

Office of the Mayor

ATLANTA, GEORGIA
PHONE 522-4463

From Mrs. Ann M. Moses

MEMO TO: ; IAJr

I talked to Jesse Hill by phone on May 23rd,
and advised him the following:

- ✓ 1. That Dan Sweat will discuss Model Cities program with him -- which he has done.
- ✓ 2. That we have asked Elrol and Sutherland to furnish a list of auditorium jobs and salaries.
- ✓ 3. That Sutherland would advise him the status of Johnson's application with Civil Defense
- ✓ 4. that you would discuss the other matters with him personally when you return.

Note. I have a follow up on items 2 and 3 for
5/26



CITY OF ATLANTA

PERSONNEL BOARD

CITY HALL ANNEX
260 CENTRAL AVENUE, S. W.

ATLANTA, GEORGIA 30303

CARL T. SUTHERLAND
Director

May 31, 1967

M E M O R A N D U M

TO: Mayor Ivan Allen, Jr.

FROM: Carl T. Sutherland

I have reviewed the current status of registers containing the names of Negroes among the top three. I find that:

The list for Equipment Operator I, which is headed by the name of a Negro who was referred May 10, 1967, but was not employed, still is headed by the name of the same Negro but that he waived certification with the Construction Department and is waiting for a vacancy in the Water Department.

The Semi-Skilled Worker list on which the three top applicants were Negroes as of May 16 now has five whites at the top of the list.

The promotional list for Equipment Operator I in the Construction Department on May 16 had two qualified applicants, both Negroes. One has been promoted and the other is awaiting a vacancy.

The promotional list for Equipment Operator II in the Construction Department still has two Negroes who have waived certification for existing vacancies. They are waiting for vacancies in their present locations as they do not wish to transfer to locations where the present vacancies exist.

May 31, 1967

The promotional list for Laborer II in the Construction Department now has eight Negro eligibles. There are twelve vacancies. I have acquainted Mr. Nixon with this situation, and he is sending Mr. Sojka to see me about it. Mr. Nixon states that he will take necessary action to see that there is no discrimination.

The promotional list for Semi-Skilled Worker in the Water Department which had three Negro eligibles as of May 16 is exhausted. The three have been promoted.

The list for Sewer Serviceman II (Construction) which had three Negroes at the top as of May 16 is exhausted. These three and one additional Negro have been promoted since that time.

The three Negroes listed at the top of the Waste Collection Driver promotional list in the Sanitary Department and the three Negroes listed at the top of the Waste Collector II list (Sanitary) have been assigned to the extra board for the higher classes, and work in the higher classes in the absence of the regular employees. They will be assigned to permanent position numbers as soon as vacancies occur.

My placement office tells me that we are not meeting the resistance on the appointment and promotion of qualified Negroes that we once met. They state that the situation has improved greatly in recent months.


CARL T. SUTHERLAND

CTS:cbt

5/26

May 23, 1967

MEMORANDUM

TO: Gen. Carl T. Sutherland
FROM: Mayor Ivan Allen, Jr.

In connection with the recent meeting I had with the Atlanta Summit Leadership Conference, please advise me in a memorandum the status of the application of Mr. Steers Johnson who is seeking employment in the City's Civil Defense Department.

Sincerely yours,

Ivan Allen, Jr.
Mayor

IAJr/br

5/29

May 23, 1967

MEMORANDUM

TO: Mr. Roy Elrod and Gen. Carl T. Sutherland

FROM: Mayor Ivan Allen, Jr.

Please furnish Mr. Jesse Hill, Co-Chairman of the Atlanta Summit Leadership Conference (c/o Atlanta Life Insurance Company, P. O. Box 897) a list of all job positions for the new and original Auditorium. This should contain the job qualifications, duties and salary classifications.

Please send me a copy of your reply.

Sincerely yours,

**Ivan Allen, Jr.
Mayor**

IAJr/br

May 26, 1967

Mr. R. W. Schilling
President, Library Board
Atlanta Public Library
Atlanta, Georgia

Dear Bob:

I appreciate your reply relating to the charges made by the Atlanta Summit Leadership Conference, the reply to which should have been sent to them.

I am, therefore, forwarding your letter to Mr. Jesse Hill.

Sincerely,

Ivan Allen, Jr.

