

**Personnel Committee Meeting  
Tuesday, November 17, 2020 5:00 PM  
Crete Library/Community Center  
1515 Forest Ave.  
Crete, NE 68333**

1. **Open Meeting**

- In accordance with Nebraska law, a copy of the Open Meetings Act can be found in the back of the Council Chambers.
- Items listed on the agenda may be considered in any order.

2. **Roll Call**

- Attendance of members will be recorded to determine the presence of a quorum for official actions.

3. **Items of Business**

- The Committee may discuss or limit discussion on, hear testimony in favor of or in opposition to, or take action to provide a recommendation to the City Council on any matter presented under this title.
- A. Discuss job duties and provide a recommendation to the City Council on setting the salary/wage scale for the code enforcement officer position.

4. **Officers' Reports**

- Reports may be given by the Mayor, Officers, Departments, or Councilmembers concerning the current operations of the City.
- No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.

5. **Adjournment**

**Disclaimers & Notices**

- The Council may enter into closed session to discuss any matter on this agenda when it is determined that a closed session is clearly necessary for the protection of the public interest or the prevention of needless injury to the reputation of an individual (if such individual has not requested a public meeting) or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.
- The City of Crete assures that no person shall on the grounds of race, color, national origin, age, disability, handicap or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.
- The complete agenda with attachments is available at [www.crete.ne.gov](http://www.crete.ne.gov).



**CITY OF CRETE  
CODE ENFORCEMENT OFFICER**

**Job Status:** Non-Exempt; Full-time

**Reports to:** Administrative Sergeant

**Supervisory  
Responsibilities:** None

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**I. GENERAL FUNCTIONS**

Monitor, identify and investigate City code violations, ensure animal control, and provide relevant support to the police and other City departments.

**II. ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Monitor, identify and investigate city code violations on private and public property and initiate plan for resolution.
2. Receive and respond to reported code violations, initiate plans for resolution, and coordinate with other city departments as needed.
3. Issue warnings, orders, and citations for violations of city ordinances and follow up to educate and guide compliance.
4. Provide tactful, courteous, and impartial service while enforcing relevant code.
5. Locate, capture, and transport animals running at large to the Crete Veterinary Clinic, and work with the clinic and Capital Humane Society to arrange transfer of unclaimed animals.
6. Conduct research for, complete and maintain case documentation.
7. Assist in preparation of cases for review by the administrative sergeant and city attorney.
8. Present evidence and testimony in legal and/or administrative proceedings (nuisance hearings, trials, etc.).
9. Assist police officers with directing traffic, searching for lost children, and other less-hazardous officer duties as needed.
10. Assist with various administrative duties such as transporting mail, directing phone calls, and assisting police department visitors.
11. Actively participate in community engagement activities.
12. Attend department and city meetings as needed.
13. Other duties as assigned.

**III. KNOWLEDGE, SKILLS, ABILITIES**

1. Knowledge of Crete's streets, business names and residential areas.
2. Knowledge of City ordinances.
3. Knowledge of traffic laws.
4. Knowledge of department procedure, rules and regulations.
5. Skill in operating communication equipment and relevant computer programs.
6. Skill in writing accurate records and reports.

7. Skill in understanding and applying relevant city ordinances.
8. Ability to work with people of all ages and backgrounds.
9. Ability to perform duties accurately under pressure.
10. Ability to work independently with minimal supervision.
11. Ability to demonstrate professional and personal integrity, and maintain effective relationships with city officials, coworkers, and the public.
12. Ability to use appropriate tools and equipment necessary for this position.
13. Ability to safely operate city vehicles, including cars and pickup trucks.

**IV. DESIRABLE TRAINING & EXPERIENCE**

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to applicants demonstrating successful experience in similar positions.

**V. MINIMUM QUALIFICATIONS**

1. Must be at least 19 years of age.
2. Possess a valid driver's license.
3. Possess a high school diploma or GED.
4. Must be legally authorized to work in the United States.

