

# Town of West Yellowstone

Town Council Work Session

Tuesday, June 29, 2021

Town Hall, 440 Yellowstone Avenue

The Town Council work session/meeting will be conducted in person and virtually using ZOOM, connect at [zoom.us](https://zoom.us) or through the Zoom Cloud Meetings mobile app.

Meeting ID: 893 834 1297.

6:00 PM

Agenda

## Public Comment Period/Council Comment

Staffing Plan

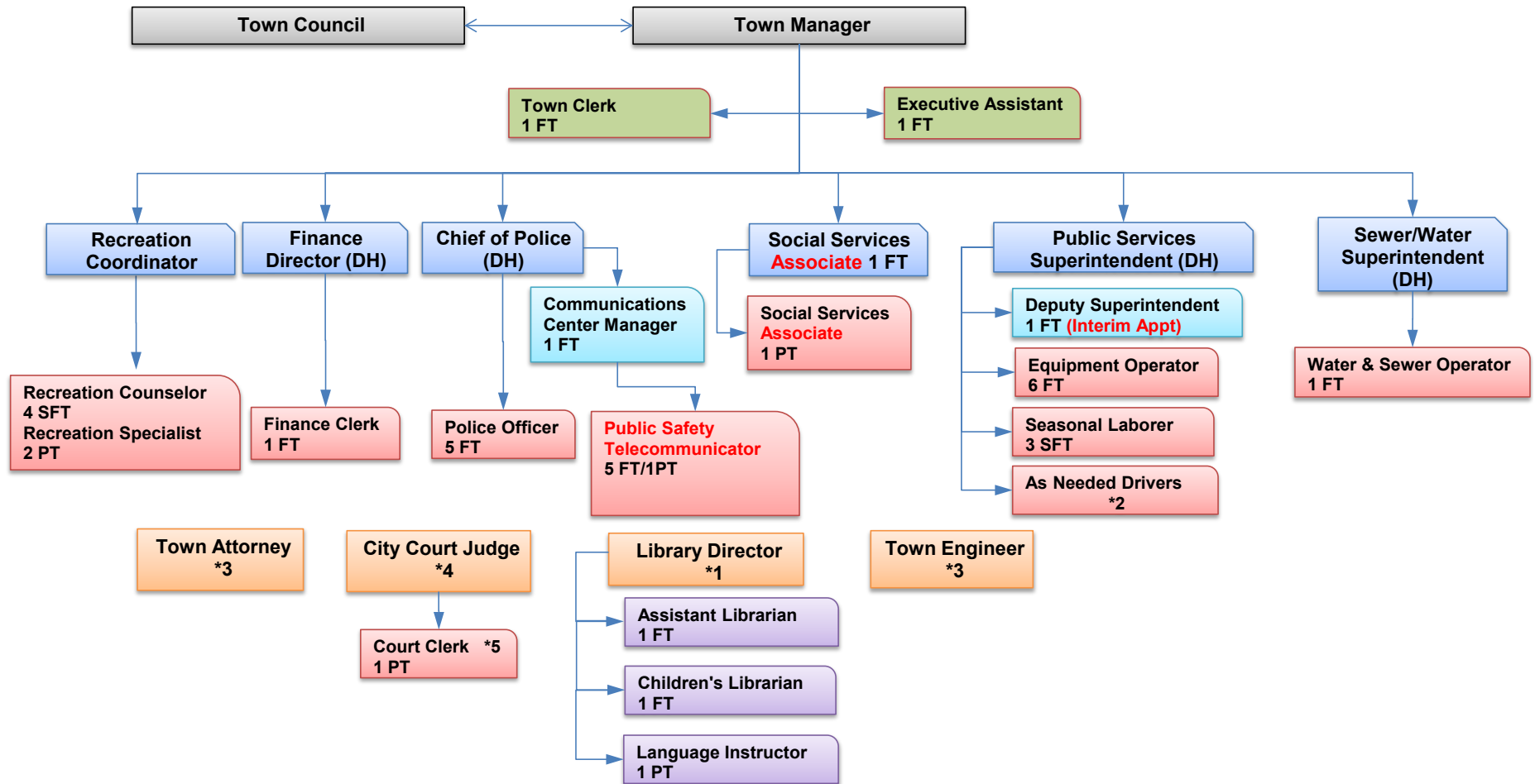
Discussion ∞

Single Family Equivalency (SFE) Schedule

Discussion ∞



# Town of West Yellowstone Staffing Plan



\*1: Library functions are governed by State Law and Agreements; Director is appointed by the Library Board and directs staff.

\*2: List of people with CDLs will be maintained to call as needed.