IAJr:am

May 26, 1967

Mr. Jesse Hill
Atlanta Life Insurance Company
148 Auburn Avenue, N. E.
Atlanta, Georgia

Dear Jesse:

I am enclosing a copy of the reply as a result of the statement made during the last meeting between me and the Summit Leadership Conference.

If this statement is not an adequate explanation, or if you feel there is anything further to be looked into, I suggest that you document the information and present it to the City Job Opportunities Committee.

I am also enclosing a reply from the Personnel Director regarding the application of Mr. Steers Johnson.

Sincerely,

Ivan Allen, Jr.

IAJr:am
Enclosures

cc: 14711



CITY OF ATLANTA

PERSONNEL BOARD
CITY HALL ANNEX
260 CENTRAL AVENUE, S. W.
ATLANTA, GEORGIA 30303

CARL T. SUTHERLAND
Director

May 24, 1967

MEMORANDUM

TO: Mayor Ivan Allen, Jr.
FROM: General Carl T. Sutherland

Re your inquiry concerning the status of the application of Mr. Steers Johnson who is seeking employment in the City's Civil Defense Department:

The Civil Defense Department personnel are under the State Merit System.

It just happens that I remember Mr. Johnson who was an applicant 4½ years ago during the time that I was Acting Civil Defense Director. It is my understanding that he continuously has sought employment with General Woodward since that time but that General Woodward feels that he does not meet his requirements. General Woodward has expressed the desire to employ a qualified Negro in his department, but he thinks that Johnson is not properly qualified.

Sincerely,

CARL T. SUTHERLAND
Director of Personnel

CTS:cbt



THE ATLANTA PUBLIC LIBRARY

Atlanta 3, Georgia

JOHN HALL JACOBS
DIRECTOR

May 22, 1967

Honorable Ivan Allen, Jr.
Mayor of Atlanta
City Hall
Atlanta, Georgia 30303

Dear Mayor Allen:

The news item in the Atlanta Constitution of May 11 has come to the attention of the Library Board. The article made the following request as presented to you by the Atlanta Summit Leadership Conference:

"Desegregation of main library staff and desegregation and merit promotions in branch staffs."

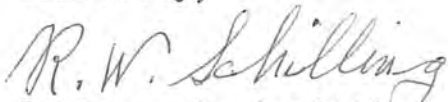
We would like to present our position to you.

First the staff at the Main Library is not segregated. All positions in the Main Library are filled with the best qualified people we can get. There is a terrific shortage of professional librarians throughout the country and therefore we are pleased to employ trained people whenever and wherever we can get them. Due to the fact that the salaries have been low and even yet are not too competitive, we are failing to attract graduates from either of our local library schools, Emory University and Atlanta University.

As for the second part of the request, it has been the practice of the Atlanta Public Library for a period of years to advertise all vacancies first to the staff. There has been no situation in branch promotions where a qualified applicant has been refused a promotion on the basis of race. The branch staffs are not segregated.

We feel that the Summit leaders have received a mistaken impression of the make-up of the library staff. Our motto has been and is to hire the best person we can get at all times for each job to better serve our community.

Sincerely,


Robinson W. Schilling
President, Library Board

RWS:dw

5/16/67

ELIGIBLE REGISTERS ON WHICH THERE ARE NEGROES IN THE TOP-THREE

ACCOUNTING ASSISTANT II - no vacancy

AIRPORT PATROLMAN - No. 3 applicant is colored - wrote 5/11/67 (no reply yet)

AUDIO-VISUAL TECHNICIAN I - Only 2 on list, both colored (Reason they give for not hiring is that one has a court record and the other one is going in service in a couple of months.)

BROADCAST ENGINEER - no vacancy

BUILDING INSPECTOR I - no vacancy

BUYER I - no vacancy - one anticipated

CARPENTER - only one applicant who is colored, has questionable court record, but has been referred.

CLERK - negro appears on list in second place - no vacancy

COMMUNITY CENTER DIRECTOR - colored eligibles cannot meet schedule of work.

COMMUNITY RECREATION LEADER -

DUPLICATING ASSISTANT - no vacancy

ELECTRICIAN - no vacancy

ELECTRONICS TECHNICIAN - no vacancy

ENGINEERING AIDE I

EQUIPMENT OPERATOR I - first applicant is colored and referred 5/10/67 ?

