

**NOTICE OF SPECIAL MEETING  
CITY OF SOUTH PADRE ISLAND  
SHORELINE TASK FORCE**

**NOTE: One or more members of the City of South Padre Island City Council may attend this meeting; if so, this statement satisfies the requirements of the OPEN MEETINGS ACT.**

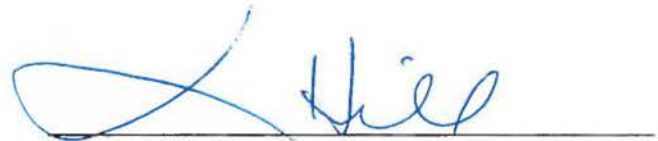
NOTICE IS HEREBY GIVEN THAT THE SHORELINE TASK FORCE OF THE CITY OF SOUTH PADRE ISLAND, TEXAS, WILL HOLD A REGULAR MEETING ON:

**TUESDAY, JANUARY 26, 2016  
3:00 P.M. AT THE MUNICIPAL BUILDING,  
CITY COUNCIL CHAMBERS, 2<sup>ND</sup> FLOOR  
4601 PADRE BLVD, SOUTH PADRE ISLAND, TEXAS**

1. Call to Order.
2. Pledge of Allegiance.
3. Public Comments and Announcements: *This is an opportunity for citizens to speak to Task Force relating to agenda or non-agenda items. Speakers are required to address the Task Force at the podium and give their name before addressing their concerns. [Note: State law will not permit the Shoreline Task Force to discuss debate or consider items that are not on the agenda. Citizen Comments may be referred to City Staff or may be placed on the agenda of a future Shoreline Task Force meeting]*
4. Discussion and action regarding new Shoreline Management Department and possible recommendation to the City Council.
5. Adjournment

DATED THIS THE 19<sup>TH</sup> DAY OF JANUARY 2016



  
Susan Hill, City Secretary

I, THE UNDERSIGNED AUTHORITY, DO HEREBY CERTIFY THAT THE ABOVE NOTICE OF MEETING OF THE SHORELINE TASK FORCE OF THE CITY OF SOUTH PADRE ISLAND, TEXAS IS A TRUE AND CORRECT COPY OF SAID NOTICE AND THAT I POSTED A TRUE AND CORRECT COPY OF SAID NOTICE ON THE BULLETIN BOARD AT CITY HALL/MUNICIPAL BUILDING ON **JANUARY 19, 2016** AT/OR BEFORE **3:00 P.M.** AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST **72 HOURS** PRECEDING THE SCHEDULED TIME OF SAID MEETING.

  
Susan Hill, City Secretary

**THIS FACILITY IS WHEELCHAIR ACCESSIBLE, AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT BUILDING OFFICIAL, JAY MITCHIM; ADA DESIGNATED RESPONSIBLE PARTY AT (956) 761-1025.**

**Item No.**

**CITY OF SOUTH PADRE ISLAND  
SHORELINE TASK FORCE  
MEETING  
AGENDA REQUEST FORM**

**MEETING DATE:** January 26<sup>th</sup>, 2016

**NAME & TITLE:** William A. DiLibero, City Manager

**DEPARTMENT:** Administration

**ITEM**

Discussion and action regarding new Shoreline Management Department and possible recommendation to the City Council.

**ITEM BACKGROUND**

On December 2nd, 2015 the City Council directed the City Manager along with Councilmembers Theresa Metty and Paul Munarriz to work together and bring back an Ordinance and plan to create a new Shoreline Management Department for the City.

Theresa Metty/Council Member, Paul Munarriz/Council Member, William A. DiLibero/City Manager, Rueben Trevino/Coastal Resources and Parks Administrator, Wendi Delgado/Administrative Services Department and Rodrigo Gimenez/Finance Director met on December 10<sup>th</sup>, 2015, January 6<sup>th</sup>, 2016, and January 12<sup>th</sup>, 2016 regarding details related to this department creation. This packet includes the following:

1. Financial memo detailing department costs
2. DRAFT/Organizational Chart (First Phase) Shoreline Management Department 04/01/2016
3. DRAFT/Organizational Chart (Full Program) Shoreline Management Department 10/01/2016
4. DRAFT/Job Description – Shoreline Management Director
5. DRAFT/Job Description – Shoreline Program and Project Manager
6. DRAFT/Job Description – Administrative Assistant
7. DRAFT/Job Description – Bayside Maintenance (One new position and one position transferring from the Public Works Department to this new department.)
8. DRAFT/Job Description – Beach Maintenance
9. DRAFT/Job Description – Construction Maintenance Foreman

This item will be presented to the City Council on February 3<sup>rd</sup>, 2015. The City Council has requested that the Shoreline task force review and provide recommendations.

#### **BUDGET/FINANCIAL SUMMARY**

See attached Memo for financial detail.

Phase 1: This phase includes:

- The reallocation of one Public Works Maintenance staff member to the Shoreline Department to work as Bay Maintenance on February 1<sup>st</sup>, 2016. (100% General Fund)
- To advertise and hire a Program and Project Manager to start mid-year in April. This position would also perform administrative duties for the department until the need for an administrative assistant is assessed and or possible job sharing options reviewed with current city administrative staff. (80% Beach/20% General Fund)

Phase 2: Full-Program: (The funding for this phase would be discussed and assessed during the 2016/2017 budget preparation meetings.)

- To hire one Administrative Assistant to start on 10/01/2016.
- (80% Beach/20% General Fund)
- To hire one additional Bay Maintenance staff member to start on 10/01/2016.
- (80% Beach/20% General Fund)
- To hire two additional Construction/Preventative Maintenance staff to start on 10/1/2016. (80% Beach/20% General Fund)
- Additional tools, equipment, and vehicles will be assessed and presented during budget preparation meetings.