\*3: Employed under contract

\*4: Appointed by Town Council

\*5: Under supervision of the Town Manager

FT= Full-Time Status Permanent

PT= Part-Time Status Permanent

SFT= Full Time Status Limited Term

SPT= Part-Time Status Limited Term

STS= Short-Term Status

DH= Department Head

**TOWN OF WEST YELLOWSTONE**  
**December 2007**

**POSITION:** Deputy Public Services Superintendent / Inspector

**DEPARTMENT:** Public Services

**ACCOUNTABLE TO:** Public Services Superintendent / Building Official

**STATUS:** Regular full-time union position

**PRIMARY OBJECTIVES:** Under the direction of the Public Services Superintendent / Building Official assists with operational and supervisory duties in Public Services Department; inspects structures and projects to determine compliance with applicable Federal, State, and local building codes, zoning ordinances, and planning regulations.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position assists the Public Services Superintendent with operational and supervisory duties; inspects structures and projects to determine compliance with applicable Federal, State, and local building codes, zoning ordinances, and planning regulations; enforces planning and zoning regulations.

**Personal Contact:** Frequent contact with employees, citizens, contractors, trades people and other Town staff.

**Supervisor:** Public Services Superintendent

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of functions is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions performed by this position.

Position requires ability to: access construction and project sites, visually inspect facilities; communicate orally and in writing; calculate; read and understand laws, and regulations, operate and maintain equipment; walk on uneven ground and work under adverse weather conditions that are unalterable; must occasionally lift or move heavy objects weighing up to 75 pounds; position operates common office equipment, including computers and computer software. May require occasional evening, early morning, and weekend work.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Assists the Public Services Superintendent with operational and supervisory duties; may assist department staff to perform routine facilities and grounds maintenance, water and wastewater system maintenance, and snow removal functions; prepares reports; assists in

developing department budget; investigates and resolves construction, zoning, and planning complaints; performs other duties as assigned;

Performs on-site inspections of residential, commercial, institutional, and industrial construction projects and existing buildings; determines compliance using adopted codes and regulations; provides information on zoning requirements;

Provides violation notices of building codes and zoning requirements; ensures correction of violations; assists applicants with building permits applications; ensures that construction is performed under the authorization of the appropriate permit; explains and interprets codes and regulations; issues appropriate certificate when project is completed.

### **EDUCATION AND EXPERIENCE:**

The knowledge, skills, and abilities required for this position are typically acquired through a combination of education and experience equivalent to graduation from high school and five years of experience in construction trades and heavy equipment operation. Associates degree in building inspection or equivalent is preferred. Zoning and planning experience is also preferred. ICC Certification as a building inspector (at own expense with associated costs reimbursed after 2 years) is required within 6 months of initial hire.

### **JOB PERFORMANCE STANDARDS:**

Examples of job performance standards include, but are not limited to, the following:

- Knowledge of adopted building codes, planning and zoning regulations
- Knowledge of Montana Code Annotated and Town ordinances
- Knowledge of Town policies and procedures;
- Knowledge of Town budget and budgeting process;
- Knowledge of safe operation of equipment and vehicles;
- Knowledge of safety considerations and OSHA standards and guidelines for equipment operations;
- Skill in the use of calculators, telephones and common office machines;
- Skill in communicating, in person and in writing;
- Skill in understanding and interpreting laws, regulations, policies, procedures, and guidelines;
- Ability to understand and operate computer systems and related software, including but not limited to word processing and spreadsheet programs;
- Ability to apply and maintain current knowledge of building regulations;
- Ability to apply and maintain current knowledge of planning regulations and zoning ordinances;
- Ability to prepare and submit reports according to prescribed standards;
- Ability to follow verbal and written instructions;
- Ability to establish and maintain effective relationships with town employees, building trades people, and residents.



## Town of West Yellowstone, Montana

<b>Position Title</b>	<b>Deputy Public Services Superintendent</b>
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### General Statement of Duties

Assist the Public Services Superintendent in planning, organizing, supervising, and directing the activities of the Public Services Department. Performs directly related work as required.

### Distinguishing Features of the Position

The principal function is to assist the Superintendent in planning, organizing, scheduling, directing, and monitoring the activities and operations of the Public Services Department and act as the Superintendent in their absence. The work is performed under the supervision and direction of the Superintendent, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over all employees in the Department. The nature of the work performed requires the employee establish and maintain effective working relationships with county and state officials, Town Manager, Department Heads, and other Town employees, and property owners, business representatives, developers, contractors, architects, and the general public. The principal duties are performed in both indoor and outdoor environments.