GROUNDSKEEPER - no vacancy

HOUSING CODE INSPECTOR I - no vacancy

KEY PUNCH TRAINEE - no vacancy

MASON - no vacancy

MESSSENGER CLERK - no vacancy

NURSE MATRON - no vacancy

PAINTER -

PARKS MATRON - no vacancy

PARKS PATROLMAN

PARKS TRAINEE - no vacancy

SCHOOL CUSTODIAL WORKER - all applicants are negroes

SCHOOL CUSTODIAN - all applicants are negroes - no vacancy

SECURITY GUARD - no vacancy

SEMI-SKILLED WORKER - 3 applicants are negroes

SENIOR CLERK - CUSTOMER SERVICE CLERK - one negro on list is in second place - no vacancy

SWITCHBOARD OPERATOR

TABULATING EQUIPMENT OPERATOR I - no vacancy

TELEPHONE MAINTENANCE MAN - no vacancy

TRAFFIC CHECKER -

TREATMENT PLANT OPERATOR -

WATER METER READER -

PROMOTIONAL ELIGIBLE REGISTERS

ASSISTANT SCHOOL GROUNDS FOREMAN (BOARD OF EDUCATION) - no vacancy

BAILIFF I - no vacancy (CITY-WIDE REGISTER)

EQUIPMENT OPERATOR I (CONSTRUCTION) only 2 applicants, both colored.

EQUIPMENT OPERATOR II (CONSTRUCTION) the two colored men have waived certification for existing vacancies.

EQUIPMENT OPERATOR II (WATER DEPARTMENT) - no vacancy

LABORER II (CONSTRUCTION) - all 3 applicants are colored

MAINTENANCE MECHANIC (BOARD OF EDUCATION) - no vacancy

PARKS CUSTODIAN (PARKS) - no vacancy

REGIONAL CUSTODIAN SUPERVISOR - 2 colored on list (BOARD OF EDUCATION)

SCHOOL MAINTENANCE MECHANIC I (BOARD OF EDUCATION) 3 colored on list-notified department 4/25/67.

SEMI-SKILLED WORKER I (WATER DEPARTMENT) - top 3 colored

?

SENIOR TYPIST-CLERK (POLICE DEPARTMENT) - one appears on list in second place

SEWER SERVICEMAN II (CONSTRUCTION) - top 3 colored

?

TANDEM DUMP EQUIPMENT OPERATOR I (CONSTRUCTION) - no vacancy

TRADES HELPER (BOARD OF EDUCATION) - top 3 colored

?

WASTE COLLECTION DRIVER (SANITARY) - all 3 colored

?

WASTE COLLECTOR II (SANITARY) - top 3 colored

?

Am

May 23, 1967

MEMORANDUM

TO: Gen. Carl T. Sutherland
FROM: Mayor Ivan Allen, Jr.

In connection with the recent meeting I had with the Atlanta Summit Leadership Conference, please advise me in a memorandum the status of the application of Mr. Steers Johnson who is seeking employment in the City's Civil Defense Department.

Sincerely yours,

Ivan Allen, Jr.
Mayor

IAJr/br

Allen

May 23, 1967

MEMORANDUM

TO: Mr. Roy Elrod and Gen. Carl T. Sutherland
FROM: Mayor Ivan Allen, Jr.

Please furnish Mr. Jesse Hill, Co-Chairman of the Atlanta Summit Leadership Conference (c/o Atlanta Life Insurance Company, P. O. Box 897) a list of all job positions for the new and original Auditorium. This should contain the job qualifications, duties and salary classifications.

Please send me a copy of your reply.

Sincerely yours,

Ivan Allen, Jr.
Mayor

IAJr/br

ATLANTA LIFE INSURANCE COMPANY

POST OFFICE BOX 897

ATLANTA, GEORGIA 30301

May 17, 1967

JESSE HILL, JR.
ACTUARY

Honorable Ivan Allen, Jr., Mayor
City of Atlanta
City Hall
Atlanta, Georgia

Dear Mayor Allen:

Thank you very much for your cooperation and consideration during the conference last week in your office with Summit representatives. Please send us a written statement of your follow-up action on outlined specifics as indicated in our discussions.

Please request for us from Mr. Elrod and Mr. Sutherland a list of all job positions of the newly built and the original City Auditorium facilities, describing the respective job qualifications, duties and salary classifications in each.