#### **COMPREHENSIVE PLAN GOAL**

- 5.W. Improve access to the Laguna Madre Bay
- 5.G. Recognize and support the multiple functions of the Bay.
- 5.I. Heighten management to preserve the quality of the Bay.
- 5.J. Continue maintaining and beautifying street endings.
- 5.K. Protect public access.
- 5.A. Secure funding for beach re-nourishment. Ongoing funding for beach maintenance should be established as a line item in the City's Budget.
- 5.B. Protect the dune system from erosion and artificial damage.
- 5.C. Adhere to strict enforcement policies for dune trespassers.
- 5.D. Dedicate funding for beach and dune development and maintenance
- 5.E. Create, preserve, and enhance access to the beach.

#### **LEGAL REVIEW**

Sent to Legal: YES: \_\_\_\_\_ NO:   X  

Approved by Legal: YES: \_\_\_\_\_ NO:   X  

Comments:

|                                 |
|---------------------------------|
| <b>RECOMMENDATIONS/COMMENTS</b> |
|---------------------------------|

To provide recommendations to City Council regarding the creation of a new Shoreline Management Department for the City.



## MEMORANDUM

To: William DiLibero, City Manager

Copy: Wendi Delgado, Administrative Services Director  
Reuben Trevino, Coastal Resources & Parks Administrator

From: Rodrigo Gimenez, Finance Director

Re: Shoreline Department Personnel Cost

Date: January 15, 2016

## ***BUDGET HIGHLIGHTS***

Attached is the detailed personnel cost for the new Shoreline Department based on the organizational structure provided. The cost analysis includes:

- Addition of one (1) Shoreline Director paid 70% by the Beach Maintenance Fund and 30% by the General Fund.
- Deletion of the existing Coastal Resources & Parks Administrator position from the Beach Maintenance Fund.
- Transfer of the Permitting/Parks & Recreation Manager from the Coastal Resources & Parks Department to the Development Services department. This position is currently funded 50% by the Beach Maintenance Fund and 50% by the Convention Centre Fund. The proposed allocation would be 80% paid by the General Fund and 20% by the Convention Centre Fund.
- Addition of one new Program & Project Manager for the Shoreline Department to be paid 80% by the Beach Maintenance Fund and 20% by the General Fund.
- Transfer of one (1) Public Works employee to the Shoreline Department to work as a Bayside Maintenance employee effective February 1<sup>st</sup>.
- Reallocation of the salary for (1) Construction and Maintenance Foreman. Currently this position is 100% paid by the Beach Maintenance Fund. The proposed allocation consists of 80% paid by the Beach Maintenance Fund and 20% by the General Fund.

Based on these additions, deletions, transfers and reallocation of salaries; a summary by fund of the projected annual cost, as well as six month cost is below:

*4601 Padre Boulevard • South Padre Island, Texas 78597 • 956.761.6457 • Fax 956.761.3888*



| <b>Fund</b>            | <b>Annual Cost</b> | <b>Six Months Cost</b> |
|------------------------|--------------------|------------------------|
| General Fund           | 99,098             | 49,549                 |
| Beach Maintenance Fund | (8,786)            | (4,393)                |
| Convention Centre      | (18,741)           | (9,371)                |
| <b>Total</b>           | <b>71,571</b>      | <b>35,786</b>          |

A summary by position is also included for your analysis:

