

**ORDINANCE 2025 - 10**

**AN ORDINANCE AMENDING ORDINANCE 2024-23, THE 2025 EMPLOYEE SALARY  
ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF HOBART,  
LAKE COUNTY, INDIANA,  
ADDING NEW JOB CLASSIFICATIONS AND COMPENSATION**

WHEREAS, the Common Council (“Council”) of the City of Hobart, Lake County, Indiana adopted Ordinance 2024-23 fixing the salaries of officers and employees of the City of Hobart for Fiscal Year 2025 on September 4, 2024; and

WHEREAS, the administration of the City of Hobart has been advised that there is a need to add a position of City Garage Helper as an additional compensation teamster position to allow for training and succession planning for the future staffing needs at the City Garage; to add a supplemental pay position of Software and GIS Facilitator for the newly acquired GIS permitting system; and to expand the opportunities for hiring an Events and Marketing Assistant who would work beyond the Park Department for the entire City; and

WHERE, the Council has been advised as to the City Garage Helper position that the Public Works Superintendent has reached out to the Teamsters leadership to obtain a Memorandum of Understanding to be added to the teamster’s contract should this position be created by the Council; and

WHEREAS, the Council has further been advised as to the City Garage Helper position that the intention of adding this position will allow for as-needed fill-in slots to cover for current City Garage Mechanics who are on vacation or other leave and provide probationary hours to those teamster employees who participate in this training should a permanent position become open; and

WHEREAS, the Council, having been advised of the job duties and intent of adding these position now desires to amend Ordinance 2024-23, adding the three positions: City Garage Helper as an additional compensation pay for qualified teamster employees; Software & GIS Facilitator as a supplemental pay position; and Events & Marketing Assistant for the entire City.

**NOW THEREFORE, BE IT ORDAINED** by the Common Council of the City of Hobart, Lake County, Indiana as follows:

SECTION ONE: That Ordinance 2024-23, Section 3: Teamster Employee Compensation be amended by adding the following:

(G) City Garage Helper Additional Compensation: Teamster employees who hold a current valid Commercial Driver’s License (CDL) and are assigned as a City Garage Helper shall receive additional compensation in the amount of \$ .50 per hour for each hour they are assigned to the City Garage as determined by the Superintendent of Public Works.

SECTION TWO: That Ordinance 2024-23, Section 1: CREDIT be amended by adding the following supplemental pay position:

	<u>Annual</u>	
	<u>Minimum</u>	<u>Maximum</u>
2209 090 111.0 ___ Software and GIS Facilitator (Additional Pay)	\$3,000.00	\$6,000.00

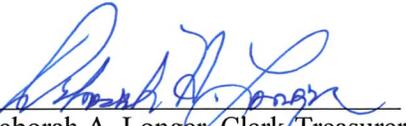
SECTION THREE: That Ordinance 2024-23, Section 1: CREDIT be amended by adding the following salaried position:

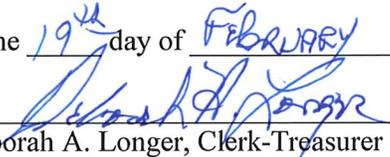
	<u>Annual</u>	
	<u>Minimum</u>	<u>Maximum</u>
2209 090 ___ Marketing and Planning Coordinator	\$31,200.00	\$59,450.00

54 SECTION FOUR: This Ordinance shall be in full force and effect after its passage by the Common Council  
55 and approval by the Mayor.

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57 SECTION FIVE: All other provisions of Ordinance 2024-23 and any amendments thereto shall remain in  
58 full force and effect.

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61 ALL OF WHICH is PASSED and ADOPTED by the Common Council of the City of Hobart, Indiana on  
62 this 19<sup>th</sup> day of February, 2025.

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66 ATTEST:    
67 Deborah A. Longer, Clerk-Treasurer Presiding Officer

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71 PRESENTED by me to the Mayor of the City of Hobart on the 19<sup>th</sup> day of FEBRUARY,  
72 2025 at the hour of 6:30 pm.  
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74 Deborah A. Longer, Clerk-Treasurer

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77 APPROVED, EXECUTED and RETURNED by me to the Common Council of the City of Hobart on this  
78 19<sup>th</sup> day of February, 2025.