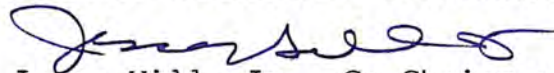
There is considerable unhappiness in the Negro community concerning the Model Cities Proposal, and the operation of Public Housing and Urban Renewal by the Atlanta Housing Authority. At this hour there is serious consideration of a delegation going to Washington to confer with Secretary Robert Weaver as a protest of what is considered bias, discrimination and violations of the 1964 Civil Rights Act.

In your written statement of reaction, please specify among other things what steps you have taken to implement changes or amendments in Model Cities Proposal as agreed to include Negroes on the Executive Board, and other complaints including the exclusion of Negro organizations in the Proposal.

Mayor Ivan Allen, Jr.
City Hall
Page 2
May 17, 1967

We also request a statement from the Personnel Department on the status of Mr. Sterrs Johnson's application for employment in Civil Defense. Mr. Johnson has pursued employment in this Department for several years without success. We are informed that he has passed the required test, at one time we were told that he did not pass the test.

Very truly yours,
ATLANTA SUMMIT LEADERSHIP CONFERENCE



Jesse Hill, Jr., Co-Chairman
Rev. S. W. Williams, Co-Chairman
Alderman Q. V. Williamson, Co-Chairman

May 25, 1967

Mr. Jesse Hill, Co-Chairman
Atlanta Summit Leadership Conference
c/o Atlanta Life Insurance Company
Post Office Box 897
Atlanta, Georgia

Dear Mr. Hill:

Mayor Allen has requested that I furnish you a list of positions for the new and the original auditorium. I am enclosing herewith a list including all positions in both auditoriums along with job specifications and salaries.

If you have any questions, please call me.

Sincerely,

CARL T. SUTHERLAND
Director of Personnel

CTS:cbt

cc: Mayor Ivan Allen, Jr. ✓
Mr. Roy Elrod

Enclosures

A U D I T O R I U M

| <u>NO. OF POSITIONS</u> | <u>CLASSIFICATION</u> | <u>POSITION NUMBERS</u> |
|-----------------------------|-----------------------------------|--|
| 1 | Assistant Auditorium Manager | 21 |
| 4 | Auditorium Foreman | 7, 27, 36, 37 |
| 1 | Auditorium Maintenance Supervisor | 28 |
| 1 | Auditorium Manager | 1 |
| 18 | Auditorium Utility Worker I | 13, 14, 16, 17, 18, 19, 20, 23, 24, 26, 43, 44, 45, 46, 47, 48, 49, 50 |
| 8 | Auditorium Utility Worker II | 10, 11, 12, 15, 25, 40, 41, 42 |
| 6 | Building Cleaner (Day) | 8, 9, 32, 33, 34, 35 |
| 2 | General Maintenance Mechanic I | 3, 4 |
| 4 | General Maintenance Mechanic II | 29, 30, 38, 39 |
| 2 | Senior Stenographer | 2, 31 |

TOTAL POSITIONS: 47

ASSISTANT AUDITORIUM MANAGER

NATURE OF WORK

This is responsible supervisory and public relations work in assisting the Auditorium Manager in the administration of the activities of the Municipal Auditorium.

Work involves the use of initiative and judgment in promoting interest in the use of the auditorium, and sound business acumen in handling the details incident to the leasing of the auditorium. The work is reviewed through daily observation, conferences, and inspections. The employee in this class works under the supervision of the Auditorium Manager, who establishes policies for the operation of the auditorium, and performs the duties of the Manager in his absence. Supervision is exercised over maintenance and custodial personnel.

EXAMPLES OF WORK PERFORMED

Arranges for rental of the auditorium by industrial shows, conventions, civic organizations, and other groups.

Investigates the nature of proposed attractions and at the direction of the Auditorium Manager and in accordance with predetermined policies, quotes rental prices.

Supervises the work of maintenance employees in the care of the building and inspects the construction and dismantling of exhibits to prevent damage to property.

Maintains records which reflect the activities and income of the auditorium, and maintains departmental files.

Acts as contact man between the public and the promoters and exhibitors. Performs related work as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern office practices, procedures, appliances, and of bookkeeping procedures.

