



**The City of Dover  
ACCOUNT CLERK I  
DOE Pay Grade: 15**

<b>Employment Status: Full time</b>	<b>Department: Finance</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Account Clerk I will provide customer assistance to the public. This position will be responsible for accounting tasks of responsibility. This position will also work under general supervision according to some procedures; decides how and when to complete tasks.

### **Essential Duties and Responsibilities**

- Performs accounting tasks such as making journal entries, preparing routine financial forms, or processing accounts receivable.
- Processes invoices for stock and non-stock materials, including checking pricing, quantities, and values.
- Performs accounts payable functions, including keying bills, editing bills, printing and distributing checks, and filing vouchers.
- Assists with processing of time sheets for payroll and documenting of employee sick and vacation leave.
- Performs routine office tasks such as typing, processing departmental mail, handling petty cash, data entry, filing, answering the telephone, faxing or photocopying.
- Gathers and maintains information/data to prepare routine reports.

### **Required Skills, Knowledge, and Abilities**

- Proficiency and demonstrated skills in Microsoft Office Products.
- The ability to compute or perform arithmetic operations.
- The ability to effectively communicate, both in oral and written form.
- Ability to understand and follow directives, instructions, and standard operating procedures.



**The City of Dover  
ACCOUNT CLERK I  
DOE Pay Grade: 15**

- Ability to handle machines, tools, equipment, or work aids involving some latitude for judgement regarding attainment of standard or in selecting appropriate items, such as computers, fax machines, copiers, or telephone systems.
- Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of moderate amounts of money.
- Ability to use addition, subtraction, multiplication, and division; may compute ratios, rates and percents.
- Ability to read routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.
- Ability to perform routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
- Ability to make decisions with moderate impact which may affect other units or citizens  
Proficient with Microsoft Office Suite, or related software.

### **Education and Experience**

- Requires associate degree or equivalent of two years of college or technical school education in accounting or bookkeeping.
- Requires six months of accounting or bookkeeping experience.

### **Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform*



**The City of Dover**  
**ACCOUNT CLERK I**  
**DOE Pay Grade: 15**

*the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
ACCOUNT CLERK II  
DOE Pay Grade: 18**

<b>Employment Status: Full time</b>	<b>Department: Customer Service</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor: Billing Supervisor</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Account Clerk II position is to provide accounting support for the assigned area. The position is responsible for accounting tasks of responsibility. The position works under general supervision independently developing work methods and sequences.

### **Essential Duties and Responsibilities**

- Prepares bank and account reconciliations, makes journal entries and adjustments, prepares statements and reports for area of responsibility, records returned checks, and/or performs tracking for assigned area.
- Processes vendor invoices for stock and non-stock materials, including checking pricing, quantities, and values to be provided to accounts payable for payment processing.
- Coordinates and/or performs counting of department inventory and maintains record of same.
- Performs accounts payable functions, including keying / editing and printing vendor invoices and distributing checks.
- Accounts receivable billing duties as assigned by the department head.
- Handles collections, including researching returned checks, mailing final bills and lien letters, and preparing collections reports as assigned by department head.
- Processes customer billing and collection of payments as assigned for area of responsibility. Disburses payments for proper accounting to assigned department.
- Prepares dispatch sheets and work orders, dispatches requests for field work orders, inspections and meter sets as assigned by the department head.
- Is the assigned payroll administrator for their assigned area as assigned by the department head.



**The City of Dover**  
**ACCOUNT CLERK II**  
**DOE Pay Grade: 18**

- Performs routine office tasks such as typing, processing departmental mail, preparing spreadsheets, data entry, answering the telephone, emailing, faxing, photocopying, or ordering office supplies.
- Gathers and maintains information/data to prepare periodic and special reports for the area of responsibility.
- Performs other work as assigned that may not otherwise be listed.

### **Required Skills, Knowledge, and Abilities**

- Proficiency and demonstrated skills in Microsoft Office Products.
- The ability to compute or perform arithmetic operations.
- The ability to effectively communicate, both in oral and written form.
- Ability to understand and follow directives, instructions, and standard operating procedures.
- Ability to handle machines, tools, equipment, or work aids involving some latitude for judgement regarding attainment of standard or in selecting appropriate items, such as computers, fax machines, copiers, or telephone systems.
- Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of moderate amounts of money.
- Ability to use addition, subtraction, multiplication, and division; may compute ratios, rates and percents.
- Ability to read routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.
- Ability to perform routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
- Ability to make decisions with moderate impact which may affect other units or citizens  
Proficient with Microsoft Office Suite, or related software.

### **Education and Experience**

- High school diploma or GED with some coursework in accounting.
- Requires one year of accounting or bookkeeping experience.

### **Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.



**The City of Dover  
ACCOUNT CLERK II  
DOE Pay Grade: 18**

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
ANIMAL CONTROL OFFICER  
DOE Pay Grade: 18**

<b>Employment Status: Full time</b>	<b>Department: Police</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Animal Control Officer position is to control animals in the City of Dover. The position is responsible for capturing stray animals, issuing summons, lock jocks, and patrol. The position works independently, reporting major activities through periodic meetings.

### **Essential Duties and Responsibilities**

- Responds to citizen complaints regarding nuisance animals.
- Captures dangerous, stray, and injured animals; delivers animals to appropriate facility.
- Patrols the City for stray animals and citizens violating animal ordinances; issues warnings/citations for animal ordinance violations.
- Investigates reports of animal bites and acts of cruelty to animals; obtains information from involved parties and quarantines animals engaging in biting behavior.
- Unlocks vehicles for citizens who locked their keys inside their vehicle.
- Picks up and distributes mail for the Department.
- Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.
- Maintains assigned equipment, including vehicle, capture equipment, and related gear.

### **Required Skills, Knowledge, and Abilities**

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The City of Dover  
ANIMAL CONTROL OFFICER  
DOE Pay Grade: 18

**Education and Experience**

- Requires a high school diploma or GED and one year certificate from college or vocational school.
- Requires valid Delaware Driver's License.
- Requires six months of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**The City of Dover  
ARBORIST  
DOE Pay Grade: 20**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Arborist position is to maintain City property and / or provide adequate clearance of the utility right-of-way by tree trimming and tree removal. The position is responsible for assigned tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### **Essential Duties and Responsibilities**

- Performs pruning and trimming of trees and other vegetation by climbing or use of an aerial lift truck, which may include working around energized electrical lines as required in compliance with City safety regulations.
- Removes trees as directed; assists with removal and hauling of tree stumps and other wood.
- References and completes work orders; prepares routine reports and submits to supervisor.
- Assists line crew as required; assists with managing work for contractors.
- Interacts with customers to provide information and assist with issues/complaints.
- Ensures equipment and work aids function properly; performs maintenance/minor repairs on equipment, such as
- greasing clippers and trucks or sharpening and adjusting saws.
- Assists with installation and removal of Christmas lights; assists with cleanup of environmental spill.
- Performs planting of trees; assists with spraying of pesticides and/or herbicides.
- Assists with traffic control around work sites.

### **Required Skills, Knowledge, and Abilities**



**The City of Dover  
ARBORIST  
DOE Pay Grade: 20**

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### **Education and Experience**

- Requires a high school diploma or GED.
- Requires valid Delaware Commercial Driver's License.
- Requires one year of related experience.

### **Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**BUILDING MAINTENANCE CRAFTSPERSON I**  
DOE Pay Grade: 18

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Building Maintenance Craftsperson I position is to assist with the building of new structures, renovate existing buildings, and maintain City buildings and property. The position is responsible for assigned tasks. The position works under general supervision independently developing work methods and sequences.

### Essential Duties and Responsibilities

- Assists with building new City structures.
- Performs skilled work in the maintenance of City property, including carpentry, painting, and air-conditioning tasks.
- Performs minor electrical repairs; assists Electricians with completion of projects as required.
- Performs inspections of building and its systems to ensure proper maintenance, reports systems service needs to supervisor and schedules repairs.
- Performs repair work for City customers such as repairing fences, mailboxes, siding or gutters.
- Maintains inventories of materials and supplies, orders replacements and picks up as required; services building systems and equipment as necessary.
- Assists with setting up special events, both internal and external.

### Required Skills, Knowledge, and Abilities

### Education and Experience

- Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in carpentry, construction, or a closely related field.



The City of Dover  
**BUILDING MAINTENANCE CRAFTSPERSON I**  
**DOE Pay Grade: 18**

- Requires valid Delaware Driver's License.
- Requires two years of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**BUILDING MAINTENANCE CRAFTSPERSON II**  
DOE Pay Grade: 20

<b>Employment Status: Full time</b>	<b>Department: Central Services</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor: Facilities Manager</b>	<b>Preparation Date: 8-14-24</b>

### Job Overview

The Building Maintenance Craftsperson II position is to serve as crew leader in the building of new structures, renovation of existing buildings, and maintenance of City property. The position is responsible for supervising assigned personnel, structures of responsibility, planning, training, materials, equipment, and related paperwork. The position works independently developing work methods and sequences.

### Essential Duties and Responsibilities

- Oversees and participates in the renovation of the interior and exterior of existing buildings.
- Leads assigned personnel in the building of new structures such as pole barns, additions to buildings, or well houses.
- Designs, and draws plans and estimates costs for renovations and new structures.
- Performs carpentry work in the Shop, building such items as cabinets and desks.
- Performs skilled work and leads assigned personnel in the maintenance of City property, including major roofing, carpentry, painting, and HVAC and plumbing tasks.
- Performs repair work for City customers such as repairing fences, mailboxes, house siding, gutters, or garages.
- Completes and maintains logs and records relating to work orders and personnel; prepares routine reports as required.
- Performs Park and safety inspections to ensure compliance with City ordinances and regulations; makes necessary repairs or adjustments.
- Leads setting up and tearing down for special events such as African American Festival or Dover Days.



The City of Dover  
**BUILDING MAINTENANCE CRAFTSPERSON II**  
DOE Pay Grade: 20

### **Required Skills, Knowledge, and Abilities**

- Knowledge of roofing, carpentry, plumbing, and preventive maintenance.
- Knowledge of hand and power tools.
- Knowledge of mathematics.
- Skilled in roofing, painting, plumbing, and carpentry.
- Skilled in use hand and power tools.
- Skilled in reading blueprints and plans.
- Skilled in use of measurements, Addition, subtraction, algebra, fractions, ratios, and percentages as they apply in real world situations.
- Ability to read and write complete sentences or instructions, complete routine work forms.
- Ability to speak routine sentences using standard grammar.

### **Education and Experience**

- Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in carpentry, construction, or a closely related field.
- Requires valid Delaware Commercial Driver's License (Not suspended, revoked or cancelled, or disqualified from driving).
- Requires four years of related experience.

### **Working Conditions, Physical Requirements**

- The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, disease/pathogens, traffic, explosives, and toxic or caustic chemicals.
- Requires medium to heavy work involving exerting up to 100 pounds of force on a frequent basis, and exceptional dexterity and skill in operating shop machinery and tools.
- Requires normal visual acuity and field of vision, hearing, and speaking.



**The City of Dover**  
**BUILDING MAINTENANCE CRAFTSPERSON II**  
**DOE Pay Grade: 20**

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**BUILDING MAINTENANCE CRAFTSPERSON III**  
DOE Pay Grade: 22

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Building Maintenance Craftsperson III position is to serve as crew leader in the building of new structures, renovation of existing buildings, and maintenance of City property to include minor service and repair of HVAC systems. The position is responsible for supervising assigned personnel, structures of responsibility, planning, training, materials, equipment, and related paperwork. The position works independently, reporting major activities through periodic meetings.

### Essential Duties and Responsibilities

- Oversees and participates in the renovation of the interior and exterior of existing buildings.
- Leads assigned personnel in the building of new structures such as pole barns, additions to buildings, or well houses.
- Designs, and draws plans and estimates costs for renovations and new structures.
- Performs carpentry work in the Shop, building such items as cabinets and desks.
- Performs skilled work and leads assigned personnel in the maintenance of City property, including carpentry, painting, and HVAC and plumbing tasks.
- Performs repair work for City customers such as repairing fences, mailboxes, house siding, gutters, or garages.
- Completes and maintains logs and records relating to work orders and personnel; prepares routine reports as required.
- Performs preventative maintenance and minor repairs on all City of Dover HVAC systems within the purview of the Facilities division to include coordinating and supervising contracted HVAC repairs.
- Leads setting up and tearing down for special events such as New Year's Eve or Dover Days.





The City of Dover  
**BUILDING MAINTENANCE CRAFTSPERSON III**  
DOE Pay Grade: 22

**Required Skills, Knowledge, and Abilities**

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**Education and Experience**

- Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in carpentry, construction, or a closely related field, and successful completion of HVAC-R1-4 with a certificate of HVAC Apprenticeship or greater.
- HVAC Apprenticeship or greater.
- Requires four years of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**CENTRAL MAILROOM CLERK**  
DOE Pay Grade: 13

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Central Mailroom Clerk position is to calculate and affix the correct postage on letters, parcels, and certified mail then process and deliver mail to the United States Post Office, contract mail services, and internal customers. The position is responsible for ensuring conformance with United States Postal Regulations and established procedures. The position works independently, reporting major activities through periodic meetings.

