contribution plan component of that Plan and to any one or more additional tax deferred compensation or retirement plans on behalf of such employee provided that the total combined employer contributions to such plans on behalf of the employee does not exceed 7% of the employee's salary.

Resolved this _____ day of November, 2024

Joey Hobbs, Mayor of Manchester

STATE OF TENNESSEE
COUNTY OF COFFEE

I, _____, Recorder of the Board of Mayor

and Aldermen of the City of Manchester, Tennessee do hereby certify that this is a true and exact copy
(Name of Political Subdivision)

of the foregoing Resolution that was approved and adopted in accordance with applicable law at a meeting held on the ____ day of
_____, 2024, the original of which is on file in this office.

IN WITNESS WHEREOF, I have hereunto set my hand, and the seal of the City of Manchester.
(Name of Political Subdivision)

As Clerk of the Board, as aforesaid
Seal

RESOLUTION NO. .

A RESOLUTION AUTHORIZING A CONTRACT TO PURCHASE AND INSTALL A 115-500 TON TRANE CHILLER REPLACEMENT AND WATER PUMPS AT A TOTAL COST OF THREE HUNDRED NINETY-FIVE THOUSAND NINE HUNDRED SIXTEEN AND 00/100 DOLLARS (\$395,916.00), FOR THE RECREATION CENTER

WHEREAS the City of Manchester Parks and Recreation Department needs a replacement chiller system at the Recreation Center; and

WHEREAS the Parks and Recreation Department has determined that using the OMNIA government cooperative purchasing service, negating the need to bid out the purchase, will best serve the Department's needs; and

WHEREAS the purchase be subject to the approval of funds in the Parks and Recreation Department fiscal year 2025/2026 budget to purchase and install a Trane Chiller and 2 water pumps for the proposed price of Three Hundred Ninety-Five Thousand Nine Hundred Sixteen and 00/100 Dollars (\$395,916.00); and

WHEREAS this equipment is available through the authorized use of government cooperative purchasing, making the purchase exempt from the City's bidding requirements; and

WHEREAS Code Section 5-703 (4) of the City of Manchester requires any obligation of the City on any contract in excess of \$35,000 be approved by resolution; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the City of Manchester contract to purchase and install an 115-500 ton Trane Chiller replacement and 2 water pumps at a cost of Three Hundred Ninety Five Thousand Nine Hundred Sixteen and 00/100 Dollars (\$395,916.00), through OMNIA, a government cooperative purchasing authority contract vendor.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the purchase be subject to the approval of funds in the appropriate line item in the Parks and Recreation Department's FY 2025/2026 budget.

BE IT FURTHER RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the Mayor be authorized to enter into the contract and execute any documents in furtherance of this resolution.

Resolved this _____ day of _____ 2024.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

City of Manchester

Job Description

Job Title: Accounting Technician - Payroll
Department: Finance
Reports To: Finance Director
FLSA Status: Non-Exempt
Prepared By: Anthony Burrows, Finance Director
Prepared Date: September 18, 2024
Approved By: Finance Committee
Approved Date: October 15, 2024

SUMMARY

Primary duty is the processing of time records and payroll for the City. Processes benefit vendor payments in conjunction with payroll. Compiles payroll statistics, maintaining payroll control records.

ESSENTIAL DUTES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Processes payroll for the City and Water Utility.

Files payroll tax reports and makes deposits for payroll.

Responsible for tracking leave and adjustments to the payroll system, and distributing reports to departments monthly.

Responds to inquiries regarding policies, procedures, and programs for payroll and leave discrepancies.

Responsible for printing and filing of W-2's and 1095C's.

Reconciles checking accounts on a timely basis.

Assists with system issues, month end closings, and the budget process as required.

Performs back up duties in accounts receivables, processes, collects, and tracks payments for city taxes, business licenses, motel taxes, and other city revenues as needed.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree from a two-year college or technical school and two years related experience and/or training; or equivalent combinations of education and experience. Strong computer skills, including PC knowledge of MS Office utilizing MS WORD, EXCEL or comparable word processing and spreadsheet package.