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81 ATTEST:    
82 Deborah A. Longer, Clerk-Treasurer Josh Huddleston, Mayor

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## CITY OF HOBART PUBLIC WORKS DEPARTMENT

ADDITIONAL COMP.  
of 50¢/hr  
for hours worked  
in GARAGE

**Position Title:** City Garage Helper

**Department:** Public Works

**Position Type:** Scheduled as needed

### POSITION SUMMARY

A garage helper primarily assists a mechanic with routine vehicle maintenance and repair tasks, including retrieving vehicles, moving parts, cleaning work areas, performing basic checks like tire pressure and fluid levels, and helping with part removal and reassembly, while learning skills and experience that may be considered in future Mechanic position postings. This position will be scheduled and utilized as needed.

This is considered as training in which hours will accrue towards mechanic probationary time if at some point this individual is awarded a Mechanic position through the bidding process. Due to having to move vehicles of all ratings a CDL is required.

\*Qualified Teamster employees who hold a CDL and are assigned to the City garage will receive additional compensation of \$ .50 per hour each hour they are assigned.

### DUTIES

- **Vehicle Preparation:** Moving vehicles in and out of the garage, positioning them for repairs, and securing them with safety measures.
- **Basic Maintenance Tasks:** Assisting with oil changes, tire rotations, fluid level checks, battery replacements, and basic inspections.
- **Part Removal and Installation:** Helping to remove and install parts like brakes, filters, spark plugs, and other components as directed by the mechanic.
- **Cleaning and Organization:** Maintaining a clean work area by sweeping floors, wiping down tools, and organizing parts.
- **Tool Support:** Retrieving and handing tools to the mechanic as needed.
- **Data Collection:** Noting vehicle condition details and potential repair needs for the mechanic.
- **Learning and Development:** Observing experienced mechanics to gain knowledge of automotive systems and repair procedures.
- **Work Environment:** Primarily in a garage environment, exposed to grease, oil, and noise. May require working in various weather conditions if working on outdoor vehicles.

### SKILLS

- **Basic Mechanical Knowledge:** Familiarity with basic automotive components and systems.
- **Hand Tool Proficiency:** Ability to use common hand tools safely and effectively.
- **Physical Strength:** Ability to lift and move heavy parts and vehicles.
- **Attention to Detail:** Precisely following instructions and identifying potential issues.
- **Teamwork:** Collaborating effectively with other mechanics and service advisors.

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**From:** Kent Moore <kmoore@cityofhobart.org>

**Sent:** Thursday, February 6, 2025 2:24 PM

**To:** Clerk-Treasurer <clerk-treasurer@cityofhobart.org>; Kelly Clemens <kclemens@cityofhobart.org>; Mayor Huddlestun <mayorjosh@cityofhobart.org>; Human Resources <HR@cityofhobart.org>; Roseann Montes <rmontes@cityofhobart.org>

**Subject:** Garage Helper

Good Afternoon,

I wanted to touch base with you all to look over this job description to see if there is anything I need to do on my end before posting as this job title doesn't exist.

We have mechanic that will miss significant time for health-related issues, and we have others that have scheduled vacations so we need to start getting people trained to fill in and potentially be considered for a posting if we someday add a mechanic. I'd like to pay this as an operator rate position like a probationary Mechanic would be paid. This not necessarily a position we will fill daily. It will be as needed. I need to find interested people though to fill in when we are shorthanded or need another set of hands in the garage. I will also count these training hours as probationary hours if a permanent position should open. I need to be able to not only help out the garage, but also create possible opportunities for these men.

If there is any concerns about this, please let me know what I need to know what you need from me. Since it is not a permanent position I didn't think it needed to be added to the salary ordinance or negotiated into the contract, but I just want to make sure before post it.

Thanks!

Kent

**Job Title:** Software & GIS Facilitator  
**Location:** City of Hobart  
**Supplemental Pay:** \$3,000 - \$6,000 (Supplemental Pay)  
**Employment Type:** Supplemental/Part-Time

CREDIT  
ADDITIONAL PAY

### **Job Summary**

The City of Hobart is seeking a detail-oriented and technically skilled **Software/GIS Coordinator** to assist in managing Geographic Information Systems (GIS) and other software applications used by the city. This role involves developing, maintaining, and updating GIS data, troubleshooting software-related issues, and supporting various city departments in utilizing digital tools for planning and operations. The ideal candidate will have experience in GIS mapping, database management, and software troubleshooting. Hours may vary based on project needs and department requests.