### Essential Duties and Responsibilities

- Receive, process, sort and distribute incoming and outgoing mail, including calculating and affix the correct postage and preparing necessary forms.
- Operates and maintains folder/inserter and postage machines. Provides folding/inserting services to internal customers.
- Processes packages for shipment to shipping companies, such as the United States Postal Services, Federal Express, or United Parcel Service. Provide required data and tracking codes to the customer as necessary.
- Advises Departments on the most effective and timely mailing method. Stays abreast of current postal/shipping rates, rules, and regulations and keeps City employees informed of changes.
- Prepares and conducts periodic briefings for City personnel to keep them informed of current postal regulations and changes.
- Assists warehouse personnel as needed.
- Responsible for performing on-call duties as necessary. When individual is on-call, they are permitted to use a generalpurpose vehicle for commuting purposes.

### Required Skills, Knowledge, and Abilities



The City of Dover  
**CENTRAL MAILROOM CLERK**  
DOE Pay Grade: 13

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### Education and Experience

- Requires high school diploma or GED.
- Requires valid Delaware Driver's License. When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.
- Requires three months of related experience.

### Working Conditions, Physical Requirements

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**COMMUNICATIONS OPERATOR**  
DOE Pay Grade: 23

<b>Employment Status: Full time</b>	<b>Department: Police</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Communications Operator position is to dispatch emergency services in response to calls for assistance. The position is responsible for answering emergency services phones, dispatching appropriate emergency services, maintaining emergency reference materials, maintaining logs and tapes, and servicing/maintaining equipment. The position works under general supervision independently developing work methods and sequences.

### Essential Duties and Responsibilities

- Answers emergency services telephone lines; records essential information and dispatches units from appropriate agencies such as Police Department, Fire Department, ambulance, or other emergency response activities.
- Monitors and responds to administrative and other telephone lines, radio calls, and citizen requests; decides on appropriate course of action, dispatches assistance as required or refers to appropriate service agency; records information or complaints.
- Provides assistance to emergency services personnel by answering questions, researching information, or performing other services.
- Maintains various logs, charts, and recordings to provide records of all emergency and non-emergency actions for follow-up investigative, administrative, or legal action; prepares routine reports.
- Operates/maintains emergency and non-emergency equipment such as computers, printers, playback systems, CAD, and other systems.
- Monitors building security system, including security cameras.



**The City of Dover**  
**COMMUNICATIONS OPERATOR**  
**DOE Pay Grade: 23**

- Maintains immediately available library of emergency reference material such as computer manuals, maps, repair logs, wrecker logs, policy/procedure SOP's, policy memos, and other reference material.
- Assists and advises other Operators as required; monitors and reviews work; participates in or provides technical and other training; may assist with or prepare duty schedules.
- Performs routine office tasks such as typing, filing, faxing, telephoning, or photocopying.

### **Required Skills, Knowledge, and Abilities**

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### **Education and Experience**

- Requires high school diploma, GED, or specialized vocational training.
- Requires DELJIS certification.
- Requires three months of related experience.

### **Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*



**The City of Dover**  
**COMMUNICATIONS OPERATOR**  
**DOE Pay Grade: 23**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
COMPUTER OPERATOR  
DOE Pay Grade: 15**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Computer Operator position is to perform responsible work in operating and monitoring data processing equipment. The position is responsible for monitoring computer jobs, resolving problems, preparing reports, scheduling operations, performing back up, software upgrades, and assisting computer users. The position works under general supervision independently developing work methods and sequences.

### **Essential Duties and Responsibilities**

- Monitors activity of reports, bills, special assessments, payroll, taxes, and other jobs in the computer system for abnormalities.
- Monitors configured printers and assists users with printing problems; assists with resolution of other computer-related issues, questions, and problems as required.
- Maintains security at both hardware and software levels.
- Schedules/conducts upgrades to software; coordinates with Programmer Analyst in scheduling/conducting any major vendor version changes.
- Performs back up of all critical records and information in accordance with operating procedures; maintains backup systems and equipment.
- Prints and distributes computer output to appropriate departments.
- Checks/changes dates in computer system in preparation for running monthly reports.
- Maintains inventory of forms, computer paper, and related supplies.
- Gathers and maintains information/data to support periodic and special reports for the area of responsibility.

### **Required Skills, Knowledge, and Abilities**



The City of Dover  
**COMPUTER OPERATOR**  
DOE Pay Grade: 15

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### Education and Experience

- Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in computer science.
- Requires one year of related experience.

### Working Conditions, Physical Requirements

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**The City of Dover  
CREW LEADER  
DOE Pay Grade: 24**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Crew Leader position is to lead a work crew in the performance of assigned projects or tasks. The position is responsible for assigned personnel, projects/tasks of responsibility, equipment, and related paperwork. The position works under general supervision independently developing work methods and sequences.

### **Essential Duties and Responsibilities**

- Monitors and reviews work assignments and determines resources required to complete tasks, such as number of workers, materials, tools, or equipment.
- Oversees and participates in completion of work assignments such as laying blacktop, repairing water/sewer lines, mowing grass, laying sod, or other specialized tasks, ensuring compliance with departmental safety requirements, policy, and procedures.
- Ensures optimal functioning of equipment and tools of responsibility, such as tractors, dump trucks, snowplows, mowers, backhoes, or front-end loaders; performs maintenance and minor repairs as required.
- Maintains logs, forms, records, time sheets, and other work-related information for area of responsibility; prepares routine reports as required.
- Interacts with City customers and the public to provide information or resolve problems or complaints relating to assigned area.
- Attends and conducts staff meetings to exchange information.
- When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

### **Required Skills, Knowledge, and Abilities**



**The City of Dover  
CREW LEADER  
DOE Pay Grade: 24**

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### Education and Experience

- Requires high school diploma or GED, and specialized vocational training.
- Requires valid Delaware Commercial Driver's License.
- Grounds Division: Requires a valid applicator's license (Core, Ornamental Turf and Right of Way) or ability to obtain within one (1) year.
- Requires five years of related experience.

### Working Conditions, Physical Requirements

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
CUSTODIAN I  
DOE Pay Grade: 12**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Custodian I position is to provide custodial services. The position is responsible for assigned buildings, facilities, and surrounding areas. The position works under direct supervision according to set procedures.

### **Essential Duties and Responsibilities**

- Cleans and disinfects restrooms and fixtures; replenishes paper towels, toilet paper, and soap.
- Performs minor maintenance tasks such as replacing light bulbs and unclogging toilets as needed; reports other needs for building repair to supervisor.
- Empties and cleans trash cans and ashtrays.
- Sweeps, vacuums, mops, strips, waxes, and buffs floors in assigned areas.
- Dusts surfaces; cleans and polishes glass, furniture, and woodwork.
- Cleans baseboards; wipes down walls and blinds; cleans water fountains.
- Picks up debris and cleans out ashtrays in assigned outside areas.

### **Required Skills, Knowledge, and Abilities**

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### **Education and Experience**

- Requires less than completion of high school.
- Requires three months of related experience.



The City of Dover  
CUSTODIAN I  
DOE Pay Grade: 12

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
CUSTODIAN II  
DOE Pay Grade: 13**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Custodian II position is to serve as lead worker in the providing of custodial services. The position is responsible for assigned buildings, facilities, and surrounding areas. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### **Essential Duties and Responsibilities**

- Serves as lead worker in the maintenance of assigned areas; trains, schedules and assigns work, and maintains time sheets.
- Cleans and disinfects restrooms and fixtures; replenishes paper towels, toilet paper, and soap.
- Performs minor maintenance tasks such as replacing lightbulbs and unclogging toilets as needed; reports other needs for building repair to supervisor.
- Empties and cleans trash cans and ashtrays.
- Sweeps, vacuums, mops, strips, waxes, and buffs floors for assigned areas.
- Dusts surfaces; cleans and polishes glass, furniture, and woodwork.
- Cleans baseboards; wipes down walls and blinds; cleans water fountains.
- Picks up debris and cleans out ashtrays in assigned outside areas.
- Maintains inventory of materials and supplies, ordering replacements as required, services equipment of responsibility.
- Performs inspection of building and designated systems to ensure proper maintenance; reports need-for-service for systems to supervisor.
- Maintains records/logs as required for area of responsibility.

### **Required Skills, Knowledge, and Abilities**



**The City of Dover  
CUSTODIAN II  
DOE Pay Grade: 13**

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### **Education and Experience**

- Requires less than completion of high school.
- Requires one year of related experience.

### **Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**CUSTOMER SERVICE CLERK I**  
DOE Pay Grade: 18

<b>Employment Status: Full time</b>	<b>Department: Human Resources</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor: Customer Service Supervisor</b>	<b>Preparation Date: 3/6/2023</b>

### Job Overview

The Customer Service Clerk I will provide customer assistance to the public. This position will be responsible for clerical and accounting tasks relating to City Services. This position will also work also work closely with the billing/collections and meter reading department.

### Essential Duties and Responsibilities

- Answers questions, assists with problem/complaint resolution, or directs persons to appropriate personnel.
- The ability to interact with the public via telephone, email, written correspondence, and in person, providing information.
- The ability to process various requests regarding municipal, tax, and utility services including but not limited to setting up and closing utility accounts, utility service change requests, work orders, credit reports, updating customer files, granting payment agreements for City of Dover departmental bills.
- Required to process payments including but not limited to receiving payments, issuing receipts for payments received, posting payments to proper accounts, balancing cash drawers, verifying completed work and submitting paperwork to supervisor.
- Required to maintain data/information for area of responsibility and prepare routine report.
- The ability to perform routine office tasks such as data entry, filing, processing mail, preparing work orders, facing, emailing, scanning, filing, and photocopying.
- Required to enforce City codes and policies.
- Performs other related duties as assigned.

### Required Skills, Knowledge, and Abilities



**The City of Dover**  
**CUSTOMER SERVICE CLERK I**  
**DOE Pay Grade: 18**

- Proficiency and demonstrated skills in Microsoft Office Products
  - The ability to compute or perform arithmetic operations.
  - The ability to effectively communicate, both in oral and written form
  - Ability to understand and follow directives, instructions, and standard operating procedures.
  - Ability to handle machines, tools, equipment, or work aids involving some latitude for judgement regarding attainment of standard or in selecting appropriate items, such as computers, fax machines, copiers, or telephone systems.
  - Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of moderate amounts of money.
  - Ability to use addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.
  - Ability to read routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.
  - Ability to perform routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
  - Ability to make decisions with moderate impact which may affect other units or citizens
- Proficient with Microsoft Office Suite, or related software.

### **Education and Experience**

- Requires High School Diploma or G.E.D equivalent.
- At Requires one year of college or specialized vocational training in computer operations and office skills

### **Working Conditions, Physical Requirements**

- Office environment
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.





**The City of Dover**  
**CUSTOMER SERVICE CLERK I**  
**DOE Pay Grade: 18**

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**CUSTOMER SERVICE CLERK II**  
DOE Pay Grade: 21

<b>Employment Status: Full time</b>	<b>Department: Human Resources</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor: Customer Service Supervisor</b>	<b>Preparation Date: 3/6/2023</b>

### Job Overview

The Customer Service Clerk II is to provide customer service to the general public by answering questions, assisting with problems/complaint resolutions, or directing persons to appropriate personnel. This position will interact with the general public via telephone, email, written correspondence, and in person, providing information. This position will also work closely with the billing/collections and meter reading department. This position will serve as lead clerk in absence of supervisor and assist the Customer Service Clerks I and II as required.

### Essential Duties and Responsibilities

- Process various requests regarding municipal, tax and utility services including but not limited to setting up and closing utility accounts; utility service change request, work orders, credit reports, updating customer files, granting payment agreements, adjustments and transfers, lien search and sheet preparation, and delinquent account/disconnection listings for City of Dover departmental bills
- Payment processing functions including but not limited to receiving payments and issuing receipts for payments received, post payments to proper accounts, balances cash drawer, verifies completed work, and submits paperwork to supervisor
- Ability to maintain data/information for area of responsibility and prepare routine reports
- Required to perform routine office tasks such as data entry, filing, processing mail, preparing work orders, faxing, emailing, scanning and photocopying
- Required to assist with collection matters, process utility bills, process work orders, process journal entries, process customer refunds, review bank draft, review and transmit bank draft, resolve billing related issues
- Required to enforce City codes and polices



**The City of Dover**  
**CUSTOMER SERVICE CLERK II**  
**DOE Pay Grade: 21**

- Performs other related duties as assigned.