LANGUAGE SKILLS

Strong oral and written communication skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk to hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of Manchester

Job Description

Job Title: Stormwater Program Coordinator

Department: Community Development and Zoning (Codes)

Reports to: Community Development and Zoning Director

Prepared By: Brittany Fiske

Prepared Date: 9/26/2024

Approved by: Finance Committee (10/14/2024)

Approved by BOMA:

Description :

The purpose of this classification is to oversee the storm water program to ensure all requirements are met for MS4 Permit. Duties and responsibilities include coordinating the Storm Water Management program, reviewing, mapping, and addressing discharge investigations, providing education and other community awareness programs, ensure the City of Manchester complies with the MS4 General Permit, and reviews drawings of all storm water facilities. Assists in reviewing and inspecting site development plans for erosion and sediment control and water quality provisions. Reports to Director of Community Development and Zoning.

Essential Duties & Responsibilities

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. While this is intended to be an accurate reflection of the current job, the city reserves the right to revise the job. Other duties may be required and assigned.

- Coordinates Storm Water Management (SWM) Program by reviewing, mapping, illicit discharge investigations, public education and awareness programs, erosion control plans, storm water pollution prevention plans, and all components of the city storm water management program.
- Continually searches and implements means to more effectively manage all aspects of the MS4 program (a state permit), specifically grading permit issuance, site inspections, and computerized record-keeping.
- Corresponds with and instructs businesses, industries, and institutions to implement best management practices.
- Maintains records and tracks all maintenance of stormwater control measures within the MS4
- Performs collection of required documents, inspects sediment control measures, conducts pre-construction meetings, and reviews applications to initiate every grading permit issuance.
- Upholds TDEC inspection standards for illicit discharge determination elimination (IDDE), construction site, post-construction site, and municipal activities.

- Conducts and reports results of periodic drainage system outfall point and known possible IDDE source inspections as well as accidental discharges.
- Notifies developers, contractors, property owners, or other individuals of IDDE, pre-construction, and post-construction activities violating City of Manchester Stormwater Ordinance and associated policies and reprimands as appropriate.
- Organizes, publicize, and facilitate all public education and participation events.
- Conducts internal training with city departments for erosion protection and spill prevention.
- Promotes education and outreach opportunities to citizens, organizations, and groups.
- Using the stormwater hotline, records and addresses storm water related complaints of citizens.
- Answers questions in office and field regarding SWM Ordinance and Subdivision Regulations to ensure compliance.
- Completes records in a timely manner of performed inspections.
- Meets with property owners and investigates storm water complaints.
- Coordinates with consultants, sub-contractors, and Street Department on needed infrastructure repairs and upgrades.
- Promote alternative water quality treatment methods and encourage large developments to follow low impact development standards.
- Works safely, observing all OSHA, federal, state, and city regulations.
- Reports any accidents immediately to the director.
- Performs any other duties as assigned by director.
- Promote the teamwork environment.
- Provides coverage in absence of other personnel.

Minimum Qualifications

- Must be at least 18 years of age
- Must possess a valid Tennessee Drivers License.
- Must have either a Bachelor's degree in Geology, Environmental Science, or related area; supplemented with four (4) years of experience performing duties related to MS4 program or Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must have TDEC Level I & II Certification for Erosion Prevention-Sediment Control inspections.
- Two years experience in drainage, erosion control, and stormwater management.
- Ability to communicate effectively.

- Ability to speak publicly in explaining construction projects and the progress of work thereon
- Ability to sustain a moderate to vigorous level of physical activity while negotiating rough terrain at construction and stormwater control sites.
- Ability to read and interpret construction plans and specifications.
- Ability to make and check relatively difficult engineering computations.
- Ability to establish and maintain an effective working relationship with the public and staff
- Knowledge of drafting and surveying work.
- Knowledge of the preparation of engineering drawings.