

ORDINANCE 89- 3

AN ORDINANCE AMENDING ORDINANCE NO. 82-8  
"AN ORDINANCE ADOPTING A CODIFICATION OF PERSONNEL  
CLASSIFICATION PLAN AND CODIFICATION OF PERSONNEL PAY  
PLAN, PROVIDING FOR WAIVER THEREOF, REPEALING PRIOR  
CONFLICTING ORDINANCES AND REGULATIONS, WITH  
SEVERABILITY CLAUSE AND EMERGENCY PROVISION" BY  
MODIFYING CERTAIN PROVISIONS OF THE PERSONNEL PAY  
PLAN AND THE PERSONNEL CLASSIFICATION PLAN; WITH  
SEVERABILITY AND REPEALER CLAUSES; AND PROVIDING  
FOR AN EFFECTIVE DATE.

THAT WHEREAS, the City of Russellville, Kentucky has  
previously adopted a Codification of the Personnel Pay Plan and  
a Codification of the Personnel Classification Plan by Ordinance  
No. 82-8, that was subsequently amended by Ordinance No. 87-  
1 and 88-8, and the city representatives desire to modify certain  
provisions of same;

NOW, THEREFORE, BE IT ORDAINED THAT:

I. Section I of Ordinance No. 82-8 as amended is hereby  
amended so that it shall read as follows:

(1) The Codification of Personnel Classification Plan  
dated April 6, 1982, and Codification of Personnel Pay Plan dated  
April 6, 1982, attached hereto are adopted for the City of  
Russellville and are incorporated herein by reference and made  
a part of the permanent records of the City. The Pay Plan and  
Longevity Schedule, the Grade Allocation, and the Position  
Description for Director of Finance, Water/Sewer Maintenance  
Co-ordinator, Street Supervisor, and City Engineer, and Building  
Inspector, that were originally attached and adopted with these  
plans are hereby repealed and are replaced with the Pay Plan and  
Longevity Schedule (Rev. ~~8-1-88~~ 3-1-89), the Grade Allocation and  
the Position Description for Office Manager, Utilities Supervisor,

Assistant Utilities Supervisor, Street Supervisor, and Assistant Parks Director, Building and Zoning Inspector, Waste Water Plant Lab Technician and Pretreatment Program Co-ordinator that are attached hereto and incorporated herein by reference and made a part of the permanent records of the City. Section C (4) (a) of the Codification of Personnel Pay Plan is amended to provide that progression from Step A to Step B shall occur after one year of service, subject to the other terms and conditions of the plan.

II. In the event any provision of this Ordinance is invalid for any reason, such invalidity shall not affect validity of any other provision.

III. All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of that conflict only.

IV. This Ordinance shall be effective upon its passage and publication according to law.

FIRST READING CONDUCTED on March 21, 1989.

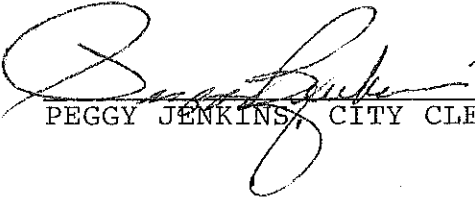
SECOND READING CONDUCTED AND PASSAGE by roll call vote this 4th day of April, 1989.

AYES:	NAYES:	ABSTAINING:	ABSENT
<u>Willie Hampton</u>	<u>Richard Simmons</u>	<u>None</u>	<u>None</u>
<u>Howard Wren</u>	_____	_____	_____
<u>Russell Jones</u>	_____	_____	_____
<u>Jean Hankins</u>	_____	_____	_____
<u>Everett Daniel</u>	_____	_____	_____
_____	_____	_____	_____

CITY OF RUSSELLVILLE

BY:   
KEN SMITH, MAYOR

ATTEST:

  
PEGGY JENKINS, CITY CLERK

## POSITION DESCRIPTION

CLASS TITLE: Pretreatment Program Coordinator

CHARACTERISTICS OF THE CLASS: Under general administrative direction, performs responsible and specialized technical work in directing the City's industries to maintain an effluent that is acceptable to our plant's design loadings of organic and inorganic substances.

EXAMPLES OF DUTIES: Works directly with Superintendent of Waste Water on projects that deal with industries and their pollutants. Samples and inspects any and all waste stream flows that could adversely affect the Waste Water Plant's effluent. Maintains records on categorical and non-categorical industries. Reports twice a year to the State's Pretreatment Coordinator. Works directly with the Superintendent to make sure all sludge is properly treated for ultimate disposal. Performs related work as required.

