

ORDINANCE 92-10

AN ORDINANCE AMENDING ORDINANCE 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 PROVIDING THE JOB DESCRIPTIONS AND PAY CLASSIFICATIONS FOR ENVIRONMENTAL ADMINISTRATOR, DIRECTOR OF SAFETY AND TRAINING AND ADMINISTRATIVE ASSISTANT-ENGINEERING OFFICE; 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 to provide for accurate job descriptions for the positions of Environmental Administrator, Director of Safety and Training and Administrative Assistant - Engineering Office;

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

Section 1: The job description for Environmental Administrator, Director of Safety and Training and Administrative Assistant - Engineering Office, as attached hereto and marked as Exhibits "A", "B" and "C" are adopted for these positions, and these positions are classified as shown on the attachments for payment classification purposes.

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

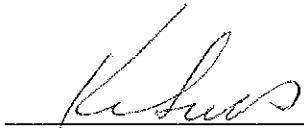
Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of that conflict only.

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

FIRST READING CONDUCTED ON July 7, 1992.

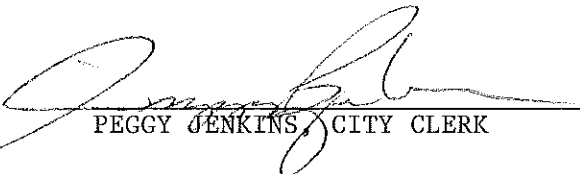
SECOND READING CONDUCTED AND PASSAGE by roll call vote this 21st day of July, 1992.

AYES:	NAYES:	ABSTAINING:	ABSENT:
<u>Willie Hampton</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>Patricia Basham</u>	<u></u>	<u></u>	<u></u>
<u>Russell Jones</u>	<u></u>	<u></u>	<u></u>
<u>Howard Wren</u>	<u></u>	<u></u>	<u></u>
<u>Jean Hankins</u>	<u></u>	<u></u>	<u></u>
<u>Jackie Dunlap</u>	<u></u>	<u></u>	<u></u>



KEN SMITH, MAYOR

ATTEST:



PEGGY JENKINS, CITY CLERK

ENVIRONMENTAL ADMINISTRATOR

RANGE:

GENERAL DEFINITION OF WORK.

Interpret statutes, regulations, and policies pertaining to the environment and work toward city-wide compliance; assess the potential impact of construction, reclamation or other activities on the environment; prepare Environmental Impact Statements. Perform other duties as required.

TYPICAL TASKS.

- * Interpret statutes, regulations and policies related to water/waste-water quality.
- * Participate in environmental enforcement activities against violators of applicable water/waste-water statutes and regulations.
- * Work directly with all city superintendents and the city engineer in identifying environmental problems and developing plans of action to achieve compliance with local, state, and federal laws.
- * Prepare Environmental Impact Reports and Environmental Impact Statements.
- * Perform technical analyses and evaluations of proposals, design plans and treatment facilities.
- * Write and initiate press releases on health related topics associated with water and sewage contaminants.
- * Attend and participate in conferences, hearings, and seminars.
- * Attend enforcement meetings and conferences; formal and preliminary hearings.
- * Set up water quality preservation program.
- * Develop and maintain a compatible working relationship with all local, state and federal officials.
- * Sample, inspect, or set up sampling and inspection programs as needed to insure water quality and waste effluent quality.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES.

Comprehensive knowledge of the basic principles and practices governing environmental activities to include; research, monitoring, coordinating, application of theory and practice. Knowledge of principles as set by federal, state and local authorities concerning the guidelines by which to operate in compliance with the above mentioned laws and standards. It is also important to have comprehensive laboratory skills in the natural and biological sciences as well as a basic understanding of the ecological ramifications of operating in a lab and atmosphere as

such. A grasp of modern techniques as well as news concerning the area(s) affecting the job shall be maintained at all times. This is to include further schooling and/or training if necessary.

MINIMUM REQUIREMENTS.

Graduate of an accredited college or university with a bachelor's degree in a natural, physical, biological or engineering science supplemented by two years in an environmental related program.

SPECIAL REQUIREMENTS.

NONE

GRADE 14

DIRECTOR
SAFETY AND TRAINING

RANGE:

GENERAL DEFINITION OF WORK.

Performs difficult professional, and administrative work in directing the planning, presenting, initiating, accomplishment, and evaluation of a Quality Safety and Training Program for the City that will meet and exceed minimum standards of the Kentucky Occupational Safety and Health Act (OSHA), as amended. Does related work as required.

Work is performed under the general supervision of the Mayor and City Engineer. Acts as City Compliance Officer (CO) in matters pertaining to the Safety and Training Program.

TYPICAL TASKS.

- * Prepares and keeps current directives, policies, and Standard Operating Procedures (SOP).
- * Act as the Facilitator of the Safety Committee (SC) and Liaison between the SC and department heads.
- * Monitors the Quality Safety Program (QSP) to assure acceptable levels of safety awareness exists and is practiced by supervisors and employees in all phases of job performance.
- * Ascertains Personal Protective Equipment (PPE) requirements. Coordinates requisitioning, storing, issuing, employee accountability, and performs routine equipment serviceability inspections as necessary to help safeguard the lives of employees and to conserve government equipment.
- * Furnish specific safety and training guidance to department heads as necessary.
- * Ascertains In-Service Training requirements of each job description and act as an educational counselor to employees in matters pertaining to minimum professional and formal education requirements in order to retain incumbency.
- * Formulates, publishes, instructs as necessary, and coordinates the initial and annual refresher requirements of OSHA safety standards with department heads and employees.
- * Assures a sufficient representation of employees in each department certified in CPR and First Aid procedures.
- * Identify and train, as a minimum, one instructor from each department to facilitate departmental training autonomy.