### **Key Responsibilities**

#### **GIS & Software Management**

- Develop, update, and maintain GIS databases, maps, and layers for city projects.
- Assist city departments with GIS-related tasks, including mapping, spatial analysis, and data visualization.
- Ensure accuracy and integrity of GIS data while integrating it with other city systems.
- Provide support for city software applications, troubleshooting issues as needed.

#### **Collaboration & Support**

- Work closely with city departments to develop GIS solutions that enhance planning, infrastructure, and resource management.
- Assist in software training and provide guidance on GIS tools and applications.
- Support data collection efforts and assist in implementing new technologies to improve city operations.

#### **Administrative & Technical Duties**

- Maintain records of GIS updates, software changes, and system improvements.
- Research and recommend software solutions that align with city needs.
- Ensure compliance with data security and privacy standards.
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#### **Physical Requirements & Work Schedule**

- Primarily office-based work with occasional fieldwork as required.
- Flexible hours based on project deadlines and city department needs.

## **Qualifications & Requirements**

### **Education:**

- Associate's or Bachelor's degree in GIS, Computer Science, Geography, Information Technology, or a related field preferred.

### **Experience:**

- Experience with GIS software such as ArcGIS, QGIS, or equivalent required.
- Background in software troubleshooting, database management, or IT support preferred.

### **Skills:**

- Strong knowledge of GIS principles, spatial data analysis, and mapping techniques.
- Proficiency in database management and software troubleshooting.
- Ability to work independently and collaboratively with multiple departments.
- Strong problem-solving and analytical skills.

**Job Title:** Marketing & Planning Coordinator

**Department:** Mayor's Office

**Location:** City of Hobart

**Reports To:** Chief of Staff

**Employment Type:** Full-time

### **Job Summary**

The Marketing & Planning Coordinator will support various city departments in planning, promoting, and coordinating events and functions, such as ribbon cuttings, ceremonies, and community initiatives. This role focuses on marketing outreach through social media, print, and other media platforms to ensure successful event engagement. While the coordinator will manage event logistics, attendance at all events is not required. Hours will vary based on event schedules and may include evenings, weekends, and holidays as needed.

### **Key Responsibilities**

#### **Event Planning & Coordination**

- Assist city departments in the planning and execution of community events including ribbon cuttings and department-related ceremonies.
- Coordinate with vendors, sponsors, and community partners to ensure all logistical details are managed efficiently.
- Provide on-site event support when needed.
- Work with other city departments to organize and execute events.

#### **Marketing & Promotions**

- Design promotional materials using graphic design tools such as Canva.
- Distribute promotional materials, including flyers, social media content, and event listings.
- Assist with managing social media accounts to engage the community.
- Support marketing efforts through email campaigns, newsletters, and press releases.
- Ensure timely and accurate promotion of events on the City's website and local media outlets.

#### **Administrative & Support Tasks**

- Collect and analyze feedback to improve future events and marketing strategies.
- Prepare and organize materials, equipment, and supplies for events.
- Provide general administrative support as needed.

#### **Physical Requirements & Work Schedule**

- Comfortable working outdoors in all weather conditions.
- Flexible schedule required, including evenings, weekends, and holidays, with hours adjusted based on event needs.
- Must hold a valid driver's license.

## **Qualifications & Requirements**

### **Education:**

- High school diploma or equivalent required.
- Associate's or Bachelor's degree in Marketing, Event Management, Communication or a related field preferred.

### **Experience & Skills:**

- Prior experience in marketing, event planning or community engagement preferred.
- Excellent communication and interpersonal skills.
- Strong organizational skills with the ability to manage multiple tasks.
- Proficiency in social media platforms and basic marketing tools.
- Ability to work independently and collaboratively across departments.
- Knowledge of graphic design tools.

### **Work Environment:**

Requires concentrated attention to detail. Driving to various City sites, meetings, and events may be necessary. Tasks involve physical activity such as walking, standing, stooping, sitting, reaching. Manual dexterity is required for some tasks. Mental skills include memory, listening, patience, verbal instructions, emotional stability, critical thinking, and problem-solving.

### **How to Apply**

Interested candidates should submit a resume and cover letter detailing their qualifications and experience to [hr@cityofhobart.org](mailto:hr@cityofhobart.org)