## MINIMUM REQUIREMENTS:

Training and Experience: Person in this position should hold a Class I Waste Water Treatment Operator's license which requires a high school education, one year of experience and examination and certification by the Kentucky Division of Natural Resources and Environmental Protection (KRS 224.135) (401 KAR 6:040). A person may be carried in this position as a trainee for no more than eighteen (18) months without obtaining a Class I Waste Water Treatment Operator's license.

Special Knowledge, Skills, and Abilities: Knowledge of State and Federal regulations regulating industrial pollutants. State and Federal regulations dealing with the disposal of sludge. Ability to oversee and work with subordinates to safely and efficiently perform assigned tasks. Ability to make accurate mathematical calculations and maintain records. Manual dexterity, simple mechanical aptitude and the physical capacity to perform skilled and manual tasks under adverse working and/or weather conditions. High school biology, chemistry and math knowledge. Strong communication skills a must. Must be able to communicate with State and Federal officials, local officials, and industrial management people. Public relations is a must. Possess a valid Kentucky Driver's License.

POSITION DESCRIPTION

CLASS TITLE: Waste Water Plant Lab Technician

CHARACTERISTICS OF THE CLASS: Under supervision, performs skilled and manual tests in a safe and efficient operation of the waste water treatment plant.

EXAMPLES OF DUTIES: Collects grab and composite samples for lab tests. Assists in the sampling of industries for pre-treatment. Performs any and all tests. Keep records of lab data and plant operations. Keeps records of all lab equipment and quality assurance records. Performs house cleaning duties in the operations building. Performs related work as required or directed by supervisor.

MINIMUM REQUIREMENTS:

Training and Experience: Person in this position should hold a Class I Waste Water Treatment Operator's license which requires a high school education, one year of experience and examination and certification by the Kentucky Division of Natural Resources and Environmental Protection (KRS 224.135) (401 KAR 6:040). A person may be carried in this position as a trainee for no more than eighteen (18) months without obtaining a Class I Waste Water Treatment Operator's license.

Special Knowledge, Skills, and Abilities: Knowledge of the lab equipment and its purpose. Ability to oversee and work with subordinates to safely and efficiently perform assigned tests. Ability to make accurate mathematical calculations and maintain records and log. Manual dexterity, simple mechanical aptitude and the physical capacity to perform skilled and manual tasks under adverse working and/or weather conditions. High school biology, chemistry and math knowledge. Possess a valid Kentucky Driver's License.

Code \_\_\_\_\_

## POSITION DESCRIPTION

CLASS TITLE: Zoning Administrator

CHARACTERISTICS OF THE CLASS: This is responsible, technical inspection work in obtaining compliance with the building maintenance code, zoning code, flood control code, subdivision regulations and related ordinances. Work involves responsibility for the inspection and enforcement of local, county and state ordinances involving building codes. Work involves inspecting both new construction at the various construction stages as well as inspecting alterations to existing dwellings and observing other non-dwelling code violations, including abandoned vehicles, proper placement and zoning for exterior signs, excessive weeds on vacant land, etc. Work is performed free of direct supervision, but administrative direction is received from the Mayor. Work is performed in accordance with code and ordinance requirements and is reviewed through observation, review of reports, and through investigation of citizen complaints. Work involves considerable public contact with citizens and law violators.

EXAMPLES OF DUTIES: Reviews applications for building permits and then makes inspections of new construction and alterations to existing buildings; checks for conformity with building maintenance codes and safety requirements. Inspects all new and old construction for illegal or unsafe conditions, sends notices of violations to property owners, follows up to insure compliance and, as a last resort, forwards cases for prosecution. Inspects exterior signs to insure that their location and size is in compliance with controlling ordinances. Performs related work as required.

### MINIMUM REQUIREMENTS

Training and Experience: A) Graduation from a standard senior high school, or demonstration of its equivalent, and B) either two years college level course work in building construction materials and methods or two years of field experience in building construction or two years experience as a licensed building contractor. Valid Kentucky Driver's License.

Special Knowledge, Skills, and Abilities: Knowledge of local zoning code, BOCA code, subdivision regulations, flood control code and national building codes; thorough knowledge of basic building construction principles. Knowledge of the techniques and approaches used in obtaining boundary compliance with codes and ordinances. Ability to inspect plans and buildings and to recognize deviations from code and safety requirements. Ability to maintain easily accessible files and records of city construction. Ability to deal effectively and firmly with building contractors, homeowners, construction foremen and other persons involved in the construction trades. Ability to develop clear and concise written reports. Some ability to read and interpret blueprints, construction sketches and drawings.