



MUNCIE CITY COUNCIL
ORDINANCE 22 -22

AN ORDINANCE AMENDING ORDINANCE 49-21 FIXING THE MAXIMUM SALARIES OF EACH AND EVERY APPOINTED OFFICER, EMPLOYEE, DEPUTY, ASSISTANT, DEPARTMENTAL AND INSTITUTIONAL HEAD OF THE CITY OF MUNCIE, INDIANA, INCLUDED HEREIN FOR THE YEAR 2022

WHEREAS, I.C. 36-4-7-3 requires the Mayor of the City of Muncie, Indiana, to fix maximum compensation for appointed officers and employees of the City of Muncie, Indiana, and

WHEREAS, the Common Council had the right to approve or reduce, but not to increase such recommendations; and

WHEREAS, the Mayor of the City of Muncie, Indiana, has recommended a maximum salary level for each labor grade in a systematic way, reflecting sound compensation planning and the effects of competitive pressures; and

WHEREAS, the below listed salaries and hourly rates are set as maximum rates, and employees may be compensated at lower rates as determined at the time of hire; and

WHEREAS, the funds for such salaries are to be provided for in the 2022 City Budget, and other such sources as may be specified by the Common Council; and

WHEREAS, the City is replacing the Supervisor I position with a new position of Construction Inspector within the City's Street Department.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF MUNCIE, INDIANA, THAT:

SECTION 1. All employees of the Civil City of Muncie shall be classified by the departments, titles and positions herein designated, and that no changes are made without the specific approval of the Common Council.

SECTION 2. The following scale of Maximum Salaries is hereby fixed and authorized as a ceiling for approved positions. This maximum will not be exceeded, except for approved overtime pay, which will be paid at a rate of one and one-half times the base rate of pay for hours worked in excess of forty hours in one week, shift pay, and longevity pay.

SECTION 3. The first payday under this ordinance will be June 11, 2022.

SECTION 4. The Street Department Section of Ordinance No. _____ heretofore

adopted, is hereby amended and superseded by this ordinance.

SECTION 5. This ordinance shall be in full force and effect from and after its approval by the Mayor of the City of Muncie, Indiana, and such publications as are required by law.

2022 PAY RATES

STREET DEPARTMENT

| | | |
|-----------------------------|------------|----------|
| Superintendent of Streets | \$2,692.30 | Biweekly |
| City Engineer | \$3,076.92 | Biweekly |
| Construction Inspector | \$1,923.07 | Biweekly |
| Supervisor II | \$1,642.37 | Biweekly |
| Secretary I | \$16.69 | Hourly |
| Secretary II | \$16.22 | Hourly |
| Crew Leader | \$18.06 | Hourly |
| Mechanic A | \$20.03 | Hourly |
| Mechanic B | \$19.10 | Hourly |
| Code Enforcement | \$17.67 | Hourly |
| Heavy Equipment Operator A | \$18.42 | Hourly |
| Heavy Equipment Operator B | \$18.06 | Hourly |
| Groundskeeper/Utility/Labor | \$17.39 | Hourly |
| Electrician-Signal Service | \$19.48 | Hourly |
| Truck Driver/CDL | \$17.84 | Hourly |
| Part-Time/Labor | \$15.00 | Hourly |

Passed by the Common Council of the City of Muncie, Indiana this _____ day of _____, 2022.

| | Yeas | Nays | Abstained | Absent |
|-----------------|-------|-------|-----------|--------|
| Jeff Green | _____ | _____ | _____ | _____ |
| Jeff Robinson | _____ | _____ | _____ | _____ |
| Brandon Garrett | _____ | _____ | _____ | _____ |
| Brad Polk | _____ | _____ | _____ | _____ |
| Jerry Dishman | _____ | _____ | _____ | _____ |

| | | | | |
|--------------|-------|-------|-------|-------|
| Roger Overby | _____ | _____ | _____ | _____ |
| Aaron Clark | _____ | _____ | _____ | _____ |
| Ro Selvey | _____ | _____ | _____ | _____ |
| Troy Ingram | _____ | _____ | _____ | _____ |

President Muncie Common Council

Presented by me to the Mayor for his approval, this _____ day of _____, 2022.

Belinda Munson, Muncie City Clerk

The above Ordinance is approved/vetoed by me this _____ day of _____, 2022.

Dan Ridenour, Mayor of the City of Muncie

ATTEST:

Belinda Munson, Muncie City Clerk of the Common Council

This Ordinance is proposed by Council Member _____

This Ordinance is approved in form by Controller _____

This Ordinance is approved in form by Legal Counsel _____

Bradley Polk

[Signature]

[Signature]

JOB DESCRIPTION

CITY OF MUNCIE

Position No:

Last Review: 2/11/2022

Effective Date:

Last Revision:

FLSA: Exempt X Non-Exempt

Union Eligible: Yes No X

Position Title: Construction Inspector

Department(s): Street Department/Public Works

Reports to (Title): City Engineer

PRIMARY JOB FUNCTIONS:

Incumbent serves as the City Construction Inspector, and is responsible for the quality control, inspection, and records keeping for various public works projects throughout the city.

ESSENTIAL JOB FUNCTIONS:

1. Provides inspections to all works within the city, to include curb cuts, drainage permits, new site construction, roadway rehabilitation, utility cuts, and other public works functions as necessary
2. Organizes and maintains project documents to include receipts, project logs, construction journal, load tickets, and other pertinent documents as required per federal, state, and local laws and regulations
3. Assesses pavement, sidewalk, and streetscape conditions to determine work necessary to repair and provides work orders to clerical staff for entry
4. Receives and investigates citizen complaints from dispatch regarding City streets and related areas.
5. Communicates project status and serves as secondary Employee in Responsible Charge for InDOT work.

OTHER JOB FUNCTIONS:

1. Assists in maintaining inventory of department equipment, materials, and supplies, submits recommendations to City Engineer as needed.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent performs duties both indoors and out of doors, and is required to respond to supervise work crews in varying weather conditions. Incumbent is exposed to moderate amounts of dirt, dust, noise, and necessitates constant awareness of appropriate safety precautions to ensure against injury.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

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.

FUNCTIONAL REQUIREMENTS- Physical (P), Mental (M), Knowledge (K)

1. Ability to maintain accurate records. (M)
2. Knowledge of construction practices to include asphalt paving operation, concrete forming and finishing, asphalt roadway repair, and utility construction and repair. (K)
3. Ability to follow written and oral instructions. (M,P)
4. Ability to give meaningful instructions. (M,P)
5. Ability to lift between 50 - 100 pounds. (P)
6. Ability to effectively maneuver around job site. (P)

Preferred Requirements

1. Employee In Responsible Charge Certification or ability to obtain within 3 months of hire
2. Indiana Department of Transportation Certified Technician, or ability to obtain hot mix asphalt paving certification within one (1) year of hire

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Construction Management, Civil Engineering Technology, or other closely related field or Associate's Degree with 2 years experience in civil construction, or 4 years experience in civil construction in a position responsible for work quality and reporting

The above description covers the most significant duties performed, but may exclude other occasional work assignments not mentioned.

Proposed By: Adam Leach
Immediate Supervisor

Approved By: M. Kent Whit