Considerable knowledge of the methods and techniques of maintaining and managing auditoriums, theaters, or similar buildings.

Considerable knowledge of the methods of setting stages, arranging exhibits and of seating large audiences and controlling their movements.

Ability to establish and maintain effective working relationships with prospective lessees, other employees, and with the general public.

Ability to promote successfully the use of a large auditorium.

Ability to establish and maintain an office record and filing system and to make periodic reports of departmental activities.

Ability to work from plans, drawings, and rough sketches in laying out floor plans and arrangement of exhibits.

Ability to supervise the maintenance and repair of a large building.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university; considerable administrative experience, preferably in public relations or a related field; or any equivalent combination of training and experience.

AUDITORIUM FOREMAN

NATURE OF WORK

This is skilled supervisory work in directing the maintenance activities of a city auditorium and in overseeing preparations for coming attractions or events.

Work involves planning, supervising and inspecting the work of subordinate personnel engaged in maintenance of equipment, routine janitorial tasks, and the setting up of auditorium and arena facilities. Employee receives work sheets from auditorium lessees which outline the desired arrangements for a particular show and directs subordinates to this end. General instructions are available from the Auditorium Manager who periodically inspects the cleanliness and condition of the building and makes recommendations for any improvements that may be necessary.

EXAMPLES OF WORK PERFORMED

Studies work sheets listing requirements for attractions and directs subordinates in preparation for same.

Checks auditorium and arena equipment to insure such equipment is being maintained properly; issues instructions and orders to correct any disorders.

Inspects building and premises and reports any irregularities to the Auditorium Manager.

Regulates time of work crews according to times of events held in the auditorium; keeps time records and other related personnel records such as overtime and sick leave; makes up vacation schedule.

Performs related work as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the methods, practices and procedures involved in auditorium maintenance and physical operation.

Thorough knowledge of the equipment and materials used in the maintenance and operation of auditorium facilities.

Ability to instruct, assign and supervise the activities of personnel engaged in janitorial and related tasks.

Ability to deal tactfully and courteously with those who use auditorium facilities.

Ability to keep necessary records and make accurate reports on the work performed.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school or vocational school; considerable experience in work associated with the maintenance of auditoriums and related facilities including some supervisory experience; or any equivalent combination of training and experience.

AUDITORIUM MAINTENANCE SUPERVISOR

NATURE OF WORK

This is responsible work in supervising the maintenance, cleaning, and operation of buildings and equipment at the Municipal Auditorium and Civic Center.

Work involves responsibility for planning, assigning, and inspecting the work of a staff of custodial, maintenance, and operational personnel engaged in maintenance of equipment, routine janitorial tasks, and the setting up of auditorium and arena facilities. Work assignments are received from an administrative superior in oral or written form, and performance is evaluated through a review of results obtained. Supervision is exercised over lower level supervisory personnel, skilled and unskilled workers.

EXAMPLES OF WORK PERFORMED

Supervises the arrangement of auditorium facilities for special shows; arranges for the proper placement of chairs and tables for banquets.

Prepares work schedules and assigns tasks to foremen, skilled workers, and other directly supervised employees; reviews work to insure conformance to instructions.

Assigns and supervises, through subordinate supervisory personnel, the activities of a moderate sized crew of semi-skilled and custodial workers; assures that new maintenance and custodial employees are properly trained.

Inspects buildings and premises on a regular schedule to determine building condition and effectiveness of maintenance and repair work; takes measures to correct any irregularities.

Issues instructions to effect all necessary repairs; prepares specifications for maintenance materials, equipment and repair contract work; ascertains that work done by contract meets specifications.

Inspects temporary wiring to insure that circuits are not overloaded.

Supervises the maintenance of time records; maintains records of the nature and source of complaints.

Performs related work as required.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the methods and techniques of maintaining auditoriums, theaters, or similar buildings.

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DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES (Continued)

Thorough knowledge of materials and equipment used for operating, maintaining, and cleaning auditorium facilities.

Considerable knowledge of methods and procedures used in arranging exhibits, setting stages and seating large numbers of people.

Ability to plan, assign and supervise the work of others.

Ability to analyze maintenance and physical operation problems and to recommend or install appropriate solutions.

Ability to establish and maintain effective working relationships with lessees, other employees, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school or vocational school; considerable experience in supervising and performing maintenance and repair work in auditoriums and related buildings; or any equivalent combination of training and experience.