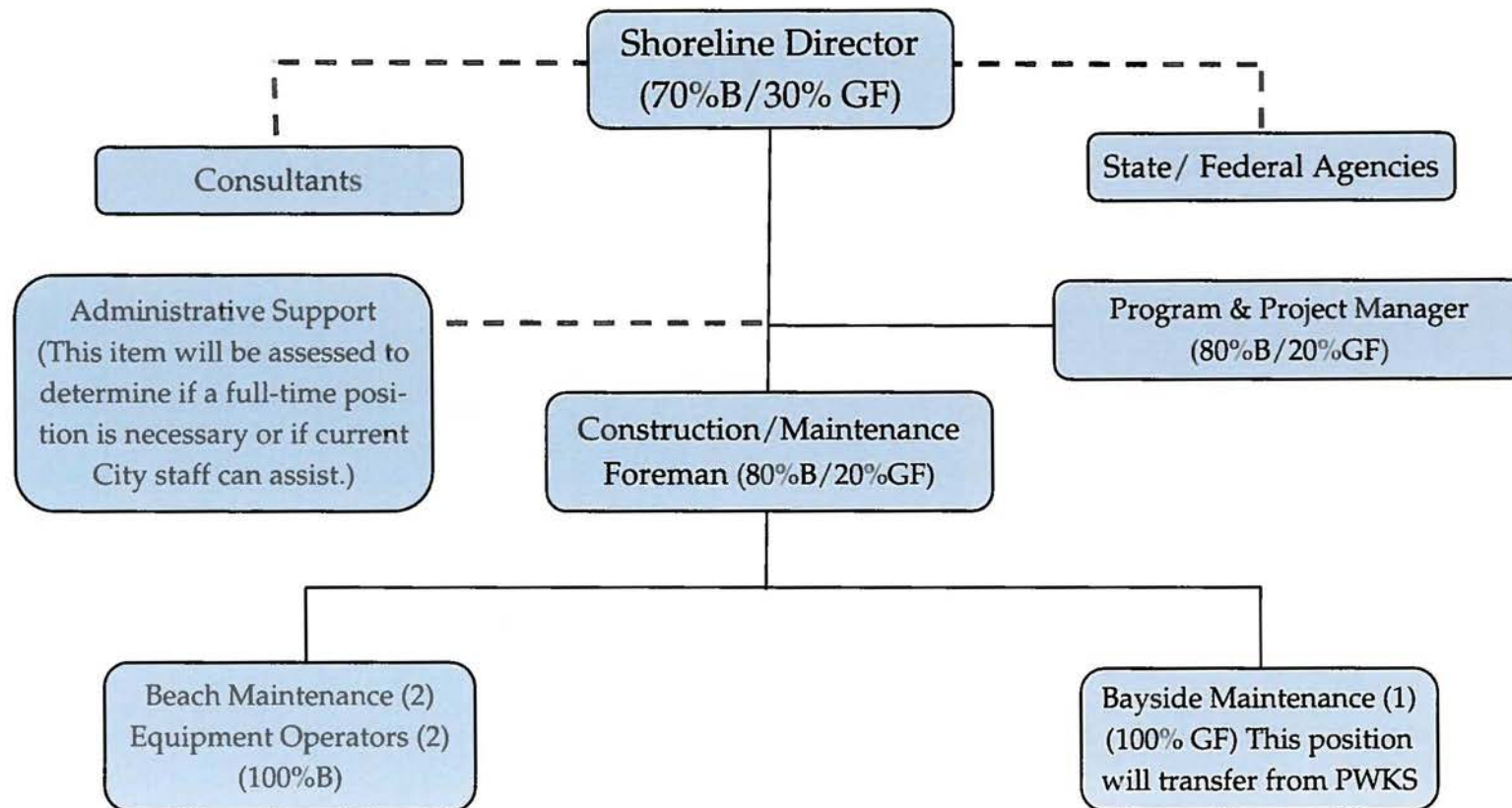
| <b>Position</b>                | <b>General Fund</b> | <b>Beach<br/>Maintenance<br/>Fund</b> | <b>Convention<br/>Centre</b> | <b>Total<br/>Additional Cost</b> |
|--------------------------------|---------------------|---------------------------------------|------------------------------|----------------------------------|
| Shoreline Director             | 26,047              | 60,776                                | -                            | 86,823                           |
| Coastal Resources & Parks Adm. | -                   | (79,517)                              | -                            | (79,517)                         |
| Permitting/Parks & Rec Manager | 49,977              | (31,235)                              | (18,741)                     | -                                |
| Program & Project Manager      | 12,853              | 51,413                                | -                            | 64,266                           |
| Bayside Maintenance            | -                   | -                                     | -                            | -                                |
| Construction and Maint Foreman | 10,221              | (10,221)                              | -                            | -                                |
| <b>Total Annual Cost</b>       | <b>99,098</b>       | <b>(8,786)</b>                        | <b>(18,741)</b>              | <b>71,571</b>                    |
| <b>Cost for six (6) months</b> | <b>49,549</b>       | <b>(4,393)</b>                        | <b>(9,371)</b>               | <b>35,786</b>                    |

For clarification purposes, this report does not include other costs associated with the operations of the department. It only includes personnel cost.

Also for your analysis, the cost of an additional Bayside Maintenance employee is estimated to be \$33,000 (100% paid by the General Fund). The cost for an additional Administrative Assistant is approximately \$39,000 (80% paid by the Beach Maintenance Fund and 20% by the General Fund). Finally, the cost of two (2) Construction & Preventive Maintenance positions is estimated to be \$66,000.