### **Required Skills, Knowledge, and Abilities**

- Proficiency and demonstrated skills in Microsoft Office Products
- The ability to compute or perform arithmetic operations
- The ability to effectively communicate, both in oral and written form
- Ability to understand and follow directives, instructions, and standard operating procedures
- Ability to handle machines, tools, equipment, or work aids involving some latitude for judgement regarding attainment of standard or in selecting appropriate items, such as computers, fax machines, copiers, or telephone systems
- Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of moderate amounts of money
- Ability to use addition, subtraction, multiplication, and division; may compute ratios, rates and percents
- Ability to read routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar
- Ability to perform routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure
- Ability to effectively communicate, both in oral and written form
- Ability to make decisions with moderate impact which may affect other units or citizens
- Proficient with Microsoft Office Suite, or related software.
- Ability to understand and follow directives, instructions, and standard operating procedures

### **Education and Experience**

- Requires High School Diploma or G.E.D equivalent
- At Requires a minimum of one year of college or specialized vocational training in computer operations and office skills
- Required six to twelve months of related experience in customer service and accounting or bookkeeping

### **Working Conditions, Physical Requirements**

- Office environment
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking



**The City of Dover**  
**CUSTOMER SERVICE CLERK II**  
**DOE Pay Grade: 21**

- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**EVIDENCE TECHNICIAN**  
DOE Pay Grade: 21

<b>Employment Status: Full time</b>	<b>Department: Police</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 10/18/2023</b>

### Job Overview

The Evidence Technician position is to manage crime scene evidence. The position will work under general supervision, independently developing work methods and sequences.

### Essential Duties and Responsibilities

- Receives and logs confiscated or found property/evidence; enters information into a computer database; arranges for orderly storage of property/evidence.
- Coordinates laboratory testing of seized narcotics and blood evidence with the State Medical Examiner.
- Arranges for testing of narcotics currency for narcotics residue and arranges for deposit of seized narcotics currency.
- Logs tested items back into evidence database; arranges for destruction or return to victims of property/evidence as designated by investigator.
- Provides officers and court personnel with evidence for trial as requested.
- Responsible for the destruction and disposal of weapons and ammunition.
- Maintains evidence room in orderly and neat manner.

### Required Skills, Knowledge, and Abilities

### Education and Experience

- High School Diploma or G.E.D equivalent
- Requires valid Driver's License.



**The City of Dover**  
**EVIDENCE TECHNICIAN**  
**DOE Pay Grade: 21**

- Must be able to obtain and maintain related security clearances. For example, DELJIS and NCIC.
- Law enforcement or related experience preferred but not required. Excellent organizational skills required.

**Working Conditions, Physical Requirements**

- Light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis or skill, adeptness, and speed in the use of fingers, hands, or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerance or limits of accuracy.
- The position is exposed to extreme heat/cold, wet, or humid conditions, bright/dim lights, dust or pollen, fumes or noxious odors, disease/pathogens, traffic, and narcotics.
- The position requires normal visual acuity and field of vision, hearing, speaking, color perception, and depth perception.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
FIELD SERVICE REP I  
DOE Pay Grade: 21**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Field Service Rep I position is to read and record electricity and water meter readings and complete work orders. The position is responsible for meter readings and work orders for the assigned route. The position works under direct supervision according to set procedures.

### **Essential Duties and Responsibilities**

- Reads electricity and water meters, both manually and through wireless techniques, and enters readings into hand-held computer for billing services.
- Connects and disconnects electricity and water services according to work orders.
- Rechecks and verifies meter readings to ensure accuracy of readings as requested.
- Reports damaged and/or leaking meters/wiring to appropriate personnel; identifies meter irregularities and/or illegal use of water or electricity and reports to supervisor.
- Interacts with customers in the field to discuss meter readings and disconnects or to provide general information.
- Collects utility payments as needed.
- Operates assigned vehicle and maintains in clean condition.
- On-call rotation with other staff for emergency services, connects and disconnects.
- Other duties as assigned by Supervisor dependent on the needs of the department.

### **Required Skills, Knowledge, and Abilities**

### **Education and Experience**



**The City of Dover  
FIELD SERVICE REP I  
DOE Pay Grade: 21**

- Requires high school diploma or GED.
- Requires valid Delaware Driver's License.
- Requires six months of related experience.

### **Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**The City of Dover  
FIELD SERVICE REP II  
DOE Pay Grade: 22**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Field Service Rep II position is to complete work orders, disconnect service, and read and record electricity and water meter readings. The position is responsible for work orders, disconnects, and meter readings for the assigned route. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### **Essential Duties and Responsibilities**

- Disconnects electricity and water service on non-payment accounts.
- Completes work orders for such services as meter exchanges, new services/locations, leaks, or sequencing meters.
- Reads electricity and water meters and enters readings into hand-held computer for billing services.
- Rechecks and verifies meter readings to ensure accuracy of readings as requested.
- Reports damaged and/or leaking meters/wiring to appropriate personnel; identifies meter irregularities and/or illegal use of water or electricity and documents same.
- Interacts with customers in the field to discuss meter readings and disconnects or to provide general information.
- Collects utility payments as needed.
- Operates assigned truck and maintains in clean condition. When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

### **Required Skills, Knowledge, and Abilities**



The City of Dover  
FIELD SERVICE REP II  
DOE Pay Grade: 22

### Education and Experience

- Requires high school diploma or GED.
- Requires valid Delaware Driver's License.
- Requires one year of related experience.

### Working Conditions, Physical Requirements

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
FIRE DISPATCHER  
DOE Pay Grade: 23**

<b>Employment Status: Part-Time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Fire Dispatcher position is to dispatch emergency personnel and equipment in response to calls for assistance. The position is responsible for emergency and non-emergency calls, dispatching appropriate personnel and equipment, and maintaining the fire fleet, equipment, and station. The position works under general supervision independently developing work methods and sequences.

### **Essential Duties and Responsibilities**

- Responds to emergency and non-emergency calls/alarms; records essential information; dispatches appropriate personnel and equipment or directs calls to another City personnel/department.
- Maintains fire vehicles and equipment in a clean, optimally functioning manner; performs janitorial tasks to clean the fire station.
- Communicates with departmental personnel at the emergency site, providing guidance and assistance as required.
- Performs clerical tasks such as updating computer information, performing data entry, record keeping, taking member telephone calls, faxing, or photocopying.
- Assists visitors to the station, providing department-related information or giving directions gives fire prevention tours to the public.
- Willingness to work any shift assignment, work holidays, weekends and overtime on short notice, is required.
- The ability to handle a high volume of emergency calls with tact, good judgment, initiative and speed.
- The ability to remain alert, responsible, diligent, thorough and who can speak clearly and concisely.



**The City of Dover  
FIRE DISPATCHER  
DOE Pay Grade: 23**

- The ability to exercise good judgment under demanding circumstances while maintaining a professional demeanor.
- Provides training for other dispatchers as directed.

### **Required Skills, Knowledge, and Abilities**

### **Education and Experience**

- Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in computer operation, radio operation, or a closely related field.
- Requires two years of fire service experience.

### **Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
GARDENER I  
DOE Pay Grade: 20**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Gardener I position is to provide assistance in the caring of flowers, plants and general landscapes in the City of Dover. The position is responsible for assigned tasks. The position works under direct supervision according to set procedures.

### **Essential Duties and Responsibilities**

- Assist with the design, installation, and maintenance of flower beds throughout the City.
- Assist with the design, installation, and maintenance of hanging baskets and flowerpots.
- Assist with the design, installation, and maintenance of general landscape areas throughout the City.
- Assist with the general maintenance of greenhouse operations; maintains records and logs of greenhouse activities.
- Assist with the maintenance of irrigation systems.
- Assist with the maintenance of nursery equipment.
- Assist with general ground clean-up and maintenance such as debris clean-up.
- Perform seasonal operations and maintenance tasks such as removing snow, Christmas trees pickup, and holiday decorating.

### **Required Skills, Knowledge, and Abilities**

### **Education and Experience**

- Requires high school diploma, or GED.



**The City of Dover  
GARDENER I  
DOE Pay Grade: 20**

- A valid driver's license and pesticide application license with ornamental, turf and right-of-way endorsements is required.
- Requires one year of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
GARDENER II  
DOE Pay Grade: 22**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Gardener II position is to lead in the caring of flowers, plants and general landscape in the City of Dover. The position is responsible for training, landscaping, plants and flowers, greenhouse operations, equipment, and record keeping. The position works under general supervision independently developing work methods and sequences.

### **Essential Duties and Responsibilities**

- Lead in the design, installation and maintenance of flower beds throughout the City.
- Lead in the design, installation and maintenance of hanging baskets and flowerpots.
- Lead in the design, installation and maintenance of general landscape areas throughout the City.
- Lead in greenhouse operations, maintain records and logs of greenhouse activities and assist in placing orders for supplies and materials as needed including, but not limited to, flower seeds, tulips, and horticulture and greenhouse supplies.
- Assist with the maintenance of irrigation systems.
- Assist with the maintenance of nursery equipment.
- Assist in providing demonstrations on greenhouse production, and design and installation of flower beds.
- Assist with general ground clean-up and maintenance such as debris clean-up.
- Perform seasonal operations and maintenance tasks such as removing snow, Christmas trees pickup, and holiday decorating.

### **Required Skills, Knowledge, and Abilities**



The City of Dover  
**GARDENER II**  
DOE Pay Grade: 22

**Education and Experience**

- Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in horticulture or a closely related field.
- Valid driver's license and a pesticide application license with ornamental turf and right-of-way endorsements are required.
- Requires two years of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_





The City of Dover  
**HEAVY EQUIPMENT OPERATOR I**  
DOE Pay Grade: 22

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Heavy Equipment Operator I position is to operate and maintain heavy machinery and equipment. The position is responsible for equipment and machinery of responsibility. The position works under direct supervision according to set procedures.

### Essential Duties and Responsibilities

- Operates heavy machinery and equipment to dig or back fill trenches, tear down buildings, lift or move heavy loads, remove snow from roads, dig ponds, assist with pipeline installation, clean out drainage ditches, compact dirt, or other specialized tasks.
- Operates large trucks to deliver or remove equipment or materials from job sites, or haul dirt or other materials.
- Performs minor maintenance and repairs on heavy equipment such as lubricating, adjusting tracks on excavator or bulldozer, replacing light bulbs, hydraulic hoses, or relief valves, adjusting fan blades, flushing radiators, or replacing fuses.
- Operates pneumatic tools such as jackhammers or saws to complete such tasks as breaking concrete or blacktop or cutting pipe or trees.
- Performs grading and utilizes levels to check grades and ensure compliance with specifications.
- Secures and partitions off work areas with traffic signs, cones, and/or barricades; flags and directs traffic around work areas as necessary.
- When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

### Required Skills, Knowledge, and Abilities



The City of Dover  
**HEAVY EQUIPMENT OPERATOR I**  
DOE Pay Grade: 22

**Education and Experience**

- Requires high school diploma, GED, or specialized vocational training.
- Requires valid Delaware Commercial Driver's License.
- Requires two years of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**HEAVY EQUIPMENT OPERATOR II**  
DOE Pay Grade: 23

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Heavy Equipment Operator II position is to lead the operation and maintenance of heavy machinery and equipment. The position is responsible for equipment and machinery of responsibility. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### Essential Duties and Responsibilities

- Leads the operation of heavy machinery and equipment to dig or back fill trenches, tear down buildings, lift or move heavy loads, remove snow from roads, dig ponds, assist with pipeline installation, clean out drainage ditches, compact dirt, or other specialized tasks.
- Operates large trucks to deliver or remove equipment or materials from job sites, or haul dirt or other materials.
- Performs minor maintenance and repairs on heavy equipment such as lubricating, adjusting tracks on excavator or
- bulldozer, replacing light bulbs, hydraulic hoses, or relief valves, adjusting fan blades, flushing radiators, or replacing fuses.
- Operates pneumatic tools such as jackhammers or saws to complete such tasks as breaking concrete or blacktop or cutting pipe or trees.
- Performs grading and utilizes levels to check grades and ensure compliance with specifications.
- Secures and partitions off work areas with traffic signs, cones, and/or barricades; flags and directs traffic around work areas as necessary.
- Maintains required paperwork and logs in compliance with departmental rules and regulations.
- When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.



The City of Dover  
**HEAVY EQUIPMENT OPERATOR II**  
DOE Pay Grade: 23

**Required Skills, Knowledge, and Abilities**

**Education and Experience**

- Requires high school diploma, GED, or specialized vocational training.
- Requires valid Delaware Commercial Driver's License.
- Requires six to twelve months of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
INSPECTOR I  
Building, Plumbing and Mechanical  
DOE Pay Grade: 17**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor: Planning Inspections and Community Development</b>	<b>Preparation Date: 3/31/2023</b>

### **Job Overview**

The Inspector I is to perform inspections for code compliance. This position is responsible for performing inspections (building, plumbing and mechanical), reviewing plans, code compliance, permits, licenses, fire investigations, and reporting. This position will also work under general supervision according to certain procedures; decides how and when to complete tasks in a timely manner with accountability.