- * Monitors and furnishes periodic progress reports on individuals and departments.
- * Coordinates visits, both planned and unplanned, of representatives from the Kentucky Department of Labor and furnishes a list of any negative findings to the appropriate supervisor/employee(s) and recommends a plan of action that would preclude the recurrence of the deficiency.
- * Attends seminars and courses of instruction pertaining to Safety and Training matters offered by Federal, State, Regional, or City/County organizations that will enhance the knowledge and expertise of the Director and/or the City of Russellville Safety and Training Program.

REQUIRED KNOWLEDGE AND SKILLS.

Comprehensive knowledge of the principles and practices involved with directing a Safety and Training program including; formal training and application of theories and practices involved with establishing a quality program using approved written and verbal methods of communication; knowledge of basic computer technology associated with word processing, charts, graphs, and calculations; be able to plan, coordinate, and present various subjects of instruction to social, service, civic, educational, and religious, organizations as necessary. Work harmoniously and effectively with City officials, employees, contractors, and the general public. Use a variety of office machines to include, but not limited to, personal computer (PC), typewriter, reproduction machine, photographic equipment (video and still).

ACCEPTABLE EDUCATION AND EXPERIENCE.

Any combination of education and experience equivalent to graduation from an accredited college or university with major work in business, sociology, psychology, or related fields or a minimum of an Associate of Arts/Science degree and at least five years of experience in the field of safety and training in the US military or a comparable civilian organization.

SPECIAL REQUIREMENTS.

None.

CITY OF RUSSELLVILLE - PERSONNEL OFFICE.

CITY OF RUSSELLVILLE
CITY ENGINEER'S OFFICE

Administrative Assistant - Engineering Office

RANGE:

General Definition of Work

Performs relative difficult office management and administrative work in daily management of the City Engineer's Office and Zoning Commissioner's Office.

Work is performed under the supervision of the City Engineer. Supervision and lead is exercised over subordinate personnel.

Typical Tasks

- * Manage and coordinate the daily activities associated with the City Engineers and Zoning Administrator Office
- * Primary and first contact with public at Engineer/Administrator's Office and over telephone.
- * Collect and Discriminate technical information as direct by Engineer/Administrator.
- * Operate and manage data menu driven programs for IBM compatible computer
- * Prepare and retrieve data from menu driven programs, ie, Lotus 123, data spread sheets, and engineering, cost analysis, and planning programs
- * With a word processing program, prepare letters, contract and bid documents, engineering specifications and other technical documents.
- * Perform related tasks as required.

Required Knowledge, Skills and Abilities

Knowledge of office management, and public relations as related to the daily operation of an engineering or planning office; Knowledge and ability to meet with the public on a one to one basis either in the office or over the telephone; Knowledge and skills to operate menu driven programs on an IBM compatible computer; Written and verbal communications skills.

Acceptable Education and Experience

Any combinations of education and experience equivalent to graduation from a two year Community College plus two years of actual experience performing work as described herein Typical Tasks.

Special Requirements

Successful candidate will serve a probationary period of three months. Monthly evaluations (or more often if circumstances requires) will be given.

City of Russellville - Personnel Office

GRADE 10



CITY OF RUSSELLVILLE

CITY ENGINEER'S OFFICE

Administrative Assistant - Engineering Office

RANGE:

General Definition of Work

Performs relative difficult office management and administrative work in daily management of the City Engineer's Office and Zoning Commissioner's Office.

Work is performed under the supervision of the City Engineer. Supervision and lead is exercised over subordinate personnel.

Typical Tasks

- * Manage and coordinate the daily activities associated with the City Engineers and Zoning Administrator Office
- * Primary and first contact with public at Engineer/Administrator's Office and over telephone.
- * Collect and Discriminate technical information as direct by Engineer/Administrator.
- * Operate and manage data menu driven programs for IBM compatible computer
- * Prepare and retrieve data from menu driven programs, ie, Lotus 123, data spread sheets, and engineering, cost analysis, and planning programs
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City of Russellville - Personnel Office

Admin Dist

Ed	1st	60
App	3rd	30
Admin	2nd	10
Inspection	1st	20
Survey	3rd	10
Contacts	2nd	15
Conf. data	3rd	10
Worked/issued	2nd	5
Work Cond.	1st	
Change log	1st	5
Survey log	1st	5

230

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DIRECTOR

SAFETY AND TRAINING

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SPECIAL REQUIREMENTS.

None.

CITY OF RUSSELLVILLE - PERSONNEL OFFICE.

Pipety

Ed.	4rd	60
Experiments	4th	83
Duties	3rd	45
Inspection	3rd	20
Laws	3rd	10
Contacts	3rd	2
Comp. Skill	3rd	15
Mental	2nd	10
Work Cond.	2nd	10
Heart Super	1st	1
Scope of Super	1st	1
		290

13

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ENVIRONMENTAL ADMINISTRATOR

RANGE:

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such. A grasp of modern techniques as well as news concerning the area(s) affecting the job shall be maintained at all times. This is to include further schooling and/or training if necessary.

MINIMUM REQUIREMENTS.

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SPECIAL REQUIREMENTS.

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Succession index card

Education	4th	60
Experience	4th	80
Assets	3rd	45
Supervision Rec'	3rd	40
Knows	3rd	20
Contacts	4th	40
Confidential Status	3rd	15
Mental Status	2nd	10
Working Conditions	3rd	15
Character of Supervision	1st	5
Scope of Supervision	1st	5
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