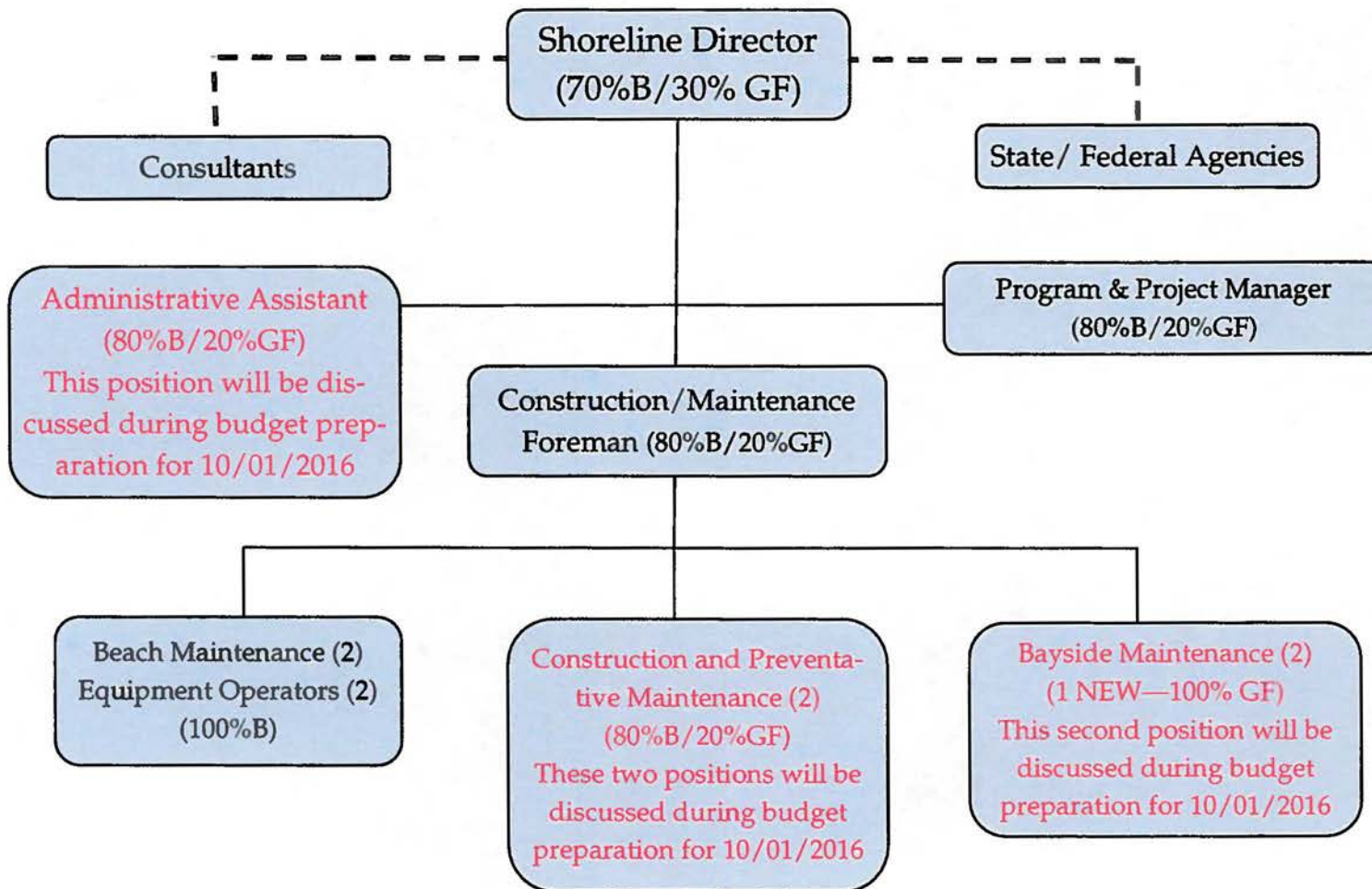


**City of South Padre Island**  
**Shoreline Management Department**  
**April 1st, 2016 — First Phase**





**City of South Padre Island**  
**Shoreline Management Department**  
**10/01/2016 Fiscal Year (Full Program)**







## Position Description

|                   |  |                |
|-------------------|--|----------------|
| Position Title:   | Shoreline Director                               | Position Code: |
| Department:       | Shoreline Management                             |                |
| FLSA Status:      | Exempt   |                |
| Revised:          | 00/00/2016                                       |                |
| Emergency Status: | Emergency Essential                              |                |
| Organization:     | City of South Padre Island                       |                |
| Address:          | 4601 Padre Blvd, South Padre Island, TX 78597    |                |
| Work Location:    | South Padre Island Municipal Complex             |                |
| Web Address:      | <a href="http://www.MySPI.org">www.MySPI.org</a> |                |

### Leadership

|                 |   |
|-----------------|---|
| Supervisor:     | City Manager  |
| Direct Reports: | Program & Project Manager, Administrative Assistant, Construction and Maintenance Foreman |

### Position Purpose

Develop, assess, recommend and implement sound scientific and ecological principles necessary for shoreline management and maintenance operations. Development of a strategic and long term plan for improving bay street ends, bay access points, and amenities along Tompkins Channel. Takes into consideration a wide range of interests including development, recreation and infrastructure needs, as well as preserving the beaches and dunes by providing for future sustainable development and community resiliency.

### Essential Functions

- Responds to inquiries related to department policies and procedures, responds to and resolves complaints, evaluates issues and options for optimum customer relations management regarding Shoreline Management and Maintenance operations.
- Monitors special events and their impact on the shoreline, shoreline access construction projects and grants.
- Serves as a member of the City's leadership team.
- Provides staff support to the Shoreline Task Force.
- Evaluates both the beach and bayside needs, formulates short and long range plans to meet needs in all areas of responsibility.
  - Assists with the development of legislative goals and works with the City's lobbyist to pass those goals.
  - Assists with the planning and development annexation goals for the beach and bayside as the City plans for the future.



- Analyzes and implements departmental policies and procedures for all aspects of the department to be consistent with best practices to achieve maximum efficiency and effectiveness of operations.
- Prepares necessary reports to support goals, objectives and operational status.
- Oversees, coordinates, and tracks status of Capital Improvement projects in progress related to shoreline management and maintenance.
- Oversees multi-agency coordination of bayside and beach maintenance and beach re-nourishment activities with Cameron County, General Land Office, and United States Army Corps of Engineers.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services, and coordinates activities related to the beach and bayside.
- Oversees the review of applications for Beach and Dune permits of private project development plans for compliance with codes, regulations, standards, adequacy of applications for permits and compliance with approved plans.
- Oversees the implementation and development of an application for bayside permits of private project development.
- Assist City staff in the enforcement of local ordinances and in interpreting city codes and master plans.
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, the selection criteria for public contracts, and oversees project management for the construction of beach access and bay access projects to ensure contractor compliance with time and budget parameters.
- Gathers, interprets, and prepares data for studies, reports and recommendations and provides technical and professional advice.
- Makes presentations to supervisors, boards, commissions, civic groups and general public.
- Writes and submits to the Texas General Land Office for all coastal grants (CEPRA, CIAP, CMP) and oversees management all grants received.
- Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
- Represents South Padre Island and serves as technical expert on inter-agency, national, state, and local committees as well as liaison with industry, research institutions, and various professional societies regarding the direction and integration of shoreline management issues.
- Responsible for all aspects of managing Beach User Fee program.
- Determines work processes and procedures, prepares work schedules and monitors work flow to meet goals, objectives and performance measures.





- Evaluates programs, services, staffing, equipment and infrastructure of the department's operations.
- Supervises department personnel including the hiring, training, evaluation, and discipline which includes mentoring and developing employees to foster creativity.

### **Secondary Functions**

- Attendance and participation in committee and board meetings when items related to Shoreline Management are on the agenda and when requested.
- Performs all other duties as assigned.

