

ORDINANCE 98- 10

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 INFLOW & INFILTRATION CONSTRUCTION/SUPERVISOR, EQUIPMENT OPERATOR, MAINTENANCE WORKER I AND MAINTENANCE WORKER II, 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 accurate job descriptions for the positions of Inflow & Infiltration Construction/Supervisor, Equipment Operator, Maintenance Worker I and Maintenance Worker II;

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

Section 1: The job description for the positions set forth above as attached hereto and marked as Exhibit "A", "B", "C" and "D" 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Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of that conflict only.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 7th, 1998.

SECOND READING CONDUCTED ON AND PASSAGE by roll call vote this 21st day of July, 1998.

AYES:	NAYS:	ABSTAINING	ABSENT
<u>Willie Hampton</u>	<u>None</u>	<u>None</u>	<u>Howard Wren</u>
<u>Ken Barrett</u>			<u>Morris L. Kisselbrough</u>
<u>Russell Jones</u>			
<u>Sean Hawkins</u>			

Ken Smith  
KEN SMITH, MAYOR

ATTEST: Peggy Jenkins  
PEGGY JENKINS, CITY CLERK

Class Title : Inflow & Infiltration Construction/Supervisor

Dept/Div : Waste Water Maintenance/Construction

Supervisor : Mayor

Supervises : Inflow & Infiltration Personnel

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates the activities and programs of the department ; supervises personnel assigned to construction and maintenance of wastewater system ; assists other departments as requested ; performs related work as required .

General Duties and Responsibilities :

Essential : Plans ,organizes , directs , coordinates and evaluates all activities and programs of the department . Supervises employees assigned to the department . Assists with formulation of operating policies and procedures with reference to construction and maintenance of wastewater collection systems . Supervises maintenance and cleanliness of wastewater collection systems , insuring compliance with established procedures and standards and federal , state , and local laws and administrative regulations ; assists with performing required duties . Supervises and assists with breaking , pouring , shoveling , tamping, and finishing of asphalt and concrete . Locates wastewater lines ; maintains records and maps of all lines for all systems . Operates heavy equipment . Checks systems for leaks ; insures that all leaks are repaired . Assists with implementation of safety procedures and regulations . Insures compliance with preventive maintenance program . Maintains proper paperwork for all projects , including charging of materials and labor . Assists with maintaining inventory of materials , supplies , and spare parts . Attends training programs ; insures that departmental personnel attend training programs to obtain certification as required . May represent the department at staff meetings . Responds to emergency situations involving wastewater collection systems at all hours . Attends training programs .

Non-essential : Uses explosives , provided licenses are maintained .

#### MINIMUM QUALIFICATIONS

Training and Experience : Graduation from high school or equivalent preferred supplemented by three years directly related work experience .

Special Knowledge , Skills and Abilities :

Knowledge : Thorough knowledge of wastewater collection system , including construction and maintenance of systems . Thorough knowledge of federal , state and local laws and administrative regulations reference wastewater collection . Thorough knowledge of functions and servicing/maintenance requirements of equipment and machinery . Thorough knowledge of the proper use of explosives . Thorough knowledge of and ability to insure compliance with safety requirements . Thorough knowledge of the geography of the service area . Knowledge of welding , pipe fitting , carpentry , concrete , etc . Knowledge of traffic laws .

Abilities : Abilities to supervise the construction and maintenance of wastewater systems . Abilities to detect mechanical flaws and assist with minor repairs on equipment . Ability to insure compliance with preventive maintenance and servicing programs . Ability to prepare and/or insure the preparations 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 officers , other employees and the general public . Mechanical aptitude , manual dexterity , and good physical condition .

#### ADDITIONAL INFORMATION

Instructions : Instructions are somewhat general ; many aspects of work are covered specifically , but must use own judgement 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 spot-checked ; work is reviewed through required oral and written reports .

Analytical Requirements : Problems require analysis based on precedent .

Tools , Equipment and Vehicles Used : Mechanical tools and equipment (hand tools , power tools , etc . ) , vehicles , backhoe , trencher , air compressor , safety equipment , etc .

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

Contacts : Frequent public and internal contacts are requirements of the job .