### **Essential Duties and Responsibilities**

- Inspect buildings in the course of construction, alteration, and repair as frequently as necessary for adequacy of footings to roof with conformity of whole structures with approved permit(s) plans including but not limited to residential sprinkler systems
- Examine plans approved for residential and accessory buildings for permits to see that they conform to applicable building code, zoning and life safety ordinances
- Discuss construction, alteration, and repair of building with contractors, property owners, and the public; issue "Cease and Desist" notices for building code violations and prepare letter to property owner, contractor, or agent informing them of the violation
- Issue notices for zoning, building and Life Safety code violations and prepare letters to property owners, contractors or agents informing them of violation and method of correcting violations to all codes and ordinances and past precedents
- Prepare reports and maintain records of inspections performed covering conditions found, action taken, and recommendations made for further action



**The City of Dover  
INSPECTOR I**

**Building, Plumbing and Mechanical**

**DOE Pay Grade: 17**

- Make certain investigations upon specific request, preparing written reports of findings indicating violations found to exist or providing requested specific information under the supervisor-s direction
- Appear when directed as representative of the City of Dover before City Committees, boards, and commissions and Courts of Law; Maintain record of mileage and locations inspected in the course of a workday
- Performs other related duties as assigned

### **Required Skills, Knowledge, and Abilities**

- Compiles, examines, or evaluates data or information and possibly recommends action based on results
- Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment, materials, or supplies
- Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety
- Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios, proportions, and percentages
- Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar
- Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure
- Makes decisions with moderate to serious impact - affects work unit and may affect other units or citizens
- Provides assistance to people to achieve task completion
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail

### **Education and Experience**

- High School Diploma or G.E.D equivalent
- 5 (5) years' experience in general building construction; or proven equivalent, combination of experience and training which provides the required knowledge, skills, and abilities
- Current driver license with a good driving record (All motor vehicle violations shall be reported to supervisor immediately)
- Must pass testing for substance abuse and criminal background investigation



**The City of Dover  
INSPECTOR I**

**Building, Plumbing and Mechanical  
DOE Pay Grade: 17**

- Certification is required to be obtained through the International Code Council for the position Inspector I in the Chief Building Inspector's Office
- Must possess current ICC Certification Program modules: B1 – Residential Building Inspector, 1M Residential Mechanical Inspector and P1 Residential Plumbing Inspector

**Working Conditions, Physical Requirements**

- Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment
- The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, fumes or noxious odors, heights, violence, traffic, and explosives
- The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
INSPECTOR I  
Code  
DOE Pay Grade: 22**

<b>Employment Status: Full time</b>	<b>Department: Human Resources</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor: Planning Inspections and Community Development</b>	<b>Preparation Date: 4/28/2023</b>

### **Job Overview**

The Inspector I is to perform inspections for code compliance. The position is responsible for performing inspections, reviewing plans, code compliance, permits, licenses, fire investigations, and reporting. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### **Essential Duties and Responsibilities**

- Performs review of commercial and residential building plans to ensure compliance with applicable codes and ordinances.
- Performs field inspections on buildings and such systems as fire protection, plumbing, and HVAC for code/ordinance compliance.
- Performs periodic review of permits and licenses to ensure currency of same.
- Reviews sprinkler system and fire protection plans; performs testing of fire systems; performs surveys of residential areas.
- Conducts fire investigations; determines and documents origin and cause of fire; testifies in court as required.
- Interacts with the general public and contractors to provide code-related information regarding such matters as zoning, licensing, fire protection, abandoned vehicles, or building construction, and to assist with resolution of issues/complaints.
- Prepares routine reports for the area of responsibility and submits to supervisor.
- Stays abreast of changes in codes and ordinances affecting area of responsibility.
- Inspects and maintains equipment of responsibility in a clean, functioning manner.





**The City of Dover  
INSPECTOR I  
Code  
DOE Pay Grade: 22**

- Attends technical or professional classes or seminars to improve technical or professional skills.
- Performs other related duties as assigned.

### **Required Skills, Knowledge, and Abilities**

- Compiles, examines, or evaluates data or information and possibly recommends action based on results.
- Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment, materials, or supplies.
- Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.
- Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios, proportions, and percentages.
- Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.
- Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
- Makes decisions with moderate to serious impact - affects work unit and may affect other units or citizens.
- Provides assistance to people to achieve task completion.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail

### **Education and Experience**

- High School Diploma or G.E.D equivalent
- One (1) year of college or vocational school education in fire science, construction, engineering, architecture, criminal justice, or a closely related field.
- Requires valid Delaware Driver's License and job-specific certification.
- Requires an International Property Maintenance Code and/or International Residential Code Certification (or able to obtain such certifications within 12 months of employment).
- National certification is preferred to be obtained through the National Fire Protection Association for the position of Inspector I in the Fire Marshal's Office.



The City of Dover

**INSPECTOR I**

**Code**

**DOE Pay Grade: 22**

- Council on Police Training (COPT) Law Enforcement Certification and National Fire Academy certifications/trainings are preferred for the position of Inspector I in the Fire Marshal's Office.

### **Working Conditions, Physical Requirements**

- Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment
- The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, fumes or noxious odors, heights, violence, traffic, and explosives
- The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**INSPECTOR I, FIRE MARSHALL'S OFFICE**  
DOE Pay Grade: 26

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Inspector I. Fire Marshall's Office position is to perform fire-related inspections for code compliance. The position is responsible for performing inspections, reviewing plans, code compliance, permits, licenses, fire investigations, and reporting. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### Essential Duties and Responsibilities

- Conducts acceptance tests on fire alarm systems, fire suppression systems, hood, and hood suppression systems.
- Performs Certificate of Occupancy inspections.
- Issues Notice of Violations for code related issues.
- Reviews fire alarm systems, fire suppression systems, hood, and hood suppression systems plan and permits.
- Conducts site plan and building plan review.
- Performs review of commercial and residential building plans to ensure compliance with applicable codes and ordinances.
- Performs annual fire and life safety inspections on buildings and such systems as fire protection, for code/ordinance compliance.
- Performs periodic review of permits and licenses to ensure currency of same.
- Performs periodic reviews of fire suppression systems and fire protection plans.
- Conducts fire investigations; determines and documents origin and cause of fire; writes reports; testifies in court as required.
- Interacts with the general public and contractors' architects, and engineers to provide code-related information regarding such matters as zoning, licensing, fire protection, or building



**The City of Dover**  
**INSPECTOR I, FIRE MARSHALL'S OFFICE**  
**DOE Pay Grade: 26**

construction, and to assist with resolution of issues/complaints. utilizing City of Dover Code of Ordinances, State of Delaware Fire Prevention Regulations, National Fire Protection Association codes and standards, International Property Maintenance Code, and International Building Code.

- Prepares routine schedules and reports for the area of responsibility; maintains required logs, forms, and records.
- Stays abreast of changes in codes and ordinances affecting area of responsibility.
- Inspects and maintains equipment of responsibility in a clean, functioning manner.
- Attends staff meetings to exchange information; attends technical, professional classes, seminars, or conferences to improve technical or professional skills.
- Rotating on-call responsibilities to include weekends and holidays. Must be able to respond safely within thirty (30) minutes of contact as defined in the office Standard Operating Guideline.
- Required to work special events. For example, 4th of July celebration, race weekends, festivals and concerts, and other special events within city limits.

### **Required Skills, Knowledge, and Abilities**

### **Education and Experience**

- Requires high school diploma or GED. One year of college or vocational school education or equivalent in fire science, construction, engineering, architecture, criminal justice, or a closely related field is preferred.
- Requires valid Delaware Driver's License and job-specific certification.
- DELJIS and LEISS access must be obtained and maintained, which requires a SBI background check.
- Obtain National Fire Protection Association Fire Inspector I, National Fire Academy Fire Investigation Essentials, Emergency Vehicle Operator, Incident Command System 100, 200, 700, and 800, and Emergency Medical Responder and CPR AED or equivalent within 1 year of employment.
- Obtain National Fire Academy Fire Investigation: Interview and Testimony or equivalent within 2 years of employment.
- Any/all training completion dates are subject to acceptance, availability, and funding.
- Requires one year of related experience.
- Inspectors will be subject to a psychological exam, drug and alcohol testing and physical if required to carry a defensive weapon. Inspectors would also be subject to Safety Sensitive Random Drug and Alcohol Testing.



The City of Dover  
INSPECTOR I, FIRE MARSHALL'S OFFICE  
DOE Pay Grade: 26

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover**  
**INSPECTOR II**  
**Building, Plumbing and Mechanical**  
**DOE Pay Grade: 20**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b> <b>Planning Inspections and Community Development</b>	<b>Preparation Date: 3/31/2023</b>

### **Job Overview**

The Inspector II is responsible for performing commercial and residential inspections (building, plumbing and mechanical), reviewing permits/plans (commercial / residential) for codes compliance, licenses, certain investigations, and reporting. The position works under general supervision according to certain procedures; decides how and when to complete tasks in a timely manner and with accountability.

### **Essential Duties and Responsibilities**

- This is routine inspection work of buildings under construction or alteration and property to determine and secure compliance with the building codes, zoning and certain fire code ordinances. Work involves the examination and application of standard trade practices to inspection work. Inspections are conducted independently, but in accordance with departmental regulations and established technical standards under the direction of the supervisor - Chief Building Inspector. This position meets with applicants and performs preliminary walk through inspections of existing buildings with potential applicants, applicants and their design professionals
- Examine plans for residential and accessory buildings for permits to see that they conform to applicable building code, zoning and life safety ordinances, including and not limited to residential sprinkler systems
- Discuss construction, alteration, and repair of building with contractors, property owners, and the public; issue "Cease and Desist" notices for building code violations and prepare letter to property owner, contractor, or agent informing them of the violation



## The City of Dover

### INSPECTOR II

#### Building, Plumbing and Mechanical

#### DOE Pay Grade: 20

- Issue notices for building code violations and prepare letters to property owners, contractors or agents informing them of violation and method of correcting violations to all codes and ordinances and past precedents
- Prepare reports and maintain records of inspections performed covering conditions found, action taken, and recommendations made for further action
- Make certain investigations upon specific request, preparing written reports of findings indicating violations found to exist or providing requested specific information under the supervisor's direction
- Appear as necessary and when directed as representative of the City of Dover before City Committees, boards, and commissions and Courts of Law; maintain record of mileage and locations inspected in the course of a workday
- Performs other related duties as assigned

### Required Skills, Knowledge, and Abilities

- Compiles, examines, or evaluates data or information and possibly recommends action based on results
- Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment, materials, or supplies
- Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety
- Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios, proportions, and percentages
- Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar
- Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure
- Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as office equipment, vehicles, or cameras and video equipment
- Makes decisions with moderate to serious impact - affects work unit and may affect other units or citizens
- Provides assistance to people to achieve task completion.
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail



**The City of Dover  
INSPECTOR II**

**Building, Plumbing and Mechanical  
DOE Pay Grade: 20**

**Education and Experience**

- High School Diploma or G.E.D equivalent
- Ten (10) years' experience in general building construction; or proven equivalent, combination of experience and training which provides the required knowledge, skills, and abilities
- Current driver license with a good driving record (All motor vehicle violations shall be reported to supervisor immediately)
- Must pass testing for substance abuse and criminal background investigation
- Certification is required to be obtained through the International Code Council for the position Inspector II in the Chief Building Inspector's Office
- Must possess current ICC Certification Program modules: B2 – Residential Building Inspector, M2 Commercial Mechanical Inspector
- P2 Commercial Plumbing Inspector
- B-3 Building plans Examiner

**Working Conditions, Physical Requirements**

- Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment
- The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, fumes or noxious odors, heights, violence, traffic, and explosives
- The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**The City of Dover  
INSPECTOR II CODE  
DOE Pay Grade: 25**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor: Planning Inspections and Community Development</b>	<b>Preparation Date: 4/28/2023</b>

### **Job Overview**

The Inspector II position is to lead in the performing of inspections for code compliance. The position is responsible for performing inspections, reviewing plans, code compliance, permits, licenses, fire investigations, and reporting. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### **Essential Duties and Responsibilities**

- Leads and performs review of commercial and residential building plans to ensure compliance with applicable codes and ordinances.
- Leads and performs field inspections on buildings and such systems as fire protection, plumbing, and HVAC for code/ordinance compliance.
- Performs periodic review of permits and licenses to ensure currency of same.
- Reviews sprinkler system and fire protection plans; performs testing of fire systems; performs surveys of residential areas.
- Conducts fire investigations; determines and documents origin and cause of fire; testifies in court as required.
- Interacts with the public and contractors to provide code-related information regarding such matters as zoning, licensing, fire protection, abandoned vehicles, or building construction, and to assist with resolution of issues/complaints.
- Prepares routine schedules and reports for the area of responsibility; maintains required logs, forms, and records.
- Stays abreast of changes in codes and ordinances affecting area of responsibility.
- Inspects and maintains equipment of responsibility in a clean, functioning manner.