**VI. NECESSARY SPECIAL REQUIREMENTS**

1. Must speak, read, and write fluently in English.
2. Reside within 30 minutes of the City of Crete.

**VII. WORKING CONDITIONS & PHYSICAL EFFORT**

This position has a Heavy Work Classification for the essential functions of this position, including lifting animals and moving furniture. Heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds.

This position's work takes place both indoors and outdoors in a variety of weather conditions. Certain situations may contain distractions and/or physical dangers.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position, with or without reasonable accommodation.

**VIII. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Employee Acknowledgement of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment. By signing

below, I acknowledge that I have read and understand the essential functions for the Code Enforcement Officer position and can perform the essential functions with or without accommodation.

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Employee Signature

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Date

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Supervisor Signature

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Date

Revised: November 2020

**ORDINANCE 2113**

**EXHIBIT A**

**NON-BARGAINING UNIT OFFICER AND EMPLOYEE SALARIES & WAGES**

<b>APPOINTED POSITIONS</b>	<b>Maximum Salary</b> Per Bi-weekly Pay Period
Chief of Police	\$3,637.52
City Administrator	\$5,446.44
City Attorney	\$4,730.38
City Clerk	\$3,084.02
Community Assistance Director	\$2,198.42
Director of Economic Development	\$3,069.57
Director of Finance	\$3,319.36
Director of Human Resources	\$2,595.74
Director of Parks & Recreation	\$3,146.34
Director of Public Works	\$4,384.54
Library Director	\$2,593.66
SSAR Report Preparation	1/4 Annual State Incentive Payment
Street Superintendent	3/4 Annual State Incentive Payment

<b>NON-APPOINTED POSITIONS</b>	Per Bi-weekly Pay Period
Building Inspector	\$2,616.62
Economic Development Coordinator	\$2,198.42
Human Resource Coordinator	\$2,198.42
Media Specialist	\$1,808.80
Police Lieutenant	\$2,846.22
Street Supervisor	\$2,413.26
Superintendent - Electric	\$3,476.80
Technology Coordinator	\$2,942.16

Grade	<b>Hourly Wage Scale</b>							
	1	2	3	4	5	6	7	8
<b>ADMINISTRATIVE</b>								
Administrative Assistant	\$14.48	\$15.36	\$16.24	\$17.11	\$17.99	\$18.87	\$19.75	\$20.62
Deputy City Clerk	\$20.34	\$21.36	\$22.38	\$23.40	\$24.42	\$25.44	\$26.46	\$27.48
Purchasing Clerk	\$17.63	\$18.56	\$19.50	\$20.43	\$21.37	\$22.30	\$23.24	\$24.17
<b>POLICE DEPARTMENT</b>								
<b>Code Enforcement Officer</b>	<b>\$17.63</b>	<b>\$18.56</b>	<b>\$19.50</b>	<b>\$20.43</b>	<b>\$21.37</b>	<b>\$22.30</b>	<b>\$23.24</b>	<b>\$24.17</b>
<b>LIBRARY</b>								
Assistant Director Incentive				\$2.00	\$2.53	\$3.05	\$3.58	\$4.10
Children's Librarian	\$16.56	\$17.43	\$18.29	\$19.16	\$20.02	\$20.88	\$21.75	\$22.61
Librarian	\$16.56	\$17.43	\$18.29	\$19.16	\$20.02	\$20.88	\$21.75	\$22.61
Library Clerk	\$14.45	\$15.09	\$15.73	\$16.37	\$17.01	\$17.64	\$18.28	\$18.92

