

ORDINANCE NO. 11

ORDINANCE UPDATING CLASSIFICATION AND COMPENSATION PLANS

WHEREAS, the City Council and the Administration of the City of Russellville recognize that the City's classification plan must be upgraded from time to time in order to maintain an adequate work force;

NOW THEREFORE BE IT ORDAINED by the City Council, City of Russellville, Commonwealth of Kentucky:

(1) That the following class specification (job description) shall be incorporated into the city's classification plan:

Class Title: Utilities Director

Department: Utilities

Supervisor: Mayor

Supervises: All Employees Assigned to Department

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates the activities and programs of the department; insures proper construction, maintenance, operation and cleanliness of systems for collection and treatment of wastewater, and treatment and distribution of water for the service area; performs related work as required.

General Duties and Responsibilities:

Essential: Plans, organizes, directs, coordinates and evaluates the construction, operation, maintenance and cleanliness of the utility system, including plants, substations, lines, tanks, etc. Responsible for construction, operation, maintenance and cleanliness of water and wastewater systems. Works with federal and state agencies to ensure compliance with federal and state laws and administrative regulations. Confers with Mayor, contractors, and others in regard to utility system. Consults with Mayor, consultants, and/or subordinates on work problems, plans, blueprints, specifications, and other working papers relating to proposed utility operation, construction, installation, and improvement projects. Reviews and analyzes methods, equipment used, and performance to increase effectiveness, improving results or effecting economics in collection, operation and distribution activities. Assists with establishment of preventive maintenance program; insures compliance with preventive maintenance program after implementation. Insures preparation and maintenance of records, reports, etc.; insures that reports are forwarded to required organizations in timely manner. Assists Division Superintendents with personnel-related issues, including

employment, training, promotion, disciplinary actions, etc.; recommends salary increases to Mayor during budget process. Assists with administration of budget. Authorizes purchases within established limits. Insures adequate inventory of materials, supplies and spare parts. Attends training programs; recommends training programs for departmental employees. Insures accurate time records for all employees. Responds to emergency situations; may assume control upon arrival.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years directly related work experience, including two years in a supervisory capacity. (See Certification Requirements below for additional requirements.)

Special Knowledge, Skills and Abilities:

Knowledge: Knowledge of the principles and practices of public administration as applied to the administration of diversified utility activities. Knowledge of the materials, methods, and practices necessary for the construction, operation, maintenance and cleanliness of water and wastewater collection, treatment, and/or distribution systems. Knowledge of federal, state and local laws, administrative regulations, and ordinances relating to water and wastewater collection, treatment, and/or distribution. Extensive knowledge of functions and servicing/maintenance requirements of equipment and machinery. Knowledge of engineering as applied to planning, location, construction, and maintenance of utility lines, facilities, and systems. Extensive knowledge of the geography of the service area. Extensive knowledge of work hazards and applicable safety precautions associated with equipment, vehicles, tools, and procedures; ability to insure compliance with safety standards.

Abilities: Ability to plan, organize, direct and evaluate the work of others. Ability to communicate effectively, orally and in writing. Ability to prepare job specifications and cost estimates. Ability to insure compliance with preventive maintenance and servicing programs. Ability to prepare and/or insure the preparation of records and reports on a timely basis, and to insure that reports are forwarded as required. Ability to establish and maintain effective working relationships with federal and state officials, city officers and employees, and the general public.

ADDITIONAL INFORMATION

Instructions: Instructions are somewhat general; many aspects of work are covered specifically, but must use own judgment some of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts and programs within established limits or policies.

Review of Work: Completed work is reviewed through reports.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Tools, Equipment and Vehicles Used: Construction and/or mechanical tools and equipment (hand tools, power tools, etc.), vehicles, backhoe, trencher, air compressor, tamper, safety equipment.

Physical Requirements of the Job: Work may be performed indoors, but is typically performed outdoors regardless of weather conditions, requiring intermittent standing, walking, stooping; must lift objects over 25 pounds; must operate vehicle; required to be in high places, confined spaces, and using stairs and ladders; exposed to fumes, chemicals and toxic substances.

Contacts: Public and internal contacts requiring tact and diplomacy are a requirement of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate.

Interruptions: Frequent.

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

Availability: Must be able to respond to emergency situations at all hours.

Certification Requirements: Possession of Class IIIA Water Plant Operators License, Class III Wastewater Plant Operators License, Distribution Certification, and Landfarming Certification preferred, but not required.

Overtime Provision: Exempt.

(2) Compensation for the class shall be established at Grade 21 within the city's compensation plan.

(3) That the classification plan may be waived, altered, or suspended only by a change of ordinance.


Date of First Reading: 8/19/97

Date of Second Reading: 9/2/97

Date of Publication: 9/19/97



Mayor

ATTESTED: 

City Clerk