**The City of Dover  
INSPECTOR II CODE  
DOE Pay Grade: 25**

- Attends or conducts staff meetings to exchange information; attends technical or professional classes or seminars to improve technical or professional skills.

### **Required Skills, Knowledge, and Abilities**

- Compiles, examines, or evaluates data or information and possibly recommends action based on results.
- Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for equipment, materials, or supplies.
- Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.
- Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute ratios, proportions, and percentages.
- Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.
- Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
- Makes decisions with moderate to serious impact - affects work unit and may affect other units or citizens.
- Provides assistance to people to achieve task completion.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail

### **Education and Experience**

- Requires associate degree or the equivalent of two years of college or vocational school education in fire science, construction, engineering, architecture, or a closely related field.
- Requires valid Delaware Driver's License and job-specific certification. Requires national certification (BOCA, ICC or equivalent) in at least one of the following major areas of responsibility: Basic building code; plumbing code; mechanical systems; fire protection systems; property maintenance.
- Requires two years of related experience.

### **Working Conditions, Physical Requirements**



**The City of Dover**  
**INSPECTOR II CODE**  
**DOE Pay Grade: 25**

- Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.
- The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, fumes or noxious odors, heights, violence, traffic, and explosives.
- The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**INSPECTOR II, FIRE MARSHALL'S OFFICE**  
DOE Pay Grade: 28

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Inspector II, Fire Marshall's Office position is to lead in the performing of inspections for code compliance. The position is responsible for performing inspections, reviewing plans, code compliance, permits, licenses, fire investigations, and reporting. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### Essential Duties and Responsibilities

- Conducts acceptance tests on fire alarm systems, fire suppression systems, hood, and hood suppression systems.
- Performs Certificate of Occupancy inspections.
- Issues Notice of Violations for code related issues.
- Reviews fire alarm systems, fire suppression systems, hood, and hood suppression systems plan and permits.
- Conducts site plan and building plan review.
- Leads and performs review of commercial and residential building plans to ensure compliance with applicable codes and ordinances.
- Leads and performs annual fire and life safety inspections on buildings and such systems as fire protection, for code/ordinance compliance.
- Performs review of permits and licenses to ensure currency of same.
- Performs periodic reviews of fire suppression systems and fire protection plans.
- Conducts fire investigations; determines and documents origin and cause of fire; writes reports; testifies in court as required.
- Interacts with the public and contractors, architects, and engineers to provide code-related information regarding such matters as zoning, licensing, fire protection or building construction,



**The City of Dover**  
**INSPECTOR II, FIRE MARSHALL'S OFFICE**  
**DOE Pay Grade: 28**

and to assist with resolution of issues/complaints. utilizing City of Dover Code of Ordinances, State of Delaware Fire Prevention Regulations, National Fire Protection Association codes and standards, International Property Maintenance Code, and International Building Code.

- Prepares routine schedules and reports for the area of responsibility; maintains required logs, forms, and records.
- Stays abreast of changes in codes and ordinances affecting area of responsibility.
- Inspects and maintains equipment of responsibility in a clean, functioning manner.
- Attends staff meetings to exchange information; attends technical, professional classes, or seminars, or conferences to improve technical or professional skills.
- Rotating on-call responsibilities to include weekends and holidays. Must be able to respond safely within thirty (30) minutes of contact as defined in the office Standard Operating Guideline.
- Required to work special events. For example, 4th of July celebration, race weekend, festivals and concerts, and other special events within city limits.
- Assists with training of the Inspector I.

### **Required Skills, Knowledge, and Abilities**

### **Education and Experience**

- Requires associate degree or the equivalent of two years of college or vocational school education in fire science, construction, engineering, architecture, criminal justice, or a closely related field.
- Requires national certification National Fire Protection Association, National Fire Academy, or equivalent in at least one of the following major areas of responsibility: Basic building code; inspections; fire plans reviewer, and fire investigator.
- Requires valid Delaware Driver's License and job-specific certification.
- DEJIS and LEISS access must be obtained and maintained, which requires an SBI background check.
- Obtain National Fire Protection Association Fire Inspector I, National Fire Academy Fire Investigation Essentials, Emergency Vehicle Operator, Incident Command System 100, 200, 700, and 800, and Emergency Medical Responder and CPR AED or equivalent, within 1 year of employment.
- National Fire Academy Fire Investigation: Interview and Testimony within two (2) years of employment.
- Obtain National Fire Protection Association Fire Inspector II, National Fire Academy Fire Inspection Principles I and II within three (3) years of employment.



**The City of Dover**  
**INSPECTOR II, FIRE MARSHALL'S OFFICE**  
**DOE Pay Grade: 28**

- Obtain Certified Fire Investigator within six (6) years of employment.
- Any/all training completion dates are subject to acceptance, availability, and funding.
- Requires two years of related experience.
- Inspectors will be subject to a psychological exam, drug and alcohol testing and physical if required to carry a defensive weapon. Inspectors would also be subject to Safety Sensitive Random Drug and Alcohol Testing.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
INVENTORY CLERK  
DOE Pay Grade: 15**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Inventory Clerk position is to perform routine and complex clerical and technical work in inventory control and purchasing of goods and services. The position is responsible for assigned clerical and technical tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### **Essential Duties and Responsibilities**

- Reviews purchase requisitions; confers with vendors to obtain product or service information such as price, availability, or delivery schedule.
- Checks invoices for correct pricing and approves invoices for payment.
- Checks shipments received for accuracy; verifies quantity of material received against requisitions and invoices and inspects articles for conformance to purchasing specifications.
- Discusses defective or unacceptable goods or services with users, vendors, and others to determine course of action for resolution.
- Plans inventory control cycle counts of warehouse areas; audits storekeepers' counts to ensure accuracy; prepares monthly inventory trial balances as required.
- Maintains automated and physical inventory records; maintains lists of materials required by the City government and vendors supplying materials.
- Coordinates ordering of City-wide office supplies/forms and City supplied uniforms.
- Gathers and maintains data/information and prepares routine and special reports for the area of responsibility.
- Performs routine clerical tasks such as typing correspondence, filing, faxing, and photocopying.

### **Required Skills, Knowledge, and Abilities**



**The City of Dover  
INVENTORY CLERK  
DOE Pay Grade: 15**

### **Education and Experience**

- Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in computer operation, inventory control, purchasing, or a closely related field.
- Requires six months of related experience.

### **Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_





The City of Dover  
**LABORER I**  
DOE Pay Grade: 15

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Laborer I position is to maintain outdoor City property. The position is responsible for assigned tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### Essential Duties and Responsibilities

- Improves outdoor area appearance by mowing grass, pruning and trimming trees, and cutting back vegetation in alley ways.
- Maintains outdoor area vegetation by putting down mulch, pulling weeds from flower beds, and otherwise promoting healthy growth.
- Performs seasonal tasks such as raking and blowing leaves and putting up Christmas lights.
- Performs necessary yard repair.
- Picks up and discards trash.
- Maintains supplies, materials, and equipment for area of responsibility.
- When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

### Required Skills, Knowledge, and Abilities

### Education and Experience

- Requires high school diploma, GED, or specialized vocational training.
- Valid Driver's License.
- **Parks and Recreation Requirement: Laborer II**



**The City of Dover**

**LABORER I**

**DOE Pay Grade: 15**

- Commercial Driver's License (CDL) or the ability to obtain a CDL permit within two (2) months and a CDL license within six (6) months of employment.
- Pesticide application license with ornamental turf & right-of-way endorsement or the ability to obtain within one (1) year of employment.
- Requires three months of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
LEAD LABORER  
DOE Pay Grade: 22**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Lead Laborer position is to serve as lead worker in the maintenance of outdoor City property. The position is responsible for the assigned areas of responsibility. The position works under general supervision independently developing work methods and sequences.

### **Essential Duties and Responsibilities**

- Leads a group of laborers in the maintenance of City property, such as repairing concrete sidewalks and curbs or cutting and bagging grass.
- Leads and participates in seasonal maintenance and clean-up such as leaf removal or cleaning of City parks.
- Performs concrete finishing and laying of black top; cleans and paints street curbs.
- Trims vegetation in alleyways, edges sidewalks, picks up limbs, and spreads mulch in landscaped areas.
- Performs minor maintenance of tools and equipment of responsibility to ensure proper functioning.
- Performs athletic field maintenance.
- Clean and maintain vehicles as appropriate.
- Assists with maintenance of park equipment as required.
- Completes and maintains logs and records for area of responsibility.
- Perform other duties as required.
- **Grounds Division Recreation Crew:**
  - Perform a variety of tasks related to athletic field maintenance including but not limited to operating mowers, trimmers, tractors, field groomers, paint sprayers and aerators.



**The City of Dover  
LEAD LABORER  
DOE Pay Grade: 22**

- Perform the more complex manual labor tasks related to the maintenance of City recreational and athletic facilities to include edging, top dressing, mound and plate repair, daily infield surface preparation and field layout and lining. Inspect and maintain playground equipment and surfacing.

### Required Skills, Knowledge, and Abilities

### Education and Experience

- Requires high school diploma or GED.
- Requires valid Delaware Commercial Driver's License.
- **Grounds Division Recreation Crew:** Requires State of Delaware Pesticide Applicator's License with Right-of-Way and Ornamental Turf endorsements and National Playground Safety Institute Certified Playground Safety Inspector.
- **Grounds Division Mowing Crew:** Requires State of Delaware Pesticide Applicator's License with Right-of Way and Ornamental Turf endorsements.
- Requires two years of related experience.

### Working Conditions, Physical Requirements

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform*



**The City of Dover  
LEAD LABORER  
DOE Pay Grade: 22**

*the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**LIBRARY ASSISTANT**  
DOE Pay Grade: 17

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Library Assistant position is to obtain and supply to other libraries materials via electronic means, and/or to process library materials for public use. The position is responsible for materials for the assigned area. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### Essential Duties and Responsibilities

- Obtains library materials not available through local resources, and supplies materials to local, national, and international libraries via electronic means.
- Upgrades and processes all materials received and sent; prepares requested material for pick up.
- Processes in deliveries of library materials; checks packing slip against shipment, and labels materials; deletes materials from OCLC/Dynix and updates holding records.
- Assists patrons at the public service Circulation Desks, checking materials in and out, and assisting with material/information searches; performs on-line searches/requests.
- Packs up and ships library materials back to suppliers as needed.
- Informs patrons and staff of regulations and policies for area of responsibility.
- Gathers and maintains information/data and prepares periodic and special reports for the area of responsibility.
- Attends staff meetings to exchange information; attends professional seminars or conferences to improve professional skills/knowledge.

### Required Skills, Knowledge, and Abilities



The City of Dover  
**LIBRARY ASSISTANT**  
DOE Pay Grade: 17

### Education and Experience

- Requires associate degree or the equivalent of two years of college or specialized vocational training in library science, or equivalent experience and education.
- Requires two years of library experience.

### Working Conditions, Physical Requirements

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
Library Clerk I  
Pay Grade: 13**

<b>Employment Status: Full-time &amp; Part-time</b>	<b>Department: Dover Public Library</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: No</b>
<b>Direct Supervisor: Library Director</b>	<b>Preparation Date: 7/13/2023</b>

## **Job Overview**

The Library Clerk I is to provide assistance with library operations and provide customer service to patrons. The position is responsible for assigned tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

## **Essential Duties and Responsibilities**

- Assists at public service Circulation Desks, checking library materials in and out and collecting fines from patrons; assists with material and information searches; performs online searches and request
- Provides customer service to patrons, including assisting with use of the library catalog system, providing directions to specific materials, signing up patrons for library cards, and assisting with the copier
- Performs routine clerical tasks such as data entry, answering the telephone and providing information, assisting with mailings, and typing labels for library materials
- Puts library materials in order in preparation for reshelving; reshelves materials and reads shelves to ensure proper order of previously shelved materials; pulls books to be discarded
- Processes new materials into the library system; prepares displays for library materials
- Performs opening and closing procedure and cash receipt tally
- Sign up patrons for library cards; processes interlibrary loans.
- Polices assigned area for un-shelved materials and returns to designated areas
- Maintains record of designated activities and prepares periodic reports for supervisor.





The City of Dover  
Library Clerk I  
Pay Grade: 13

### Required Skills, Knowledge, and Abilities

- Proficiency and demonstrated skills in Microsoft Office Products
- The ability to effectively communicate, both in oral and written form
- Ability to understand and follow directives, instructions, and standard operating procedures.