**ORDINANCE 2113**

**EXHIBIT A**

**PUBLIC WORKS**

Admin Asst/Asst Office Manager	\$17.63	\$18.56	\$19.50	\$20.43	\$21.37	\$22.30	\$23.24	\$24.17
Bookkeeper/Billing	\$14.48	\$15.36	\$16.24	\$17.11	\$17.99	\$18.87	\$19.75	\$20.62
Cemetery	\$19.02	\$19.86	\$20.70	\$21.53	\$22.37	\$23.20	\$24.04	\$24.88
Customer Service Rep.	\$19.02	\$20.23	\$21.44	\$22.64	\$23.85	\$25.06	\$26.26	\$27.47
Foreman - Line	\$27.99	\$29.16	\$30.32	\$31.48	\$32.64	\$33.81	\$34.97	\$36.13
Foreman - Water	\$23.58	\$24.76	\$25.95	\$27.13	\$28.32	\$29.51	\$30.69	\$31.88
GIS Technician	\$17.03	\$17.82	\$18.62	\$19.42	\$20.22	\$21.02	\$21.81	\$22.61
Janitor	\$12.84	\$13.28	\$13.71	\$14.14	\$14.57	\$15.00	\$15.44	\$15.87
Line Groundperson	\$19.86	\$20.81	\$21.75	\$22.70	\$23.64	\$24.59	\$25.53	\$26.48
Lineman I	\$25.66	\$26.73	\$27.80	\$28.88	\$29.95	\$31.02	\$32.10	\$33.17
Lineman II	\$22.14	\$23.04	\$23.94	\$24.84	\$25.74	\$26.64	\$27.54	\$28.44
Office Manager	\$20.78	\$21.77	\$22.76	\$23.75	\$24.74	\$25.73	\$26.72	\$27.71
Operator - Power Plant	\$23.24	\$24.09	\$24.94	\$25.78	\$26.63	\$27.48	\$28.33	\$29.18
Operator - Streets	\$18.19	\$19.02	\$19.85	\$20.68	\$21.51	\$22.35	\$23.18	\$24.01
Operator - Wastewater I-IV	\$18.75	\$19.65	\$20.56	\$21.46	\$22.37	\$23.27	\$24.18	\$25.08
Seasonal/Laborer	\$11.00	\$11.38	\$11.76	\$12.13	\$12.51			
Superintendent - Power Plant	\$26.92	\$27.98	\$29.05	\$30.11	\$31.17	\$32.24	\$33.30	\$34.37
Superintendent - Wastewater	\$28.74	\$29.94	\$31.15	\$32.35	\$33.55	\$34.75	\$35.95	\$37.16
Superintendent - Water	\$23.94	\$25.20	\$26.46	\$27.72	\$28.98	\$30.24	\$31.50	\$32.76
Transfer Station	\$14.81	\$15.54	\$16.27	\$16.99	\$17.72	\$18.45	\$19.18	\$19.91
Wastewater Lead Operator	\$24.82	\$26.08	\$27.34	\$28.60	\$29.86	\$31.13	\$32.39	\$33.65
Water Operator IV-II	\$17.92	\$19.28	\$20.65	\$22.01	\$23.38	\$24.74	\$26.11	\$27.47
Additional Duty	\$0.59	\$0.93	\$1.26	\$1.59	\$1.92	\$2.26	\$2.59	\$2.92
Meter Reader	\$0.37 per meter							

**PARKS AND RECREATION**

Parks Groundsperson Custodian	\$15.67	\$16.42	\$17.17	\$17.91	\$18.66	\$19.41	\$20.15	\$20.90
Parks Supervisor	\$21.92	\$22.85	\$23.77	\$24.70	\$25.62	\$26.54	\$27.47	\$28.39
Pool Cashiers	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00			
Pool Lifeguards	\$9.50	\$9.75	\$10.00	\$10.25	\$10.50			
Pool Manager	\$12.40	\$12.76	\$13.13	\$13.50	\$13.87			
Pool Manager - Assistant	\$11.43	\$11.77	\$12.13	\$12.48	\$12.86			
Recreation Coordinator	\$18.61	\$19.28	\$19.96	\$20.63	\$21.30	\$21.97	\$22.64	\$23.31
Referees/Coaches	\$11.00							
Seasonal/Laborer	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00			

**FIRE DEPARTMENT**

	per hour	bi-weekly
Fire Chief		\$417.80
Ambulance Administrator		\$319.73
Assistant Fire Chief		\$250.67
Ambulance Attendants	\$22.55	
Ambulance Maintenance	\$16.02	