 **TOQUERVILLE LIGHTING ADMINSTRATOR**

 Job Description

Date: December 2019

The Lighting Administrator shall perform the following duties.

DEFINITIONS OF POSITION: A city official designated by the city council to administer, interpret and enforce the Exterior Lighting chapter of the Toquerville City Code, and make recommendations thereunder.

LIGHTING ADMINISTRATOR DUTIES AND RESPONSIBILITIES:

* Receive and approve luminaires in public right-of-way through application from Rocky Mountain Power.
* Shall review applications for new exterior lighting or any existing exterior lighting on subject property that is part of an application for design, conditional use permits, PUDs, subdivisions, applicable signs permits, building permits or any other land use approval - regarding location, type, height, lumen output, and luminesce levels to determine whether the exterior lighting complies with the standards of the lighting ordinance.
* Shall convey in writing, recommendations regarding the exterior lighting compliance to the Building Official, Planning Commission or other appropriate approving body before their review or hearing of such building permit, design review, conditional use permit, PUD, subdivision or applicable sign permit.
* Shall issue a decision as to whether exterior lighting conforms with current light ordinance standards.
* In the event of any violations of the lighting ordinance, the Administrator shall give notice by hand or by certified mail demanding violation abatement, and may institute actions and proceedings for correction.

Minimum education and/or experience requirements:

QUALIFICATIONS: LIGHTING ADMINISTRATOR:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Lighting Administrator is hired part-time and will work under the direction of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in order to perform (but not be limited to) the above duties and support in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department.

It is expected that the Lighting Admnistrator will be subject to the direct supervision, orders, advice and direction of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as requested by the Mayor and City Council; perform such duties that are customarily performed by one holding such position; and other and possibly unrelated services and duties as may be assigned to him/her from time to time.

The employee should at all times, perform faithfully, industrially, and to the best of his/her ability, experience, and talents, all of the duties that may be required to the reasonable satisfaction of Toquerville City.

Term of Employment. The Lighting Administrator shall be hired as a permanent part-time employee for a training period of 6 months from date of hire. Part-time hours are up to, but not including 20 hours/week. It is expected that this position may become permanent full-time following the 6 month training period.

Employee Compensation. Beginning employment pay rate shall be \_\_\_\_\_\_\_\_\_\_\_hr and shall be paid twice monthly. Pay periods are from the 1st day of the month through the 15th day of the month, and from the 16th day of the month through the 31st. The work week runs from Saturday through Friday. Pay rate shall be increased under the direction of the Mayor.

As per the Toquerville Personnel Policies and Procedures Manual in Section X: Termination of Employment, the employee is an at-will employee.

Benefits. As a permanent part-time employee, the Lighting Administrator shall receive holiday pay for the following: New Year’s Day, Martin Luther King Jr Day, Independence Day, Pioneer Day, Labor Day, Veteran’s Day, Thanksgiving Day and the day following, and Christmas Day. Following the six-month training period the permanent part-time employee shall accrue personal leave (PTO) as outlined in the personnel manual.

When the employee is working 20 or more hours weekly, a Retirement Benefit will be added. Other benefits as granted to full-time employees will be added once the employee is working 30 or more hours weekly – currently including supplemental benefits (vision, D&D, dental, death), increased PTO, and a medical stipend in lieu of health insurance. All benefits are explained in the Toquerville Personnel Policies and Procedures Manual.