### Education and Experience

- Requires high school degree or GED, and the equivalent of one year of college or specialized vocational training in Library Science

### Working Conditions, Physical Requirements

- Office environment
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer
- Requires sedentary work involving standing or walking for brief periods, exerting between 10 and 20 pounds of force on a regular basis, and moderate dexterity in operating office equipment
- Requires normal visual acuity and field of vision, hearing, and speaking
- Must be able to occasionally move inside the office to access items needed to perform work duties
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
LIBRARY CLERK II  
DOE Pay Grade: 14**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Library Clerk II position is to provide assistance with library operations and provide customer service to patrons. The position is responsible for assigned tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### **Essential Duties and Responsibilities**

- Provides customer service to patrons, including assisting with use of the library catalog system, providing directions to specific materials, and signing up patrons for library cards.
- Assists at the Circulation Desk, checking library materials in and out and collecting fines from patrons.
- Processes and prepares new library materials; puts library materials in order in preparation for reshelving.
- Performs closing procedure and cash receipt tally.
- Provides assistance and instructions to other library personnel as needed.
- Maintains information/data for area of responsibility and prepares periodic reports.

### **Required Skills, Knowledge, and Abilities**

### **Education and Experience**

- Requires high school degree or GED, and the equivalent of one year of college or specialized vocational training in Library Science.
- Requires one year of library experience.



The City of Dover  
LIBRARY CLERK II  
DOE Pay Grade: 14

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
LIBRARY PAGE  
DOE Pay Grade: 12**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Library Page position is to provide assistance with library operations. The position is responsible for assigned tasks. The position works under direct supervision according to library policy and set procedures.

### **Essential Duties and Responsibilities**

- Puts library materials in order in preparation for reshelving; reshelves materials and reads shelves to ensure proper order of previously shelved materials.
- Policies assigned areas for unshelved materials and returns to designated areas.
- Empties book drop.
- Works with daily transit; locates, checks in and crates materials to send to other libraries; checks in and shelves incoming transit items.
- Processes expired holds.
- Directs patrons to library collections and resources; and refers patrons to appropriate staff for assistance.
- As appropriate and necessary, maintain records of designated activities and prepare periodic reports for supervisor; notify patrons when materials are ready for pick up; and assist at the Circulation Desk, checking library materials in and out and collecting fines from patrons.
- Contributes ideas for the continual improvement of circulation policies and procedures.

### **Required Skills, Knowledge, and Abilities**

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The City of Dover  
LIBRARY PAGE  
DOE Pay Grade: 12

### Education and Experience

- Requires high school experience. High School diploma or GED preferred.
- On-the-job training, however prior experience shelving in a library is preferred.

### Working Conditions, Physical Requirements

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
MATERIAL EXPEDITOR  
DOE Pay Grade: 17**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Material Expeditor position is to perform routine and complex clerical and technical work in inventory control and in the processing of invoices for payment. Manage day to day data entry functions of inventory management system and serve as additional support for the courier. Compiles and maintains material and parts inventory and status information to expedite movement of material and parts.

### **Essential Duties and Responsibilities**

- Prepares purchase orders and works with vendors to resolve issues that prevent speedy fulfillment.
- Responds to customer status requests and brings issues or questions to resolution.
- Coordinates and expedites processing of orders with vendors by obtaining shipping confirmation, UPS tracking numbers, and working to resolve problems.
- Assist with invoice processing and dispute resolution.
- Interact with internal customers and suppliers with respect to materials management, problem resolution, and process improvement.
- Maintain a variety of material, supply, and equipment listings.
- Check invoices to ensure correct price. Approves invoices for payment.
- Prepare end of month and end of year program inputs.
- Participate in annual physical inventory.
- Other duties as assigned.
- When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.



The City of Dover  
MATERIAL EXPEDITOR  
DOE Pay Grade: 17

## Required Skills, Knowledge, and Abilities

## Education and Experience

- Requires high school diploma or GED and the equivalent of one year of college or specialized vocational training in inventory control, business, accounting, or a closely related field.
- Requires a valid Delaware Driver's License. When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.
- Requires two years of related experience.

## Working Conditions, Physical Requirements

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
MECHANIC HELPER  
DOE Pay Grade: 12**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Mechanic Helper position is to provide assistance with the repair and maintenance of City vehicles and equipment. The position is responsible for assigned tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### **Essential Duties and Responsibilities**

- Performs scheduled maintenance on vehicles such as changing oil and filter, spark plugs, brake pads, or rotating tires.
- Makes minor repairs to vehicles and equipment in the shop and off site.
- Assists Mechanics with layout, fabrication, and welding.
- Performs equipment diagnostics and repair.
- Test drives vehicles to locate problem areas or ensure proper functioning of vehicles.
- Fills out work orders for jobs completed, including work performed, parts used, and cost.
- Assists with cleaning and maintenance of work area and shop equipment as directed.

### **Required Skills, Knowledge, and Abilities**

### **Education and Experience**

- Requires high school diploma, GED, or specialized vocational training.
- Requires valid Delaware Commercial Driver's License.
- Requires six months of related experience.





The City of Dover  
**MECHANIC HELPER**  
DOE Pay Grade: 12

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
MECHANIC I  
DOE Pay Grade: 22**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Mechanic I position is to repair and maintain City vehicles and equipment. The position is responsible for assigned vehicles and equipment. The position works under general supervision independently developing work methods and sequences.

As a condition of employment, employees must possess and maintain a specific tool inventory. The tool inventory list can be obtained from the position's supervisor.

### **Essential Duties and Responsibilities**

- Performs diagnostics and makes major repairs on vehicles and equipment such as engine overhaul, transmission repair or replacement, or electrical or hydraulic systems repair.
- Performs scheduled maintenance on vehicles such as changing oil and filter, spark plugs, brake pads, or rotating tires.
- Responds to calls for assistance for disabled vehicles.
- Performs layout, fabrication, and welding.
- Test drives vehicles to locate problem areas or ensure proper functioning of vehicles.
- Fills out work orders for jobs completed, including work performed, parts used, and cost.
- Participates in cleaning and maintenance of work areas and shop equipment.

### **Required Skills, Knowledge, and Abilities**

### **Education and Experience**



**The City of Dover**

**MECHANIC I**

**DOE Pay Grade: 22**

- Requires high school diploma, GED, and the equivalent of one year of college or specialized vocational training in automotive repair or a closely related field.
- Requires valid Delaware Commercial Driver's License.
- Requires one year of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
MECHANIC II  
DOE Pay Grade: 26**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Mechanic II position is to repair and maintain City vehicles and equipment. The position is responsible for supervising subordinate personnel, preventive maintenance, major and minor repairs, vehicle modifications, parts, and documentation. The position works under general supervision independently developing work methods and sequences.

As a condition of employment, employees must possess and maintain a specific tool inventory. The tool inventory list can be obtained from the position's supervisor.

### **Essential Duties and Responsibilities**

- Supervises assigned personnel, including training, scheduling, assigning and evaluating work, counseling, and disciplining.
- Performs diagnostics and makes major repairs on vehicles and equipment such as engine overhaul, transmission repair or replacement, or electrical or hydraulic systems repair.
- Performs scheduled maintenance on vehicles such as changing oil and filter, spark plugs, brake pads, or rotating tires.
- Responds to calls for assistance for disabled vehicles.
- Performs layout, fabrication, and welding.
- Test drives vehicles to locate problem areas or ensure proper functioning of vehicles.
- Oversees and approves procurement of vehicle/equipment replacement parts.
- Fills out work orders for jobs completed, including work performed, parts used, and cost; completes time sheets for assigned personnel.
- Oversees and participates in cleaning and maintenance of work area and shop equipment.



The City of Dover  
**MECHANIC II**  
DOE Pay Grade: 26

**Required Skills, Knowledge, and Abilities**

**Education and Experience**

- Requires high school diploma, GED, and the equivalent of one year of college or specialized vocational training in automotive repair or a closely related field.
- Requires valid Delaware Commercial Driver's License.
- Requires two years of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**MOTOR EQUIPMENT OPERATOR I**  
DOE Pay Grade: 17

<b>Employment Status: Full time</b>	<b>Department: Human Resources</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor: Water/Waste Maintenance Supervisor</b>	<b>Preparation Date: 3/6/2023</b>

### Job Overview

The Motor Equipment Operator I operate motor equipment in support of city maintenance operators. This position is responsible for assigned tasks. This position will also work under direct supervision according to set procedures.

### Essential Duties and Responsibilities

- Operates motor equipment to transport materials, tools, equipment, or personnel to job sites
- Load or haul dirt, or pick up debris from job sites
- Operates specialized motor equipment to support City operations such as trash/refuse pick up, street paving, grass cutting, snow removal, street sanding, sewer cleaning, repair, and replacement , or other specialized operations
- Performs other related duties as assigned.

### Required Skills, Knowledge, and Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices, and procedures.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite, or related software.

### Education and Experience



The City of Dover  
**MOTOR EQUIPMENT OPERATOR I**  
DOE Pay Grade: 17

- High School Diploma or G.E.D equivalent

**Working Conditions, Physical Requirements**

- Office environment
- Must be able to remain in a stationary position up to or more than 50% of time.
- Constantly operates a computer and other office productivity machinery such as a calculator, copy machine, and computer printer.
- Must be able to occasionally move inside the office to access items needed to perform work duties.
- Constantly positions self to maintain files/documents accordingly.
- Possesses the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close range (within a few feet of the observer).
- Frequently moves boxes weighing up to 10 pounds across office for various needs.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**MOTOR EQUIPMENT OPERATOR II**  
DOE Pay Grade: 20

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Motor Equipment Operator II position is to operate motor equipment and to complete skilled labor in support of City maintenance operations. The position is responsible for assigned tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### Essential Duties and Responsibilities

- Operates motor equipment to transport materials, tools, equipment, or personnel to job sites, load or haul dirt, or pick up debris from job sites.
- Operates specialized motor equipment to support City operations such as trash/refuse pick up, street paving, grass cutting, street sweeping, snow removal, street sanding, sewer cleaning, repair, and replacement, or other specialized operations.
- Operates hand and power tools and equipment to support maintenance operations such as weed cutting, leaf removal, debris removal, digging or filling, repairing, and cleaning catch basins, or other maintenance tasks.
- Inspects motor equipment and performs minor maintenance, reports malfunctions to supervisor.
- Responds to and resolves customer complaints for the assigned area as directed.
- Assists with traffic control and provides information to the public if required.
- When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

### Required Skills, Knowledge, and Abilities





The City of Dover  
**MOTOR EQUIPMENT OPERATOR II**  
DOE Pay Grade: 20

**Education and Experience**

- Requires high school diploma, GED, or specialized vocational training.
- Requires valid Delaware Commercial Driver's License. A valid Applicator's License is required to include Core, Ornamental Turf and Right-of-Way.
- Requires two years of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**MOTOR EQUIPMENT OPERATOR III**  
DOE Pay Grade: 22

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Motor Equipment Operator III position is to lead in providing City Services and in support of City maintenance operations. The position is responsible for tasks of responsibility and leading personnel as directed. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### Essential Duties and Responsibilities

- Monitors and reviews work assignments and determines resources required to complete tasks, such as number of workers, materials, tools, or equipment.
- Operates motor equipment to transport materials, tools, equipment, or personnel to job sites, load or haul dirt, or pick up debris from job sites.
- Operates specialized motor equipment to support City operations such as trash/refuse pick up, street paving, snow removal, street sanding, water/sewer line or storm drain cleaning, repair, and replacement, or other specialized operations.
- Inspects motor equipment and performs minor maintenance, reports malfunctions to supervisor.
- Responds to and resolves customer complaints for the assigned area as directed.
- Assists with traffic control and provides information to the public if required.
- Completes job-related logs and forms.
- When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.
- Water/Wastewater Division: Operate camera truck to video sanitary and storm sewer mains. Operate jetter truck for cleaning sewer mains.



The City of Dover  
**MOTOR EQUIPMENT OPERATOR III**  
DOE Pay Grade: 22

**Required Skills, Knowledge, and Abilities**

**Education and Experience**

- Requires high school diploma, GED, or specialized vocational training.
- Requires valid Delaware Commercial Driver's License.
- Water/Wastewater Department: Pipeline Assessment Certification (PACP).
- Requires minimum of three years of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**OFFICE ASSISTANT II**  
DOE Pay Grade: 17

<b>Employment Status: Full time</b>	<b>Department:</b> <b>Parks &amp; Recreation</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b> <b>Wayne Voshell</b>	<b>Preparation Date: 7/30/2024</b>

### Job Overview

The Office Assistant II position is to provide clerical support and customer service. This position is responsible for performing routine office tasks for the assigned department. This position will work under general supervision independently developing work methods and sequences.

### Essential Duties and Responsibilities

- Performs office tasks such as transcribing or composing and typing correspondence, maintaining/coordinating office schedules, performing research, typing reports, filing, data entry, faxing, or photocopying.
- Interacts with other departments and the public by telephone and in person; provides information, directs individuals to appropriate personnel for disposition, collects fees or other monies, processes registrations, rental permits or other paperwork, or receives and processes customer complaints.
- Processes incoming and/or outgoing mail; opens, time stamps, sorts, and distributes mail to appropriate personnel or departments; assists with preparation of special mailings and/or stuffing of bills and inserts.
- Sorts, indexes, and files office materials; checks reports, records, plans, forms, and/or other data for clerical accuracy, completeness, and conformance with established regulations and procedures.
- Compiles information from various sources for records and reports; performs routine computations and maintains and updates departmental records and logs; performs research for information requests as required.
- Maintains inventory of office supplies; orders replacement materials as required.