### Examples of Essential Work (Illustrative Only)

- Participate in the direction and supervision of personnel involved in the activities of the Public Services Department;
- Promote the safe working practices of Public Services Department employees and the safe use of Town vehicles, equipment, and property;
- Establish organizational units within the Department and designate personnel to operate and supervise each unit under the direction of the Public Services Superintendent;
- Work closely with other personnel to promote positive work attitudes within the Department and maximize teamwork and cooperation by all Department employees;
- Work with the Public Services Superintendent in the development of goals and plans for the

identification and evaluation of Department needs;

- Oversee the implementation of work programs designed to meet the short and long-term objectives of the Department as directed by the Public Services Superintendent and Town Manager;
- Plan, schedule, and monitor construction, maintenance, and repair work on Town lands, facilities, and equipment;
- Work closely with the Superintendent to ensure all work activities are in compliance with Town codes and policies and State directives;
- Act as the liaison between the Department and local residents, contractors, business representatives, government agencies, and other related professionals to ensure positive public relations;
- Participate in the revision of Department operations and procedures to stay current of changing trends and practices in the field and meet the changing needs of the Town;
- Serve as the Public Services Superintendent in their absence;
- Address citizen concerns or complaints and take appropriate action to ensure a timely resolution;
- Provide needed information, demonstrations, and training concerning how to perform work tasks to new employees;
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential problems, and suggestions for new or improved ways of addressing problems;
- Attend meetings, conferences, workshops, and training sessions and review publications to remain current on principles, practices, and new developments in assigned work areas;
- Participate in the Department budget planning process;
- Act as the primary point of contact for the Town on all zoning, planning, and code enforcement activities;
- Performs all other duties as assigned by the Superintendent or Town Manager.

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

- Knowledge of advanced principles and practices of related Public Services administration, including planning, design, construction, and maintenance activities;
- Knowledge of best safety practices and procedures as applied to Public Services operations.
- Knowledge of the principles and practices of construction methods and materials as applied to Public Services operations;
- Knowledge of economics and budgeting as applied to Public Services;
- Knowledge of current Federal, State, and local laws, rules, and regulations relating to Public Services programs and operations;
- Knowledge of related work equipment used in assigned Department;
- Effectively coordinate, lead, motivate, and supervise the work of Department personnel;
- Establish and maintain effective working relationships with Department Heads, other Town employees, property owners, business representatives, developers, contractors, architects, and the general public;
- Resolve employee problems in a fair and diplomatic manner;
- Establish goals, and plans for the Department, encompassing short, intermediate, and long-term operations;
- Organize work, maintain organizational structure, and delegate authority;

- Operate heavy equipment including graders, dump trucks, loaders, and other related equipment;
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Understand oral and written policies, procedures, and instructions;
- Prepare and present accurate and reliable reports containing findings and recommendations;
- Operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Flexibility to work nights, weekends, holidays, overtime, and be subject to short-notice “call in” shifts as required;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Knowledge of zoning and planning and the ability to review site plans;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- Bachelor’s degree in construction technology, engineering, or a closely related field AND;
- At least 3-5 years of increasingly responsible experience in a related maintenance management position, including at least two years in a supervisory capacity, preferably in the public sector;
- OR any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

### **Required Special Qualifications**

- Valid driver’s license (Must have a valid Montana driver’s license within fifteen (15) days of employment);
- Possess or have the ability to obtain the appropriate level commercial driver’s license (CDL) within sixty (60) days of employment;
- Possess or have the ability to obtain residential and commercial code certifications;
- May require other appropriate licenses or certifications;
- Willing to attend off-site training programs, courses, and conferences as part of initial training or continuing education which may require occasional overnight travel;
- Offers for employment are conditional upon satisfactory response to appropriate post conditional offer process;
- Pre-employment and periodic random alcohol & drug screening is required.

### **Essential Physical Abilities**

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively;
- Vision or other powers of observation, with or without reasonable accommodation, to enable the employee to efficiently operate Town vehicles, tools, and equipment in the maintenance and repair of Town property;
- Manual dexterity, with or without reasonable accommodation, to enable the employee to efficiently operate Town vehicles, hand and power tools, and other related equipment as required;
- Personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to easily access a variety of land sites throughout the Town, climb stairways, ladders, or work on elevated platforms, traverse uneven surfaces, work outdoors in inclement weather, lift and carry heavy (50 pounds) objects.

<b>Acknowledgement</b>
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By signing this statement, I, the employee, acknowledge my respective job description has been received and that I have read this document and understand what is expected from me as a Deputy Public Services Superintendent for the Town of West Yellowstone, MT.

