



City of Carthage, Missouri
**COMMITTEE ON
INSURANCE/AUDIT AND CLAIMS**

August 13, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of July 23, 2024 Minutes
 2. Review & Approval of the Claims Report
 3. Consider and discuss Mechanic job description
- 3. Citizens Participation**
(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Staff Reports
- 5. Adjournment**

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

July 23, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

OTHER COUNCIL MEMBERS:

STAFF PRESENT: Interim City Administrator Traci Cox, City Clerk Miranda Deal, and HR Coordinator Michael Miller

Chair Tiffany Cossey called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of July 9, 2024 Minutes

ACTION:	Motion to approve item 2.1. by Derek Peterson
	Motion Passed with a 4:0
AYES:	Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

2. Review & Approval of the Claims Report

ACTION:	Motion to approve item 2.2. by Terri Heckmaster
	Motion Passed with a 4:0
AYES:	Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

3. Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

4. New Business

1. Consider and discuss Tourism Director job description

Ms. Schramm asked if this position would be posted or if it would roll into the current spot, Ms. Cox stated that it would just carry over into the current spot. Ms. Cox also reported that she is working on getting a Tourism Board created.

ACTION:	Motion to approve new Tourism Director job description by Derek Peterson
	Motion Passed with a 4:0
AYES:	Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

2. Consider and discuss Mechanic job description

There needed to be some changes to this job description, it was asked to be tabled until the next meeting.

ACTION:	Motion to table item 4.2 until August 13 by Derek Peterson
	Motion Passed with a 4:0
AYES:	Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

3. Staff Reports

Ms. Cox reported that she had met with Assured Partners to review the utilization report for the employee health insurance. She stated that the risk index trend percentage has gone down over the past year, and there are currently 3 high cost claims which could affect renewal rates. The report shows a breakdown of ER visits by age group, and the trend seems to be that younger people prefer the ER and that may be due to them not having a primary care physician. Next year, the City of Carthage wellness committee will add a requirement to their points program that you will have to have a PCP in order to be eligible for the wellness incentive. Ms. Deal reported that they are waiting until October to continue on with the financial software upgrades. It was also reported that the online budget book is still getting worked on, the department heads had training the previous week on how to input information.

Ms. Cossey had a question on some of the claims and using local vendors, Ms. Cox stated that departments are encouraged to purchase from local vendors if the cost is within 10% of a nonlocal vendor. Ms. Cossey also asked about bills being in the 45-60 day late range. Ms. Cox and Ms. Deal said that there could be issues with the product so payment is held or the invoice gets sent out late, accounts payable checks for due dates and tries to get them sent out before they become late.

5. Adjournment

ACTION:	Motion to Adjourn at 05:42 PM by Terri Heckmaster
	Motion Passed with a 4:0
AYES:	Tiffany Cossey, Jana Schramm, Derek Peterson, Terri Heckmaster

JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Street
POSITION TITLE: Street Mechanic

SALARY GRADE: H
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

Responsible for performing fully skilled diagnosis maintenance and repair work on all light, medium and heavy gasoline and diesel-powered automotive and construction equipment that belong to the Street Department, along with vehicle fleet maintenance and heavy equipment from other City Departments. Performs all welding and metal fabrication needs to assist in performing their mission.

SUPERVISION RECEIVED:

Supervision is provided by the Street Superintendent. Because technical skills in the repair and maintenance of streets equipment and vehicles are expected to accompany the incumbent, supervision is generally in the nature of explaining specialized assignments or assignment changes. Incumbent is expected to use good judgement, common sense, and to demonstrate some independent knowledge in the performance of assigned duties.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include but are not limited to the following:

1. Perform all duties required to work on, maintain and repair vehicles, trucks, tractors and equipment that belong to the Street Department, along with vehicle fleet maintenance and heavy equipment from other City Departments. Maintenance requests must be approved by the Street Superintendent or the Public Works Administrative Coordinator.
2. Inspects, diagnoses and repairs mechanical defects or malfunctions in gasoline and diesel-powered vehicles and construction equipment.
3. Install all parts and accessories on trucks and equipment, as needed.
4. Repair all tools and machinery that belong to the department.
5. Troubleshoots, tears down, rebuilds, replaces or adjusts major assemblies and complex components.
6. Performs emergency repairs out of shop; may perform skilled repair work to vehicles and equipment.
7. Perform all the welding and metal fabrication as needed.
8. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: Ability to perform heavy manual tasks under varying weather conditions. Repairs and maintenance of gasoline and diesel engines. Mechanical skills on repairs and maintenance of trucks, and construction equipment. General welding and metal fabrications skills. Occupational hazards and standard safety precautions necessary in the work and work site; operating principles of electric motors and engines fueled by gasoline, diesel, or gaseous fuels; methods, materials, paint, tools, and techniques used in repair, maintenance, welding, and fabrication of heavy and light equipment as well as body and fender and mechanical repair work

on a variety of municipal equipment; and the use and care of tools used in the work.

Abilities: Abilities to work with others; and follow verbal and written directions; practice safe work procedures. Communicate effectively with those contacted in the course of work; follow written and verbal instructions; adapt available tools and repairs to specific repair problems; repair tires; interpret and work from sketches, schematic drawing, and other diagrams; perform with skill and independence in troubleshooting, inspecting, and repairing damage and defects in heavy and light equipment; operate drill press, hydraulic presses, gas and arc welding equipment, metal shear, and metal break. Practice safe work procedures. Communicate effectively with those contacted in the course of work.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Education:** High School diploma (or HSE-High School Equivalency Credential), preferred. Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. **Experience:** Three (3) years' experience in the repair and maintenance of gasoline and diesel engines. Repairing all tools and accessories on trucks and equipment. General mechanical skills on repairs and maintenance of truck, and construction equipment.

Physical Requirements: Shop environment; lifting, climbing and stooping; exposures to dust, grease, and noise. Lifts and carries up to 75 pounds and pulls or pushes up to 100 pounds of equipment and materials. Climbs, crawls, kneels, squats, stoops and bend freely when performing repairs. Must be able to hear clearly.

Licenses and Certificate: Possession of, or ability to maintain an appropriate valid Missouri driver's license; an appropriate Class B CDL with tanker and air brake endorsements; must be able to successfully complete a drug test.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 6:30 a.m. to 3:00 p.m. Monday through Friday. Employee is scheduled to work 80 hours during the bi-weekly work period.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act. Seasonal overtime is required for the position.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed: it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations under the American with Disabilities Act.

Signed: _____ Date: _____



Revised July 2024