



DESOTO PARISH POLICE JURY

February 05, 2024 at 5:05 PM
Personnel Committee Meeting

Police Jury Meeting Room, 101 Franklin Street, Mansfield, LA 71052

AGENDA

Jeri Burrell, Chairwoman, Trina Boyd-Simpson, Bubba Clark, Jimmy Holmes, and Keith Parker

A. CALL TO ORDER

B. CALL FOR ADDITIONS AND DELETIONS

C. GUEST AND PUBLIC COMMENTS

D. PERSONNEL ITEMS

1. Authorize adding General Office Clerk Position at the Airport and Maintenance (converting from part time to full time already approved in 2024 budget)
2. Authorize changing the job description for the Assistant Solid Waste Superintendent - Landfill Operations to "Possess a Level 1, Class B Solid Waste Operator's Certificate and must be able to get a Class A Solid Waste Operator's Certificate within 6 months."

E. ADJOURN



Scope: DeSoto Parish Police Jury

Job Title: General Office Clerk

Category: Airport Department

Pay Range: \$15.74 - \$23.61

Description:

This staff member performs office tasks to support the Airport Manager and staff. . The position requires an individual with fundamental knowledge of office operations and functions.

Duties and Responsibilities:

- Prepares, scans, and indexes documents into electronic archiving system.
- Runs work related errands.
- Maintain hangar leases, collections for the Airport.
- Invoice tenants and process payments at the Airport.
- Manages and maintains office supplies.
- Answers telephone and provide general information to staff, clients, and the public.
- Keeps conference rooms and the kitchen in order and stocked as needed.
- Works under minimal supervision; achieves goals; asks for assistance when needed.
- Contributes to team effort by accomplishing related duties as assigned.

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 or ability required.

- A High School Diploma, or GED equivalent is required.
- A minimum of two (2) years of clerical experience.
- Ability to operate basic office machines and computer programs competently.
- Strong organizational and communication skills.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment, travel and outdoor functions.



Scope: DeSoto Parish Police Jury

**Job Title: Assistant Solid Waste
Superintendent-Landfill Operations**

Category: Solid Waste Department

Salary: \$55,369 - \$83,054

The Assistant Solid Waste Superintendent – Landfill Operations assists the Solid Waste Superintendent in overseeing of the operation of the Parish Landfill.

Duties and Responsibilities:

- Assist the Solid Waste Superintendent with Landfill Operations to ensure that Parish’s resources are used to best serve the citizens and employees of DeSoto Parish and to ensure compliance with the landfill operating permit.
- Assists Solid Waste Superintendent in preparing the annual budget for the Solid Waste Department and uses good judgment in spending Parish funds.
- Supervises all employees assigned to landfill operations, including administrative staff, equipment operators and laborers.
- Reviews work in progress and ensures that projects are completed in a safe and timely manner.
- Works with Solid Waste Superintendent to ensure that proper and adequate materials are available for proper operation of the landfill.
- May perform the tasks of subordinates: Drives, operates, and maintains various equipment used in the landfill operations including dozers, waste compactor, backhoe, front-end loader, articulated truck, etc.
- Provides management of daily activities of the department by supervising activities and supervisors within the department.
- Plans and coordinates work to be done as assigned by Solid Waste Superintendent.
- Evaluates performance of subordinates as assigned by Solid Waste Superintendent.
- In absence of Solid Waste Superintendent, the Assistant Solid Waste Superintendent assumes all duties and responsibilities of that position.
- Contributes to team effort by accomplishing related duties as assigned.

Qualifications:

- High School Diploma
- Possess a Level 1, Class B Solid Waste Operator’s Certificate and must be able to get a Class A Solid Waste Operator’s Certificate within 18 months.
- Minimum of three years of experience in the field of solid waste management or related field.
- Must be able to pass a pre-employment drug screen, physical and background check.
- The ability to plan, initiate and execute procedures and policies and to solve and properly explain, verbally and in writing with persons at all levels.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will work in inclement weather, be required to stand, reach, stoop and kneel; and to lift and/or move up to 50 pounds.