### **Capital and/or Fiscal Responsibility**

- Responsible for adhering to all City of South Padre Island Purchasing Policies while performing purchasing tasks.
- Prepares, manages and evaluates four budgets: Shoreline Maintenance Department (Fund 60) budget, Beach Access (Fund 61), Bay Access (Fund 62) and the Beach Re-Nourishment (Fund 81).

### **Credentials (minimum preferred)**

#### **Knowledge/Skills/Abilities**

- Considerable knowledge of Federal/State/Local ordinances regarding the shoreline and its resources.
- Ability to develop a thorough knowledge of applicable City policies, laws, and regulations affecting department activities.
- Ability to maintain effective working relationships with citizens, employees, supervisors and the general public.
- Ability to understand and manage high-profile, sensitive or controversial political situations.
- Demonstrated ability to successfully organize, and manage public sector operations and lead staff and teams to achieve goals and objectives.
- Demonstrated ability to communicate effectively both orally and in writing.
- Skill in operating applicable tools and equipment, as listed.
- Ability to analyze and synthesis complex or diverse information.
- Ability to collect and research data using intuition and experience to complement data.
- Ability work after hours, weekends and holidays if needed.

#### **Formal Education/Certification/Licenses**



- Graduation from an accredited four year college or university with a degree in biology, ecology, oceanography, marine/coastal geology or closely related field is required.
- Graduation from an accredited college or university with a Masters Degree in marine geology or coastal geology with coursework related to biology, ecology, marine botany, marine science, marine resource conservation, oceanography.
- Must possess a valid Texas driver's license or have the ability to obtain one.

#### **Prior Experience**

- Five (5) years' experience in shoreline resource management.
- Any equivalent combination of education and experience, to be determined by the City.

#### **Language Requirements**

- Bilingual: Spanish and English preferred.

### **Tools and Equipment Used**

Personal computer, Geographic Information System(GIS), Survey Grade GPS equipment, word processing, spreadsheet, data base and PowerPoint software, motor vehicle, telephone, mobile radio, fax and copy machine and other related equipment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with special needs to perform the essential functions. While performing the duties of this job the employee is occasionally required to walk, use hands to finger, handle feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or hear and smell. Hand-eye coordination is necessary to operate computers, various pieces of office equipment, and motor vehicle. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee often works in outside weather conditions. The employee occasionally exposed to wet and/or humid conditions, fumes or airborne particles,





toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually quiet to moderate. The work takes place both indoor in an air-conditioned office and outdoor on or around the beach and bay. While performing the duties of this position the employee will be exposed to direct sunlight on a regular basis.

### **Selection Guidelines**

Formal application; rating of education and experience; oral interview and reference check; and other job related tests may be required.

### **Acknowledgement**

*This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.*

Employee (print name): \_\_\_\_\_

Employee (signature): \_\_\_\_\_

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



## Position Description

|                   |  |                |
|-------------------|--|----------------|
| Position Title:   | Program and Project Manager                      | Position Code: |
| Department:       | Shoreline Department                             |                |
| FLSA Status:      | Exempt   |                |
| Revised:          | 00/00/2016                                       |                |
| Emergency Status: | Emergency Essential                              |                |
| Organization:     | City of South Padre Island                       |                |
| Address:          | 4601 Padre Blvd, South Padre Island, TX 78597    |                |
| Work Location:    | South Padre Island Municipal Complex             |                |
| Web Address:      | <a href="http://www.MySPI.org">www.MySPI.org</a> |                |

### Leadership

|                 |                    |
|-----------------|--------------------|
| Supervisor:     | Shoreline Director |
| Direct Reports: | n/a                |

### Position Purpose

Assist in the management, supervision, administrative, technical and professional work in the planning, construction, operation, repair, maintenance, and replacement of City Beach and Bay Access infrastructure.

### Essential Functions

- Responsible for beach maintenance quarterly reporting and capital improvement projects as assigned.
- Monitor and evaluate grant or contract activities and expenditures.
- Assists with the management of both the beach and bayside needs, formulates short and long range plans to meet needs in all areas of responsibility.
- Assists with the review of applications for beach and bayside construction permits of private project development.
- Plans and coordinates the pre and post emergency procedures during the hurricane season to include the relocation of beach and bayside resources before evacuation, such as vehicles and equipment.
- Determines work processes and procedures, prepares work schedules and monitors work flow to meet goals, objectives and performance measures.
- Responsible for training, supervision and discipline of employees as assigned.
- Plans, schedules and implements construction, maintenance, operation and construction activities designed to provide quality, beach and bayside access for the city.



- Oversees construction and maintenance work to determine acceptability and conformance to standards.
- Maintains a variety of records relating to personnel, equipment, supplies, and reports.
- Advises the Shoreline Director in matters relating to department activities.
- Oversees the safety of assigned maintenance staff and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Inspects and assists in the control and use of supplies and equipment used in the maintenance, construction of beach and bayside infrastructure.
- Assists with all aspects of managing the Beach User Fee program.

### **Secondary Functions**

- Serves on various employee or other committees as assigned.
- Attends City Council meetings if needed or requested.
- Performs all other duties as assigned.

### **Capital and/or Fiscal Responsibility**

- Responsible for adhering to all City of South Padre Island Purchasing Policies while performing purchasing tasks.
- Analyzes annual operating costs and makes recommendations for department budget.
- Assists with annual budget preparation.

