

**ORDINANCE 96- 13**

**AN ORDINANCE AMENDING ORDINANCE 83-8 "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 DESCRIPTION AND PAY CLASSIFICATION FOR MAINTENANCE WORKER, WITH SEVERABILITY AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the City of Russellville has previously adopted Ordinance 83-8 "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 and Emergency Provision", and the City has now determined that it is necessary and proper to amend that ordinance to provide for an accurate job description for the position of Maintenance Worker;

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

Section 1: The job description for the position set forth above as attached hereto and marked as Exhibit "A" is adopted for this position, and this position is classified as shown on the attachment 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Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of that conflict only.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 October 22nd, 1996.

SECOND READING CONDUCTED ON AND PASSAGE by roll call vote this 5th  
day of November, 1996.

AYES:

NAYS:

ABSTAINING

ABSENT

Willie Hampton

Patricia Basham

Howard Wren

Russell Jones

Sean Hankins

Michael Baugh



KEN SMITH, MAYOR

ATTEST:

  
PEGGY JENKINS, CITY CLERK

**Class Title:** Maintenance Worker (            )

**Department:**        ALL

**Supervisor:**        Department Director

**Supervises:** None

**Class Characteristics:**        Under supervision, performs manual and semi-skilled work involving both heavy and light manual labor tasks for the City and performs related work as required.

**General Duties and Responsibilities:**        Performs manual and semi-skilled work in the maintenance of the department. Digs, opens and closes graves, markers and monuments in cemetery department. Mows grass and trims shrubs. Operates tractors, mowers, and other heavy equipment. Responsible for the care and maintenance of equipment. Gathers and disposes of trash. Rakes and collects leaves. Performs preventive maintenance duties on equipment; cleans and properly stores equipment and tools after use.

## **DESIRABLE QUALIFICATIONS**

**Training and Experience:**    No education or work experience requirements; however, must be able to follow oral and written instructions. No promotions until high school diploma or GED is obtained.

### **Special Knowledge, Skills and Abilities:**

**Knowledge:**    Knowledge of equipment, material, methods and techniques. Knowledge of work hazards and applicable safety procedures associated with equipment, vehicles and tools.

**Abilities:**        Ability to comply with established safety standards. Ability to operate heavy equipment. Ability to establish and maintain effective working relationships with employees and the general public. Possess mechanical aptitude, manual dexterity and good physical condition.

## **ADDITIONAL INFORMATION**

**Instructions:**    Detailed and specific, covering most aspects of the work.

**Processes:**        Seldom required to take different, new or unusual approaches in completing work assignments.

**Review of Work:**    Work is generally reviewed as it is being completed.

**Maintenance Worker**  
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**Analytical Requirements:** Duties are of a routine nature.

**Tools, Equipment and Vehicles Used:** Tractor, Pickup, small motorized equipment, manual tools.

**Physical Requirements of the Job:** Work is performed both indoors and outdoors; however, most work is completed outdoors regardless of weather conditions. Must lift heavy objects (more than 25 pounds); must operate vehicle and equipment as a job requirement; exposed to machinery and its moving parts; exposed to confined spaces; exposed to fumes, chemicals, and toxic substances.

**Contacts:** Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

**Confidential Information:** No confidential information.

**Mental Effort:** Light.

**Interruptions:** Few.

**Special Licensing Requirements:** Must possess and maintain a valid drivers license issued by the Commonwealth of Kentucky.

**Availability:** Must be able to work on weekends.

**Certification Requirements:** None.

**Overtime Provision:** Non-exempt.