

ORDINANCE 91 - 7

AN ORDINANCE AMENDING ORDINANCE 82-8 "AN ORDINANCE ADOPTING A CODIFICATION OF PERSONNEL CLASSIFICATION FOR WAIVER THEREOF, REPEALING PRIOR CONFLICTING ORDINANCES AND REGULATIONS, WITH SEVERABILITY CLAUSE AND EMERGENCY PROVISION" BY ADDING THE ADDITIONAL POSITION OF CITY ENGINEER AND PROVIDING A JOB DESCRIPTION AND PAY CLASSIFICATION FOR SAME; WITH SEVERABILITY AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE

THAT WHEREAS, the City of Russellville has previously adopted 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", and the City has now determined that it is necessary and proper to amend that ordinance by adding the position of City Engineer;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF RUSSELLVILLE:

Section 1: The position of City Engineer is added as a new position to the Personnel and Pay Plan. The job description attached hereto and marked as Exhibit "A" is adopted for this position, and the position is classified as Grade Level 25 for payment classification purposes.

Section 2: In the event that any provision of this Ordinance is invalid for any reason, such invalidity shall not affect the validity of any other provisions.

Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of the conflict only.

Section 4: This Ordinance shall be effective upon its passage and publication according to law.

FIRST READING CONDUCTED ON September 3, 1991

SECOND READING CONDUCTED AND PASSAGE by roll call vote
this 17 day of September, 1991

AYES:

NAYES:

ABSTAINING:

ABSENT:

<u>Willie Hampton</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>Patricia Basham</u>			
<u>Russell Jones</u>			
<u>Howard Wren</u>			
<u>Jean Hankins</u>			
<u>Doyle Dunlap</u>			

KEN SMITH, MAYOR

ATTEST:


PEGGY JENKINS, CITY CLERK

NOTES AND SUGGESTIONS
ON
PROPOSED DESCRIPTION FOR CITY ENGINEER

General Definition of Work:

- ① Work is performed under the general supervision of the Mayor.

Typical Tasks:

- ② Oversees the preparation and maintenance of engineering records; including as-built drawings, utility distribution and location maps, street maps, topographic maps, and related materials.
- ③ Provides assistance and technical support regarding maintenance and rehabilitation of existing structures and utilities.

Required Knowledge, Skills and Abilities:

Comprehensive knowledge...as applied to...utility projects:
④ including public water supply and distribution systems; municipal waste, and wastewater collection, treatment and disposal systems; municipal streets and roadways; storm drainage; municipal flood and pollution abatement;... ability to plan projects and prepare related ⑤ preliminary engineering and final construction designs,... skill in the use of surveying and civil engineering instruments and equipment ⑥, including cadd/cam and other PC computer applications in engineering,....

Acceptable Education and Experience:

...and extensive experience in ⑦ the design, construction and maintenance of public works and municipal utilities,
....

Minimum Requirements: ⑧

Registration as a professional engineer (P.E.) in the State of Kentucky, (P.E. eligibility considered) in one or more of the following branches of engineering: civil, chemical, sanitary, highway, or structural.

CITY ENGINEER

RANGE:

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work in overseeing the planning, design and inspection of engineering projects for the City; does related work as required.

Work is performed under the general supervision of the Mayor. Supervision is exercised over subordinate personnel.

TYPICAL TASKS:

- *Coordinates the planning and construction of public works or public utility project, coordinates inter and intragovernmental activities, oversees bids, agreements and related matters with private contractors and other officials;
- *Plans, supervises and participates in the review of subdivision, site and construction plans and specifications for codes compliance, municipal standards and policies and sound engineering principles;
- *Participates in, directs and reviews work of subordinates in the preparation of specifications, maps, plans, profiles, field notes and designs of public works and utility projects;
- *Prepares complex technical reports and gives presentations of same as required;
- *Provides developers, contractors and the general public with technical information relating to engineering projects;
- *Coordinates work of consulting engineers, other municipal departments and governmental agencies;
- *Oversees the preparation and maintenance of engineering records; including as-built drawings, utility distribution and location maps, street maps, topographic maps, and related materials.
- *Assists in the application for grant monies from state and Federal agencies on applicable projects;
- *Remains current of Federal and State regulations impacting on designated projects;
- *Provides assistance and technical support regarding maintenance and rehabilitation of existing structures and utilities.
- *Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of civil engineering as applied to the development to public works and utility projects; including public water supply and distribution systems; municipal waste, and wastewater collection, treatment and disposal system; municipal streets and roadways; storm drainage; municipal flood and pollution abatement; ability to plan projects and prepare related designs, preliminary use of surveying and civil

engineering instruments and equipment, estimates and specifications; ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems and planning; ability to establish and maintain effective working relationships with City officials, employees, contractors and the general public; skill in the use of civil engineering instruments and equipment; including cadd/cam and other PC computer applications in engineering; ability to communicate complete ideas effectively verbally, and in writing; ability to calculate complex cost reports.

ACCEPTABLE EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major work in civil engineering, and extensive experience in the design, construction and maintenance of public works and municipal utilities, including some supervisory experience.

SPECIAL REQUIREMENTS:

Registration as a professional engineer (P.E.) in the State of Kentucky, (P.E. eligibility considered) in one or more of the following branches of engineering: civil, chemical, sanitary, highway or structural.

CITY OF RUSSELLVILLE - PERSONNEL OFFICE