**The City of Dover  
OFFICE ASSISTANT II  
DOE Pay Grade: 17**

- Attends business meetings to exchange information and/or take minutes; prepares meeting packets as required.
- Assists staff with flyers, rosters, mailings, notices and mass emails as needed.
- Processes calls for the Grounds Department, reports all concerns and complaints from residents.
- Performs other duties as assigned.

### **Education and Experience**

- Requires an associate degree or equivalent of two years of college or technical school education in related field.
- Requires one year of related experience.

### **Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**PARKING ENFORCEMENT OFFICER**  
DOE Pay Grade: 17

<b>Employment Status: Full time</b>	<b>Department: Police</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor: Sgt. Ian Thompson</b>	<b>Preparation Date: 11/28/2023</b>

### Job Overview

The Parking Enforcement Officer position is to enforce parking ordinances and laws. The position is responsible for parked vehicles in the assigned area. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### Essential Duties and Responsibilities

- Patrols assigned area for violators of City ordinances and State laws pertaining to parked vehicles.
- Marks parked vehicles.
- Issues citations to violators, entering vehicle data and location into hand-held computer.

### Required Skills, Knowledge, and Abilities

- Ability to interact with the public and respond to requests for directions and other general information.

### Education and Experience

- Requires high school diploma or GED.
- Requires DELJIS certification.
- Requires no prior experience, just a short demonstration.

### Working Conditions, Physical Requirements

- Office and outdoor environment.



**The City of Dover**  
**PARKING ENFORCEMENT OFFICER**  
**DOE Pay Grade: 17**

- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
POLICE CLERK I  
DOE Pay Grade: 18**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Police Clerk I position is to provide clerical support for the Police Department. The position is responsible for performing assigned clerical tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### **Essential Duties and Responsibilities**

- Performs data entry for such information as criminal reports, arrest sheets and reports, parking summons, DUI, Driver's License, and registration plate information, or traffic tickets.
- Performs clerical tasks such as coding reports for data input, retrieving and sending out information from various programs, setting up and maintaining files, records, and logs, or processing accident reports.
- Provides assistance to the public and other City personnel by telephone and in person, providing requested information and answering questions.
- Processes fine payments and balances cash register.
- Performs research for and processes insurance company requests for accident information/reports; provides accident and other information/reports to police personnel for court.
- Performs routine office tasks such as typing, filing, faxing, operating microfilm machine, or photocopying.

### **Required Skills, Knowledge, and Abilities**

### **Education and Experience**





**The City of Dover  
POLICE CLERK I  
DOE Pay Grade: 18**

- Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in computer operation.
- Requires DELJIS certification.
- Requires six months of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
POLICE CLERK II  
DOE Pay Grade: 22**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Police Clerk II position is to provide clerical support for the Police Department. The position is responsible for performing complex clerical tasks. The position works under general supervision independently developing work methods and sequences.

### **Essential Duties and Responsibilities**

- Performs data entry for such information as criminal reports, arrest sheets and reports, parking summons, DUI, Driver's License, and registration plate information, or traffic tickets.
- Verifies departmental payroll information; calculates and inputs payroll; verifies and records employee leave slips.
- Performs clerical tasks such as coding reports for data input, retrieving and sending out information from various programs, setting up and maintaining files, records, and logs, processing accident reports, or performing quality control of information going out of the Department.
- Provides assistance to the general public and other City personnel by telephone and in person, providing requested information and answering questions, processes fine payments and balances cash register.
- Performs research for and processes insurance company requests for accident information/reports; provides accident and other information/reports to police personnel for court and to the Attorney General's Office.
- Provides training for volunteers; monitors and assists volunteers with task completion as required.
- Performs routine office tasks such as filing, faxing, operating microfilm machine, or photocopying.



The City of Dover  
POLICE CLERK II  
DOE Pay Grade: 22

### Required Skills, Knowledge, and Abilities

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### Education and Experience

- Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in computer operation.
- Requires DELJIS certification.
- Requires one year of related experience.

### Working Conditions, Physical Requirements

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**PUBLIC WORKS INSPECTOR**  
DOE Pay Grade: 25

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Public Works Inspector position is to perform inspections of Public Works construction projects. The position is responsible for ordinance/code compliance and preparing related reports. The position works under general supervision independently developing work methods and sequences.

### Essential Duties and Responsibilities

- Directs contractors in all phases of construction projects such as street, sidewalk, pumping station, sanitary and storm sewer, or water main and sewer line construction and repair.
- Interprets plans and specifications, ensuring compliance of same with applicable City codes and ordinances; makes field decisions regarding construction changes required by unforeseen conditions.
- Performs inspections throughout the construction process, including inspecting quality of workmanship and materials, and a comprehensive inspection prior to final acceptance of the project; tests and approves new utility construction.
- Performs basic survey work in the layout of new utility construction and related storm and sanitary sewer, easement, right-of-way, and street construction.
- Takes water samples and delivers to state laboratory for testing; performs hydrostatic testing of water system; chlorinates water mains as required; records and reports unmetered water.
- Investigates complaints pertaining to water, sewer, storm drainage, and streets, and property owners' requests regarding new or replacement sidewalks, driveway entrances, and curb depressions.
- Assists in plan preparation and design cost estimates and specifications for utility construction contracts.



**The City of Dover**  
**PUBLIC WORKS INSPECTOR**  
**DOE Pay Grade: 25**

- Reviews plans of new housing developments and large tract developments, reviews and revises contract documents and associated plans and specifications.
- Prepares new and revises existing standards and specifications, and As-Built Utility Plans.
- Performs administrative work such as gathering and maintaining information/data relating to projects and preparing reports and maintaining records for the area of responsibility.
- When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

### **Required Skills, Knowledge, and Abilities**

### **Education and Experience**

- Requires associate degree or the equivalent of two years of college or vocational school education in construction or a closely related field.
- Requires valid Delaware Driver's License.
- Requires four years of related experience.

### **Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*



**The City of Dover**  
**PUBLIC WORKS INSPECTOR**  
**DOE Pay Grade: 25**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**SIGN/STREET PAINTER**  
DOE Pay Grade: 20

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Sign/Street Painter position is to repair and replace signs, paint intersections and curbs, lay blacktop, pour concrete, and remove leaves. The position is responsible for assigned tasks. The position works under direct supervision according to set procedures.

### Essential Duties and Responsibilities

- Replaces, repairs, and maintains street and traffic signs and markings.
- Painting lines, lettering, and symbols in streets at intersections.
- Cleans and paints yellow curbing.
- Places flags, signs, and traffic cones around work sites to alert motorists to the situation.
- Lays blacktop and pours concrete as directed.
- Performs seasonal tasks such as removing leaves and snow.
- Assists with street maintenance by keeping catch basins clear for water drainage and removing debris from streets.
- Assists other City departments as directed by supervisor.

### Required Skills, Knowledge, and Abilities

### Education and Experience

- Requires high school diploma, GED, or specialized vocational training.
- Requires valid Delaware Commercial Driver's License.
- Requires two years of related experience.



The City of Dover  
SIGN/STREET PAINTER  
DOE Pay Grade: 20

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_





The City of Dover  
**SMALL ENGINEER MECHANIC**  
DOE Pay Grade: 21

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Small Engineer Mechanic position is to repair and maintain ground equipment. The position is responsible for assigned equipment and record keeping. The position works under general supervision independently developing work methods and sequences.

As a condition of employment, employees must possess and maintain a specific tool inventory. The tool inventory list can be obtained from the position's supervisor.

### Essential Duties and Responsibilities

- Performs preventive maintenance, troubleshooting, and repairs on equipment of responsibility; maintains records of same.
- Maintains inventory of parts and supplies; orders replacements as required and keeps records of items purchased.
- Maintains seasonal equipment, changing equipment over and winterizing as required.
- Performs fabrication and welding to repair equipment.
- Answers off-site service calls.

### Required Skills, Knowledge, and Abilities

### Education and Experience

- Requires high school diploma, GED, or specialized vocational training.
- Valid driver's license required.
- Requires one year of related experience.



The City of Dover  
SMALL ENGINEER MECHANIC  
DOE Pay Grade: 21

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
STOREKEEPER/BUYER I  
DOE Pay Grade: 19**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Storekeeper/Buyer I position is to requisition, stock, issue, and deliver equipment, supplies, and parts. The position is responsible for assigned inventory. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### **Essential Duties and Responsibilities**

- Initiates purchase requisitions for equipment, supplies, and fuel in accordance with established procedures.
- Receives shipments, checks quantity and quality of inventory items received against invoices, and reports discrepancies; unpacks and stocks material; enters materials into databases.
- Issues and delivers or ships materials/supplies to designated personnel/department.
- Assists with ordering of inventory materials and fuel, communications with vendors and customers.
- Assists with taking of periodic inventory count; ensures quantity of stock on hand matches quantity listed in computer database.
- Performs routine office tasks, including preparing routine reports, data entry, telephoning, filing, faxing, and photocopying.
- Organizes, restocks, and routinely cleans inventory storage areas; maintains equipment and vehicles of responsibility.
- Serves as back up mail courier as required.
- Responsible for performing on-call duties, as necessary. When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

### **Required Skills, Knowledge, and Abilities**



The City of Dover  
**STOREKEEPER/BUYER I**  
DOE Pay Grade: 19

### Education and Experience

- Requires high school diploma or GED.
- Requires valid Delaware Driver's License.
- Requires six months of related experience.

### Working Conditions, Physical Requirements

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**STOREKEEPER/BUYER II**  
DOE Pay Grade: 21

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Storekeeper/Buyer II position is to oversee warehouse operations. The position is responsible for controlling the workload of assigned personnel. The position works under general supervision independently developing work methods and sequences.

### Essential Duties and Responsibilities

- Leads assigned personnel, including training, assigning work.
- Orders materials, supplies, and fuel for inventory in accordance with established procedures; coordinates with vendors and customers.
- Receives shipments, checks quantity and quality of inventory items received against invoices, and reports discrepancies; unpacks and stocks materials; enters materials into database.
- Issues and delivers or ships materials/supplies to designated personnel/department.
- Performs routine office tasks, including preparing routine reports, data entry, telephoning, filing, faxing, and photocopying.
- Oversees and assists with taking of periodic inventory count; ensures quantity of stock on hand matches quantity listed in computer database.
- Removes materials from and places materials into storage; maintains off-site storage location.
- Performs routine office tasks, including data entry, telephoning, researching transactions, filing, faxing, and photocopying.
- Gathers and maintains information/data to prepare routine and special reports for area of responsibility.
- Oversees and assists with organizing, restocking, and routine cleaning of inventory storage areas; maintains warehouse grid.



**The City of Dover  
STOREKEEPER/BUYER II  
DOE Pay Grade: 21**

- Responsible for performing on-call duties, as necessary. When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

### **Required Skills, Knowledge, and Abilities**

### **Education and Experience**

- Requires a high school diploma or GED. The equivalent of one year of college or specialized vocational training in inventory control, computers, or a closely related field preferred.
- Requires valid Delaware Driver's License.
- Requires two years of related experience.

### **Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**UTILITY CONSTRUCTION CREW LEADER**  
DOE Pay Grade: 25

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Utility Construction Crew Leader position is to lead a crew in the construction and maintenance of water, sewer and storm sewer lines. The position is responsible for assigned personnel, construction and maintenance tasks of responsibility, equipment, and related paperwork. The position works under general supervision independently developing work methods and sequences.

### Essential Duties and Responsibilities

- Leads assigned personnel, including scheduling, assigning and evaluating work, training, and counseling.
- Recommends disciplinary action whenever appropriate.
- Monitors and reviews work assignments and determines materials, tools, and equipment required to complete tasks.
- Oversees and participates in the construction, repair, and maintenance of sewer, sewer storm lines and water lines, detention ponds, and parking lots, including building brick/block catch basins, channels, and sidewalk sections.
- Ensures optimal functioning of equipment and tools of responsibility, such as dump truck, front-end loader, snowplow, or backhoe; performs maintenance as required.
- Maintains logs, forms, records, time sheets, and other work-related information for area of responsibility; prepares routine reports as required.
- Interacts with City customers and the public to provide information or resolve problems or complaints relating to assigned area.
- Attends and conducts staff meetings to exchange information.
- Oversees and participate in maintenance of shop.



The City of Dover  
**UTILITY CONSTRUCTION CREW LEADER**  
DOE Pay Grade: 25

- When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

### Required Skills, Knowledge, and Abilities

### Education and Experience

- Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in construction or a closely related field.
- Requires valid Delaware Commercial Driver's License.
- Requires five years of related experience.