AUDITORIUM UTILITY WORKER I

NATURE OF WORK

This is unskilled and limited semi-skilled work in maintaining the municipal auditorium.

Work involves the performance of manual tasks in maintaining the auditorium and preparing it for scheduled attractions and events. Work is performed during irregular and varying hours which are determined by the projected use of auditorium facilities. Work is performed under direct supervision and assignments are received through oral or written instructions. Work is reviewed during progress and upon completion by a lead worker, foreman or administrative supervisor.

EXAMPLES OF WORK PERFORMED

- Sweeps and mops the floors, ramps and steps of the auditorium.
- Sets up seats for different shows according to a prescribed pattern; installs sections of a raised floor used for concerts and ballets.
- Occasionally operates a fork-lift.
- Paints the interior of the building.
- Performs related work as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Some knowledge of the methods, materials, and equipment ordinarily employed in keeping buildings clean.
- Ability to learn simple repetitive tasks quickly.
- Ability to understand and follow oral and written instructions.
- Physical ability to work long hours while standing, and to perform heavy manual work.

DESIRABLE TRAINING AND EXPERIENCE

Some experience in manual labor work.

AUDITORIUM UTILITY WORKER II

NATURE OF WORK

This is semi-skilled and limited supervisory work in maintaining the municipal auditorium.

Work involves the performance of manual tasks, including functioning as a lead worker in a crew, in maintaining the auditorium and preparing it for scheduled attractions and events. Work is performed during irregular and varying hours which are determined by the projected use of auditorium facilities. Work is performed under general supervision and assignments are received through oral and written instructions. Work is reviewed during progress and upon completion by a foreman or administrative supervisor.

EXAMPLES OF WORK PERFORMED

Sweeps and mops floors, ramps and steps of the auditorium.
Supervises and assists in the setting up of seats and in the installation of a raised floor used for concerts and ballets.
Operates a fork-lift used in transporting stocks of tables and chairs.
Paints the interior of the building.
Performs related work as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the methods, materials, and equipment ordinarily employed in keeping buildings clean.
Ability to supervise a small group of men.
Ability to operate light automotive equipment.
Ability to understand and follow oral and written instructions.
Physical ability to work long hours and perform heavy manual work.

DESIRABLE TRAINING AND EXPERIENCE

Some experience in auditorium maintenance work.

BUILDING CLEANER

NATURE OF WORK

This is unskilled work in performing light manual tasks in the cleaning of buildings.

Work involves the performance of building cleaning tasks such as sweeping, dusting and light mopping in public buildings. Work is performed under general supervision once the cleaning areas and tasks are learned, and is inspected by custodial or maintenance supervisor during progress and upon completion. Assignments are received in writing or orally, and work is evaluated through the appearance and cleanliness of the assigned areas.

EXAMPLES OF WORK PERFORMED

Cleans floors, carpets, windows, walls, furniture and lavatory fixtures with mops, brooms, brushes, rags and sponges.

Examines inventory of cleaning and lavatory supplies, and requests replacement of supplies or obtains them from a central supply location.

Empties ashtrays and waste receptacles.

Performs related work as required.

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DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of the materials, methods and supplies used in light cleaning work.

Ability to understand and carry out written and oral instructions.

Ability to learn repetitive tasks and perform them under limited supervision.

Good physical condition to enable the performance of manual tasks while standing or walking for extended periods.

DESIRABLE TRAINING AND EXPERIENCE

Some experience in light custodial work.

GENERAL MAINTENANCE MECHANIC I

NATURE OF WORK

This is semi-skilled and some skilled work in the application of skills and practices of more than one trade in the maintenance, repair, and installation of mechanical and structural facilities.

Work involves responsibility for performing maintenance and repair work on machinery and buildings, involving the performance of semi-skilled and skilled tasks relating to more than one trade discipline. Work is normally performed under general supervision; these employees act as assistants to higher level mechanics when working on complex or major repair or installation tasks. Work is usually assigned on a job basis through oral or written instructions and is inspected during progress and upon completion, although employees may be given general preventive maintenance assignments with little or no supervisory follow-up. Supervision may be exercised over semi-skilled workers or laborers.

EXAMPLES OF WORK PERFORMED

Lubricates and adjusts pump motors, air-conditioning equipment, and hydraulic valves.