### **Credentials (minimum preferred)**

- **Knowledge/Skills/Abilities**
  - Ability to develop grants or contracts including identifying goals and timetables as well as determining program needs and funding.
  - Ability to analyze and review financial data to develop forecasts, trends and draw logical conclusions.
  - Knowledge regarding all aspects of grant management.
  - Ability to train personnel on unit activities, procedures, and regulations.
  - Ability to interpret and apply rules, regulations, legislation, and policies.
  - Ability to organize, motivate and supervise the activities of various crews performing construction and maintenance work.
  - Ability to communicate effectively, verbally and in writing.
  - Ability to establish and maintain effective working relationships with employees, other departments and the public.
  - Ability to manage public sector operations and lead staff and teams to achieve goals and objectives.
  - Skill in operating applicable tools and equipment, as listed.





- Knowledge of the Request for Proposal (RFP) process.
- Knowledge in Local, State and Federal procurement regulations.
- **Formal Education/Certification/Licenses**
  - Graduation from an accredited four year college or university with a degree in Coastal Geology, Coastal Engineering or a closely related field is required.
  - Valid State Driver's license, or ability to obtain one.
- **Prior Experience**
  - Three (3) years of experience relating to the construction, repair and maintenance projects and or grant work/reporting.
  - Experience in working with state, and federal grant regulations including CEPRA, CIAP, RESTORE, CMP and other state and federal grant programs.
- **Language Requirements**
  - Bilingual: Spanish and English preferred.

### **Tools and Equipment Used**

Personal computer, Geographic Information System(GIS), Survey Grade GPS equipment, word processing, spreadsheet, data base and PowerPoint software, motor vehicle, telephone, mobile radio, fax and copy machine and other related equipment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with special needs to perform the essential functions. While performing the duties of this job the employee is regularly required to walk, use hands to finger, handle feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or hear and smell. Hand-eye coordination is necessary to operate computers, various pieces of office equipment, and motor vehicle. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee often works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles,





toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually quiet to moderate. The work takes place both indoor in an air-conditioned office and outdoor on or around the beach. While performing the duties of this position the employee will be exposed to direct sunlight on a regular basis.

### **Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

### **Acknowledgement**

*This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.*

Employee (print name): \_\_\_\_\_

Employee (signature): \_\_\_\_\_

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



## Position Description

|                   |  |                |
|-------------------|--|----------------|
| Position Title:   | Administrative Assistant                         | Position Code: |
| Department:       | Shoreline Management Department                  |                |
| FLSA Status:      | Non-Exempt                                       |                |
| Revised:          | 00/00/2016                                       |                |
| Emergency Status: | Emergency Non-Essential                          |                |
| Organization:     | City of South Padre Island                       |                |
| Address:          | 4601 Padre Blvd, South Padre Island, TX 78597    |                |
| Work Location:    | South Padre Island Municipal Complex             |                |
| Web Address:      | <a href="http://www.MySPI.org">www.MySPI.org</a> |                |

### Leadership

|                 |                    |
|-----------------|--------------------|
| Supervisor:     | Shoreline Director |
| Direct Reports: | None               |

### Position Purpose

Performs a variety of administrative work in keeping official records and providing administrative support to the Shoreline Management Department.

### Essential Functions

- Performs administrative work in answering phones, providing customer assistance, data processing and basic accounting.
- Schedules appointments.
- Receives the public and answers questions, responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Assists in the procurement of department materials and supplies by creating inventories and ordering supplies when needed.
- Operates listed tools and equipment as required.
- Prepares and monitors work orders.
- Receives, stamps and distributes incoming mail, processes outgoing mail.
- Composes and edits a variety of correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness.
- Coordinates travel plans for staff.
- Creates agendas, minutes, and packets for committees as required.
- Acts as custodian of departmental documents and records.
- Establishes and maintains filing systems.
- Responsible for the submission of the quarterly reports to the General Land Office (GLO).



- Attends meetings as required.
- Issues beach use permits and vehicle use permits to the public.
- Assists Director, Program and Project Manager and the Construction/Maintenance Foreman by maintaining and recording the status of projects on spreadsheet software.

### **Secondary Functions**

- Assists other departments when needed.
- Assists with the Beach User Fee Program.
- Assists with pre-landfall Emergency Preparedness during hurricane season.
- May act as City Hall Receptionist when needed.
- Performs all other duties as assigned.

### **Capital and/or Fiscal Responsibility**

- Responsible for adhering to all City of South Padre Island Purchasing Policies while performing purchasing tasks.
- Assists with yearly budget planning, budget transfers and adjustments, and creating bid proposals and advertisements.
- Responsible for entering a high volume of purchase orders and processing a high volume of invoices.
- Prepares monthly expense reports.

### **Credentials (minimum preferred)**

#### **Knowledge/Skills/Abilities**

- Working knowledge of computers and electronic data processing to include Excel and Microsoft office.
- Knowledge of modern office practices and procedures.
- Knowledge of basic accounting procedures.
- Skill in operation of listed tools and equipment.
- Ability to maintain effective working relations with employees, other departments, officials and the public.
- Ability to communicate effectively verbally and in writing.
- Ability to maintain accurate records; type and enter data accurately.

#### **Formal Education/Certification/Licenses**

- Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, or basic accounting.

#### **Prior Experience**





- Two (2) years of increasingly responsible related experience or any equivalent combination of related education and experience to be determined appropriate by the City.

#### **Language Requirements**

- Bilingual: Spanish and English preferred.

### **Tools and Equipment Used**

Multiline phone system, personal computer including word processing software, copy machine, postage machine, scanner, fax machine, and calculator.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk; lift and/or move up to fifteen (15) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work will usually be carried out in an air-conditioned office environment. The noise level in the work environment is usually quiet.