### Working Conditions, Physical Requirements

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_





The City of Dover  
**UTILITY CONSTRUCTION WORKER**  
DOE Pay Grade: 21

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Utility Construction Worker position is to provide assistance in the construction and maintenance of water and sewer lines. The position is responsible for assigned tasks. The position works under direct supervision according to set procedures.

### Essential Duties and Responsibilities

- Assists in the construction, repair and maintenance of sewer and water lines, including digging trenches, laying, and caulking pipe, and back-filling trenches.
- Operates heavy equipment such as dump trucks, backhoe, or bulldozer.
- Uses hand signs to direct placement of heavy pipes and other materials relating to construction of underground utilities.
- Opens storm drains and raises and lowers manholes as required.
- Watches embankments to check for weak areas in utility trenches.
- Transports machinery/equipment, supplies, and materials to work area as directed.
- When individual is on-call, they are permitted to use general purpose vehicle for commuting KDH.

### Required Skills, Knowledge, and Abilities

### Education and Experience

- Requires high school diploma, GED, or specialized vocational training.
- Requires valid Delaware Commercial Driver's License.
- Requires one year of related experience.



The City of Dover  
**UTILITY CONSTRUCTION WORKER**  
DOE Pay Grade: 21

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
UTILITY LOCATOR I  
DOE Pay Grade: 14**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Utility Locator I position is to locate underground utility lines. The position is responsible for utility lines for the assigned department. The position works under general supervision independently developing work methods and sequences.

### **Essential Duties and Responsibilities**

- Locates and marks underground utility lines such as electric, water, or sewer prior to commencement of excavation work.
- Reads and interprets engineering plans to facilitate completion of tasks.
- Investigates complaints pertaining to utility service problems; interacts with other City departments to resolve problems.
- Provides upgrade information on locations of underground utilities to Engineering Department to facilitate plan revision.
- Completes and documents work orders; prepares routine reports for area of responsibility as required.
- Locates and marks underground utility lines as requested.
- Attends staff and other professional meetings to exchange information.

### **Required Skills, Knowledge, and Abilities**

### **Education and Experience**

- Requires high school diploma or GED.



**The City of Dover  
UTILITY LOCATOR I  
DOE Pay Grade: 14**

- Requires valid Delaware Driver's License. Commercial Driver's License preferred.
- Requires one year of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The City of Dover  
UTILITY LOCATOR II  
DOE Pay Grade: 16**

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### **Job Overview**

The Utility Locator II position is to locate underground utility lines. The position is responsible for utility lines for the assigned department. The position works under general supervision independently developing work methods and sequences.

### **Essential Duties and Responsibilities**

- Locates and marks underground utility lines such as electric, water, or sewer prior to commencement of excavation work.
- Reads and interprets engineering plans to facilitate completion of tasks.
- Investigates complaints pertaining to utility service problems; interacts with other City departments to resolve problems.
- Provides upgrade information on locations of underground utilities to Engineering Department to facilitate plan revision.
- Completes and documents work orders; prepares routine reports for area of responsibility as required.
- Locates and marks private underground utility lines as requested.
- Attends staff and other professional meetings to exchange information.
- Assists other Locators as required.

### **Required Skills, Knowledge, and Abilities**

### **Education and Experience**



**The City of Dover**  
**UTILITY LOCATOR II**  
**DOE Pay Grade: 16**

- Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in map reading, geology, or a closely related field.
- Requires valid Delaware Commercial Driver's License.
- Requires two years of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**UTILITY MAINTENANCE MECHANIC I**  
DOE Pay Grade: 22

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Utility Maintenance Mechanic I position is to maintain and repair City water/wastewater pumping stations. The position is responsible for assigned pumping stations. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### Essential Duties and Responsibilities

- Performs preventive maintenance on water/wastewater pumping stations; washes grease and debris from wet wells, checks valves for proper operation, cleans check valves, floats, domes, and electrodes, packs glands and pumps, replaces seals, and greases pumps.
- Repairs pumping stations and replaces equipment such as electrical starters, coils, mercury switches, electrodes, sealtrodes, floats, valves, or small compressors.
- Cleans dry wells and outside of pumping station, including painting building, applying seal coat to parking areas, and escorting weed control contractor.
- Dumps waste container; replaces equipment bulbs.
- Performs seasonal tasks such as snow removal.
- Completes required paperwork, including filling out daily check list and preparing routine reports and submitting to supervisor.
- When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

### Required Skills, Knowledge, and Abilities

### Education and Experience



**The City of Dover**  
**UTILITY MAINTENANCE MECHANIC I**  
**DOE Pay Grade: 22**

- Requires high school diploma or GED, and one year of college or vocational school education in electrical, mechanical, or plumbing repair, or a closely related field.
- Requires valid Delaware Commercial Driver's License.
- Requires one year of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_





The City of Dover  
**UTILITY MAINTENANCE MECHANIC II**  
DOE Labor Grade: 26

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 10/19/2023</b>

### Job Overview

The Utility Maintenance Mechanic II position is to maintain and repair City water/wastewater facilities and equipment. The position is responsible for the following: assigned personnel, equipment, and facilities; policy compliance; and related paperwork. The position works under general supervision according to some procedures; decides how and when to complete tasks and may independently develop work methods and sequences.

### Essential Duties and Responsibilities

- Inspecting wastewater pump stations daily to ensure proper functioning.
- Performing preventive maintenance and troubleshooting (mechanical, plumbing, and electrical)
- Wash grease and debris from wet wells, check valves for proper operation, clean check valves, floats, domes, and electrodes, packing glands and pumps, replacing seals, and greasing pump.
- Oversees or leads and performs repairs on assigned water/wastewater facilities and equipment.
- Repairing pumping stations and replacing equipment such as electrical starts, coils, mercury switches, electrodes, sealtrodes, floats, valves, or small compressors
- Cleaning dry wells and outside of pumping station, including painting building, applying seal coat to parking areas, and escorting weed control contractor.
- Performs pump rate tests, drawdowns, and amp readings, etc.
- Oversees or performs calibration of assigned water/wastewater equipment to standards to ensure accurate measurement of water/wastewater processes.
- Performs meter reading, equipment and safety inspection, and troubleshooting to ensure efficient operations.
- Maintains inventory of parts and supplies for area of responsibility; orders replacement items as required.



**The City of Dover**  
**UTILITY MAINTENANCE MECHANIC II**  
**DOE Labor Grade: 26**

- Collects and maintains data/information for area of responsibility to prepare routine and special reports required by city, state, and federal agencies.
- May attend or conduct staff meetings to exchange information; attend professional development training as required by city and state agencies.
- Develops and oversees plan of action to correct problems.
- Performs other related duties as assigned.

**Required Skills, Knowledge, and Abilities**

- Excellent verbal and written communication skills
- Department of Transportation (DOT) pre-employment physical and drug and alcohol test
- Work on a 24-7 rotating on-call schedule, as well as working on religious holidays is required.

**Education and Experience**

- Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in electrical, mechanical, plumbing repair, or a closely related field.
- Wastewater Management Division requires valid Delaware Commercial Driver's License.
- Water Treatment & Production Division requires a valid Driver's License and Delaware Water Treatment Plant Operator License with the following endorsements: Hypo chlorination, Ozonation, Lime-Soda Ash Addition, pH Adjustment, Fluoridation, Activated Carbon, and Flow > 500 gpm @ 20 psi.
- Requires two years of related experience.

**Working Conditions, Physical Requirements**

- Ability to perform medium to heavy work lifting 75 pounds on an occasional basis.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform*



**The City of Dover**  
**UTILITY MAINTENANCE MECHANIC II**  
**DOE Labor Grade: 26**

*the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**WATER SERVICE PERSON**  
DOE Pay Grade: 23

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Water Service Person position is to resolve customer complaints and perform preventive maintenance on water meters and fire hydrants. The position is responsible for assigned tasks. The position works under general supervision independently developing work methods and sequences.

### Essential Duties and Responsibilities

- Answers customer service calls involving high water bills; locates cause for excessive charges.
- Inspects new home meters.
- Changes out water meters as required.
- Corrects errors in meter readings.
- Performs flow tests on fire hydrants.
- Coordinates with contractors on water meter installation, ensuring compliance with City codes and ordinances.
- Keeps records/logs of servicing and maintenance activities.
- Completes work orders; notifies appropriate personnel to resolve problems outside the scope of the Water Service Worker.
- When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

### Required Skills, Knowledge, and Abilities

### Education and Experience

- Requires high school diploma, GED, or specialized vocational training.



**The City of Dover  
WATER SERVICE PERSON  
DOE Pay Grade: 23**

- Requires valid Delaware Driver License. Commercial Driver License required.
- Requires six months of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**WATER TREATMENT PLANT OPERATOR I**  
DOE Pay Grade: 22

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Water Treatment Plant Operator I position is to operate and maintain water treatment equipment. The position is responsible for monitoring water treatment processes, adjusting chemical or physical processes, maintaining logs and records, and general plant maintenance. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### Essential Duties and Responsibilities

- Performs daily checks and maintenance on well sites of responsibility to ensure proper functioning and production of standard quality drinking water.
- Collects data from well equipment, performs necessary calculations, and records data.
- Operates water treatment plant, including calibrating plant equipment to standards to ensure accurate measurement of water treatment processes.
- Monitors water treatment processes, including operation of chemical and physical processes.
- Runs laboratory tests on water processes; analyzes test results and plant equipment operation; adjusts chemical or physical operation as required.
- Performs maintenance on water treatment or general plant equipment and systems; performs general clean-up of plant.
- Interfaces with customers to answer questions and provide information.
- Performs routine office or plant tasks, such as typing, filing, faxing, telephoning, maintaining logs and records, or photocopying.

### Required Skills, Knowledge, and Abilities



The City of Dover  
**WATER TREATMENT PLANT OPERATOR I**  
DOE Pay Grade: 22

**Education and Experience**

- Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in chemistry, water treatment, or a closely related field.
- Requires Delaware Water Treatment Plant Operator License and valid Delaware Driver's License.
- Requires one year of related experience.

**Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The City of Dover  
**WATER TREATMENT PLANT OPERATOR II**  
DOE Pay Grade: 26

<b>Employment Status: Full time</b>	<b>Department:</b>
<b>FLSA: Non-Exempt</b>	<b>Supervisory Responsibility: None</b>
<b>Direct Supervisor:</b>	<b>Preparation Date: 6/26/2023</b>

### Job Overview

The Water Treatment Plant Operator II position is to lead in the operation and maintenance of water treatment facilities. The position is responsible for supervising assigned personnel, water quality, equipment, facilities, training, policy compliance, and related paperwork. The position works under general supervision independently developing work methods and sequences.

### Essential Duties and Responsibilities

- Supervises or leads others and provides training on water treatment processes and systems; schedules and evaluates work, counsels, and recommends disciplinary action when necessary.
- Oversees or performs calibration of plant equipment to standards to ensure accurate measurement of water treatment processes.
- Monitors water treatment processes to ensure standard-quality water, including operation of chemical and physical processes; develops and oversees plan of action to correct difficulties.
- Performs chemical testing on water processes; analyzes test results and plant equipment operation; adjusts chemical or physical operation as required to ensure compliance with state and federal agency regulations.
- Oversees or performs maintenance on water treatment or general plant equipment and systems; participates in general clean-up of facilities.
- Performs meter reading, equipment and safety inspection and calibration, and SCADA troubleshooting to ensure efficient operations.
- Maintains inventory of materials and supplies for chemical additions and equipment installation and repair.
- Interfaces with customers to answer questions, provide information, and assist with issue/problem resolution.





**The City of Dover**  
**WATER TREATMENT PLANT OPERATOR II**  
**DOE Pay Grade: 26**

- Collects and maintains data/information for area of responsibility to prepare routine and special reports required by city, state, and federal agencies.
- Attends or conducts staff meetings to exchange information; attends professional development training as required by city and state agencies.

### **Required Skills, Knowledge, and Abilities**

### **Education and Experience**

- Requires high school diploma or GED, and the equivalent of one year of college or vocational school education in chemistry, water treatment, or a closely related field.
- Requires valid Delaware Driver's License and Delaware Water Treatment Plant Operator License with the following endorsements: A1 (Hypo chlorination), A3 (Ozonation), B1 (Lime-Soda Ash Addition), B2(pH Adjustment), B7 (Fluoridation), C1 (Activated Carbon), and F2 (Flow > 500 gpm @ 20 psi).
- Requires three years of related experience.

### **Working Conditions, Physical Requirements**

- Office environment.
- Constantly operates a computer and other office productivity machinery such as calculator, copy machine, and computer printer.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.
- Requires normal visual acuity and field of vision, hearing, and speaking.

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*The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position as needed.*



**The City of Dover**  
**WATER TREATMENT PLANT OPERATOR II**  
**DOE Pay Grade: 26**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_