Removes and replaces sprockets, belts, pulleys, motor shafts, and hinges.

Installs electrical switches, wires, conduits, relays and transformers.

Installs and repairs plumbing fixtures such as floor drains, faucets, sinks, and toilet seats.

Installs guard rails and fences.

Constructs cabinets, toolboxes, benches, truck box canopies, and partitions.

Lays concrete block walls, brick walls, and floor or driveway slabs.

Cuts and welds pipes, steel frames, and metal sheets.

Performs related work as required.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of the tools, principles, and practices of the maintenance trades, including carpentry, plumbing, electricity, air-conditioning, welding, steam fitting, painting, and masonry.

Working knowledge of the hazards and safety precautions of the trades related to the position.

Ability to interpret work from sketches, blueprints, and written directions.

Skill in the use of hand tools.

DESIRED TRAINING AND EXPERIENCE

Graduation from a trade or vocational school; some experience in construction and maintenance work; or any equivalent combination of training and experience.

GENERAL MAINTENANCE MECHANIC II

NATURE OF WORK

This is skilled and occasionally supervisory work involving the application of skills and practices of more than one trade in the maintenance, repair and installation of mechanical and structural facilities.

Work involves the responsibility for performing maintenance and repair work on machinery and buildings, including work of a complex nature of projects of significant size. The work involves skilled tasks in more than one trade. Work is normally performed under general supervision, and these employees may act as assistants to the maintenance foreman. Assignments are normally received through written or oral instructions or through discussion with supervisors and operating personnel. Work requires some independent judgment and usually involves supervision of other maintenance mechanics, semi-skilled or unskilled laborers.

EXAMPLES OF WORK PERFORMED

Inspects and diagnoses faulty operation of large air handling equipment.

Removes and replaces valves, pump bearings, strainers, and motor shafts.

Installs water, steam and chemical pipes.

Installs and repairs automatic chemical feed machines.

Welds and solders tubes, pipes and support frames.

Diagnoses electrical circuit malfunctions and repairs high pole lights.

Repairs and adjusts electric and hydraulic doors and gate operating equipment.

Performs related work as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the tools, principles and practices of the maintenance trades, including carpentry, plumbing, electricity, air-conditioning, welding, steamfitting, painting, and masonry.

Considerable knowledge of the hazards and safety precautions of the trades related to the position.

Ability to interpret work from sketches, blueprints, and written directions.

Ability to supervise skilled and unskilled personnel.

Skill in the use of hand tools.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a trade or vocational school; considerable experience in construction and maintenance work; or any equivalent combination of training and experience.

SENIOR STENOGRAPHER

NATURE OF WORK

This is advanced general clerical work, involving the taking and transcribing of oral dictation.

Work involves responsibility for performing varied stenographic and clerical tasks of considerable complexity. Initiative and judgment are required in dealing with unusual problems and in applying a knowledge of departmental procedures to routine problems and assignments. Amount and kind of dictation taken and transcribed varies. The difficulty and responsibility of the clerical work performed, rather than stenographic skill, is the factor distinguishing this from the beginning level stenographer position. Work is performed with relative independence of action with only limited review or supervision except in new or unusual assignments. Employees in this class act in an advisory capacity to other clerical employees and may assign and review their work.

EXAMPLES OF WORK PERFORMED

Acts as secretary to a department head or the head of a large division; meets the public, giving information requiring considerable knowledge of departmental policies and procedures; schedules appointments.

Takes and transcribes dictation on general or technical subjects; composes and types routine correspondence.

Takes and types minutes of official meetings; types complex tabular data, reports, and other material from copy, rough draft or dictating machines.

Reviews mail and assembles files and material to facilitate reply by superior.

Distributes work load of office staff; trains new clerical employees; reviews difficult work.

Performs related work as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of office practices and procedures and the operation of common office appliances.

Ability to make work decisions in accordance with departmental rules and policies.

Ability to keep clerical records and to prepare accurate reports from arithmetical and simple accounting information.

Ability to assign and review the work of other clerical employees.

Skill in taking and transcribing dictation and in operating a typewriter accurately and at a moderate speed.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school including or supplemented by courses in typing or shorthand; some experience in performing clerical and stenographic work; or any equivalent combination of training and experience.