### **Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

### **Acknowledgement**

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*position and further affirm that I am physically and mentally able to perform the duties as described.*

Employee (print name): \_\_\_\_\_

Employee (signature): \_\_\_\_\_

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

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## Position Description

|                   |  |                |
|-------------------|--|----------------|
| Position Title:   | Bay Maintenance                                  | Position Code: |
| Department:       | Shoreline Management Department                  |                |
| FLSA Status:      | Non-Exempt                                       |                |
| Revised:          | 00/00/2016                                       |                |
| Emergency Status: | Post Impact/Recovery Assigned                    |                |
| Organization:     | City of South Padre Island                       |                |
| Address:          | 4601 Padre Blvd, South Padre Island, TX 78597    |                |
| Work Location:    | South Padre Island                               |                |
| Web Address:      | <a href="http://www.MySPI.org">www.MySPI.org</a> |                |

### Leadership

|                 |                                      |
|-----------------|--------------------------------------|
| Supervisor:     | Construction and Maintenance Foreman |
| Direct Reports: | n/a                                  |

### Position Purpose

Performs a variety of semi-skilled maintenance work, and operates a variety of equipment in the process of maintaining the bay and shoreline resources of South Padre Island.

### Essential Functions

- Maintains a variety of records relating to inspections and maintenance activity.
- Performs skilled carpentry work and concrete work as required on projects.
- Performs ongoing maintenance to shoreline access points.
- Performs preventative maintenance on all vehicles and tools used as required.
- Drives vehicles of various sizes and weights in the loading, hauling and unloading of various equipment, gravel, sand, seaweed or debris.
- Operates a variety of power construction and maintenance equipment.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of a crew.
- Removes debris or material from bay as needed by hand and/or equipment.
- Collect litter at bay endings and along Laguna Blvd.
- Empty trash cans at all bay accesses and along Laguna Blvd.
- Assists with sample collection and data processing.
- Performs ongoing maintenance to shoreline access points.
- Perform landscaping, mowing, and trimming in assigned areas.



## **Secondary Functions**

- Assists City staff with enforcement of local ordinances by informing citizens and staff when issues arise.
- Provide backup to related positions, as assigned.
- Performs all other duties as assigned.

## **Capital and/or Fiscal Responsibility**

- Responsible for adhering to all City of South Padre Island Purchasing Policies while performing purchasing tasks.
- Responsible for the proper use of the issued Fuel Man card used to purchase gasoline for equipment and vehicles.

## **Credentials (minimum preferred)**

### **Knowledge/Skills/Abilities**

- Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction, carpentry, plumbing and repair activities.
- Skill in the operation of the listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time while remaining safe.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments and the public.
- Ability to understand and carry out written and oral instructions.

### **Formal Education/Certification/Licenses**

- Graduation from high school or GED equivalent.

### **Prior Experience**

- Two (2) years of increasingly responsible related experience or any equivalent combination of education and experience to be determined by the City.

### **Language Requirements**

- Bilingual: Spanish and English preferred.

## **Tools and Equipment Used**

Dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, air compressors, sanders, generators, common hand and power tools, push and riding mowers, shovels, wrenches, detection devices, mobile radio, telephone, and ditch witch.





## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk, or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl and smell. The employee must frequently lift and/or move up to thirty (30) pounds and occasionally lift and/or move more than one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration. The noise level in the work environment is usually moderately noisy. While performing the duties of this position the employee will be exposed to direct sunlight on a regular basis.

## **Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

## **Acknowledgement**

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Employee (print name): \_\_\_\_\_

Employee (signature): \_\_\_\_\_

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





## Position Description

|                   |  |                |
|-------------------|--|----------------|
| Position Title:   | Beach Maintenance                                | Position Code: |
| Department:       | Shoreline Management Department                  |                |
| FLSA Status:      | Non-Exempt                                       |                |
| Revised:          | 00/00/2016                                       |                |
| Emergency Status: | Post Impact/Recovery Assigned                    |                |
| Organization:     | City of South Padre Island                       |                |
| Address:          | 4601 Padre Blvd, South Padre Island, TX 78597    |                |
| Work Location:    | South Padre Island                               |                |
| Web Address:      | <a href="http://www.MySPI.org">www.MySPI.org</a> |                |

### Leadership

|                 |                                      |
|-----------------|--------------------------------------|
| Supervisor:     | Construction and Maintenance Foreman |
| Direct Reports: | n/a                                  |

### Position Purpose

Performs a variety of semi-skilled maintenance work, and operates a variety of equipment in the process of maintaining the beaches and coastal resources of South Padre Island.

### Essential Functions

- Maintains a variety of records relating to inspections and maintenance activity.
- Performs skilled carpentry work as required on projects.
- Performs ongoing maintenance to beach access points.
- Performs preventative maintenance on all vehicles and tools used as required.
- Drives vehicles of various sizes and weights in the loading, hauling and unloading of various equipment, gravel, sand, seaweed or debris.
- Operates a variety of power construction and maintenance equipment.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of a crew.
- Removes debris or material from beach and beach accesses as needed by hand and/or equipment.
- Empty trash cans and collect and dispose of litter on beach and accesses.
- Assists with sample collection and data processing.
- Performs ongoing maintenance to beach walk-overs and access points including mobi-mats.
- Clean public restrooms located at beach access points.
- Performs landscaping, mowing and tree trimming in assigned areas.



## **Secondary Functions**

- Assist City staff with enforcement of local ordinances by informing citizens and staff when issues arise.
- Provide backup to related positions, as assigned.
- Performs all other duties as assigned.

## **Capital and/or Fiscal Responsibility**

- Responsible for adhering to all City of South Padre Island Purchasing Policies while performing purchasing tasks.
- Responsible for the proper use of the issued Fuel Man card used to purchase gasoline for equipment and vehicles.