Signed: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Position: Deputy Public Services Superintendent

Effective Date of Employment: \_\_\_\_\_

Attest:

Supervisor: \_\_\_\_\_

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





**TOWN OF WEST YELLOWSTONE  
SEWER DEVELOPMENT FEE STRUCTURE**

**CUSTOMER:**  
**Contact:**  
**Street Address**  
**City, State, Zip**  
**Phone No.**

EIRWWA SFE SCHEDULE AND SFE CALCULATOR						
USER TYPE	DESCRIPTOR	EVALUATION UNIT	NUMBER OF UNITS	EQUIVALENT UNIT Original SFE	EQUIVALENT UNIT Recommendation SFE	EQUIVALENT UNIT Adopted SFE
<b>Institutional</b>						
Assembly Hall/ Meeting House		Base		1.000		
Assembly Hall/ Meeting House		Seat			0.010	
Assembly Hall/ Meeting House	With Kitchen	Seat			0.022	
Church	Single Congregation	Congregation		2.000		
Church	Each additional	Congregation		1.000		
Church	Sunday only meetings	Congregation		1.000		
Church		Seat			0.010	
Church	With Kitchen	Seat			0.022	
Clinic/Massage/Spa		Establishment			1.000	
Hospital or clinic				3.000		
	Additional	Bed space		0.500		
Hospital		Bed space			0.667	
Hospital	Kitchen	Bed space			0.737	
Hospital	Laundry	Bed space			0.862	
Nursing Home/ Rest Home	Base Rate			1.000		
Nursing Home/ Rest Home	Additional	Resident		0.300		
Nursing Home/ Rest Home		Bed space			0.333	
School	with Cafeteria and Gym	Student			0.111	
School	with Cafeteria only	Student		0.030	0.067	
School	no Cafeteria or Gym	Student		0.020	0.049	
Time Share	hotel w/ full kitchen & W/D	Room			0.830	
Hotel		Room		0.200	0.670	
Hotel	Additive With Kitchen	Room		0.200	0.500	
Boarding/Rooming House/Bed & Breakfast	With Bathroom	Room		0.200		
Boarding/Rooming House/Bed & Breakfast		Guest			0.133	
Employee		Person			0.044	
<b>Food Service</b>						
Restaurant - Seating	up to 50 seats	Seat		2.000		
	For Each additional 25 seats	Seat		1.000		
Restaurant - Seating		Seat			0.033	
Restaurant - Drive In	<20 inside seats	Seat		2.000		
	Each additional 20 inside	seat		1.000		
Restaurant - Drive In		Seat			0.033	
Service Station		Establishment		2.000	2.000	
Service Station/C-Store	no public restroom	Establishment		2.000	2.000	
Service Station/C-Store	with public restrooms	Restroom			2.000	
Service Station/C-Store	with food prep facilities	Establishment/additive			1.000	
Drinking Establishment		Seat		0.060	0.049	
Employee		Employee			0.044	
<b>Commercial and Industrial</b>						
Bowling Alley		Lane		0.200	0.196	
Barber/Beauty Shop		Seat		0.200	0.331	
Laundry Self Service	up to 10 washers			2.000	1.502	
Laundry Self Service		Washer		0.100	0.222	
Garage or Maintenance Shop		Bay		1.000	0.133	
Car Wash		Bay		2.000	3.541	
Car Wash	Additive	Bay			1.563	
Grocery Store		Base		2.000		
Grocery Store	additive	Bakery		1.000		
Grocery Store		Employee			0.044	
Grocery Store	Additive	Butcher Shop		1.000	2.000	
Shopping Center (No food or laundry)		Parking Space			0.007	
Store or Business (up to 20 employees)		Base		1.000	0.880	
Store or Business	Additive	Employee		0.030	0.044	
Theatre - Auditorium		Seat		0.030	0.013	
Warehouse		Base		1.000		
Warehouse		Employee			0.058	
Warehouse	Showers/additive	Employee			0.178	
Offices	Up to 20 Employees	Base		1.000	0.880	
Offices	Additive	Employee		0.030	0.044	
Employee		Employee			0.087	
<b>Seasonal and Recreational</b>						
Fairground (peak day attendance)		Person			0.007	
RV Facility		Space		0.600		
RV Facility	Dump Station	Establishment		2.000		
Long Term RV Camp		Space			0.644	
Short Term RV site		Space			0.342	
Swimming Pool		Person			0.044	
Bathhouse	Toilets & Showers	Unit		1.000		
Bathhouse	Additional shower	Unit		0.500		
Bathhouse	Additional Toilet	Unit		0.200		
Bathhouse		Person			0.133	
Employee		Employee			0.044	
<b>Misc. Category</b>						
Designed or Calculated flow	volume	SFE value 225 gpd				
		0	225			0.00
<b>TOTAL CALCULATED SFE VALUE</b>						<b>0.00</b>