## **Credentials (minimum preferred)**

### **Knowledge/Skills/Abilities**

- Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction, carpentry, plumbing and repair activities.
- Skill in the operation of the listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time while remaining safe.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments and the public.
- Ability to understand and carry out written and oral instructions.

### **Formal Education/Certification/Licenses**

- Graduation from high school or GED equivalent.

### **Prior Experience**

- Two (2) years of increasingly responsible related experience or any equivalent combination of education and experience to be determined by the City.

### **Language Requirements**

- Bilingual: Spanish and English preferred.

## **Tools and Equipment Used**

Dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, air compressors, sanders, generators, common hand and power tools, push and riding mowers, shovels, wrenches, detection devices, mobile radio, telephone, and ditch witch.





### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk, or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl and smell. The employee must frequently lift and/or move up to thirty (30) pounds and occasionally lift and/or move more than one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The noise level in the work environment is usually moderately noisy. While performing the duties of this position the employee will be exposed to direct sunlight on a regular basis.

### **Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

### **Acknowledgement**

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Employee (print name): \_\_\_\_\_

Employee (signature): \_\_\_\_\_

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





## Position Description

|                   |  |                |
|-------------------|--|----------------|
| Position Title:   | Construction and Maintenance Foreman             | Position Code: |
| Department:       | Shoreline Management Department                  |                |
| FLSA Status:      | Non-Exempt                                       |                |
| Revised:          | 00/00/2016                                       |                |
| Emergency Status: | Post Impact/Recovery Assigned                    |                |
| Organization:     | City of South Padre Island                       |                |
| Address:          | 4601 Padre Blvd, South Padre Island, TX 78597    |                |
| Work Location:    | South Padre Island Municipal Complex             |                |
| Web Address:      | <a href="http://www.MySPI.org">www.MySPI.org</a> |                |

### Leadership

|                 |   |
|-----------------|---|
| Supervisor:     | Shoreline Management Director   |
| Direct Reports: | Beach Maintenance Staff<br>Bay-side Maintenance Staff<br>Construction/Preventative Maintenance Staff<br>Equipment Operator I & II |

### Position Purpose

Assists the Shoreline Management Director in a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, and maintenance of beach access circles, beach access parking areas, directly on the beach, and bay-street ends. Supervises the daily activities, work schedules and directs work of various crews related to shoreline services. This position is a working supervisor and will also be required to perform maintenance activities with crews.

### Essential Functions

- Plans, schedules, supervises and performs shoreline maintenance operations and clean-up activities to ensure conformance to standards.
- Answer questions from the public related to shoreline maintenance procedures.
- Schedules work, determines project priorities and operational guidance for landscaping, construction, maintenance, and repair activities at public beach access circles.
- Advises the Shoreline Management Director in matters relating to division activities.
- Oversees set-up for shoreline events.
- Plans, organizes, assigns and performs preventive and remedial maintenance work for equipment and vehicles; prepares and maintains records of work performed.



- Plans, organizes, assigns and performs preventive and remedial maintenance at beach access circles, on public beach, and bay-street ends; prepares and maintains records of work performed.
- Assists the Shoreline Management Director in counseling subordinates on compliance with procedures, rules, and regulations.
- Supervises staff including the training, evaluation and discipline which includes mentoring and developing employees to foster creativity.
- Performs personnel administrative functions including leave scheduling and preparation of payroll.
- Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of walkovers, beach access circles, public beach, and other shoreline related services. Insures that all equipment is in proper working order and maintains an inventory.
- Monitors contracts with outside service providers to ensure compliance with established standards; conducts on-site inspections to review work being performed.
- Coordinates work projects and maintenance programs with various City officials, department personnel, and other agencies.
- Responsible for keeping the Director abreast of day-to-day operations through but not limited to reports, emails, conference calls, etc.

### **Secondary Functions**

- Serves on various employee committees as assigned.
- Performs all other duties as assigned.

### **Capital and/or Fiscal Responsibility**

- Responsible for adhering to all City of South Padre Island Purchasing Policies while performing purchasing tasks.
- Provides recommendations regarding heavy equipment purchases, supplies and materials needed for effective department operation.
- Assists in the planning and monitoring of the budget in regards to shoreline maintenance staff allocation, equipment, supplies, parts, and materials.

### **Credentials (minimum preferred)**

#### **Knowledge/Skills/Abilities**

- Basic knowledge of beach and dune system interactions.
- Basic knowledge of equipment, standards, materials, allowable methods and procedures used in maintaining the public beach and dune system.
- Skill in operation of the listed tools and equipment.





- Skill in the use of a personal computer and software programs.
- Ability to organize and supervise the activities of various crews performing construction and maintenance work.
- Ability to communicate effectively, verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments and the public.

#### **Formal Education/Certification/Licenses**

- Graduation from high school education or GED equivalent.
- Valid State Driver's license.

#### **Prior Experience**

- Three (3) years experience related to beach operations
- Five (5) years' experience in a lead or supervisory role.
- Any equivalent combination of education and experience, to be determined by the City.

#### **Language Requirements**

- Bilingual: Spanish and English preferred.

### **Tools and Equipment Used**

Broyhill load and pack trash compactor truck, dump truck, pickup truck, BeachTech, excavator, backhoe, saws, pumps, compressors, generators, common hand and power tools, shovels, wrenches, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.





## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings. While performing this position the employee will be exposed to direct sunlight on a regular basis.

## **Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

## **Acknowledgement**

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Employee (print name): \_\_\_\_\_

Employee (signature): \_\_\_\_\_

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