Confidential Information : Regular use of confidential information .

Mental Effort : Moderate/ heavy.

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 .

Additional Requirements : None .

Overtime Provision : Non-exempt .

Class Title: Equipment Operator

Dept/Div: Utilities/Maintenance/Construction

Supervisor: Inflow & Infiltration Maintenance/Construction

Supervises: May Supervise Personnel Assigned to Equipment

Class Characteristics : Under general direction , operates departmental equipment while assisting with performing required duties; performs related work as required.

General Duties and Responsibilities:

Essential: Operates equipment ( backhoe , trencher , dump truck ,etc.) to construct , install , maintain , or repair wastewater collection system , lift station , etc. Supervises personnel assigned to vehicle while assisting with performing all duties . Performs duties with crews when not operating equipment . Insures compliance with safety standards at all times . Detects malfunctions in equipment ; performs minor repairs and recommends major repairs to superiors . Cleans vehicle , equipment and tools after use . Assists other crews and departments as requested .

Non-Essential : None .

Minimum Qualifications

Training and Experience : Graduation from high school or equivalent preferred, supplemented by two years directly related work experience .

Special Knowledge , Skills and Abilities :

Knowledge : Knowledge of equipment , materials, methods and techniques used in construction , installation , maintenance and repair of utility systems . Thorough knowledge of operating characteristics , servicing requirements , work hazards and applicable safety precautions associated with vehicles , equipment and tools . Knowledge of and ability to insure compliance with safety requirements . Knowledge of the geography of the service area .

Abilities : Ability to operate departmental equipment and vehicles safely . Ability to detect mechanical flaws and make minor repairs to equipment . Ability to monitor and remain in compliance with preventive maintenance and servicing programs . Ability to maintain safety standards and practices . Ability to supervise any personnel assigned to equipment while assisting with the required duties . Ability to establish and maintain effective working relationships with Utility officers and employees , and the general public . Ability to perform manual labor under extreme weather conditions for extended periods of time . Ability to communicate effectively , orally and in writing . Possess mechanical aptitude , manual dexterity , and good physical condition.

Additional Information

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

Processes: must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

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

Analytical Requirements: There is a choice of standard procedure.

Tools, Equipment and vehicles used: Must operate all departmental equipment and vehicles; must use all departmental tools when assisting with Maintenance Worker duties.

Physical Requirements of the Job: Work is performed primarily outdoors including walking and standing, regardless of weather conditions; must operate equipment and vehicle; exposed to machinery and its moving parts; exposed to dangerous machinery and sharp tools; required to be in confined spaces; must use stairs and ladders in order to complete work assignments.

Contacts: Public and internal contacts are requirement of the job.

Confidential Information: Little or no confidential information.

Mental Effort: Moderate.

Interruptions: Few

Special licensing Requirements: Must possess and maintain a valid drivers license issued by the Commonwealth of Kentucky; may be required to obtain Commercial Drivers license while employed in the class.

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

Additional Requirements: Upon receipt of a Commercial Drivers license, must participate in mandatory drug and alcohol testing program.

Overtime Provision: Non-exempt

Class Title: Maintenance Worker I

Dept/Div: Inflow & Infiltration / Maintenance/Construction

Supervisor: Inflow & Infiltration Maintenance/Construction Supervisor

Supervises: None

Class Characteristics: Under general supervision, performs semi-skilled and manual labor activities in the construction, installation, maintenance and repair of the wastewater collection systems; performs related work as required.

Responsibilities:General Duties and

Essential: Assists with construction, installation, maintenance and repair of wastewater collection system, including installation and/or replacement of lines lift stations,etc. Makes wastewater taps, (otherwise not provided by water sewer maintenance) locates gas, and wastewater lines. Inspects and locates leaks in lines. Operatesn equipment, vehicles and tools assigned to the Department. Installs/builds manholes; cleans wastewater lines as required. pours concrete, blacktop, etc. Assists with keeping all departmental equipment in working order. Performs servicing and assists with preventive maintenance programs on equipment; makes minor repairs and/or adjustments to equipment; forwards requests for major repairs to superiors. Cleans equipment , vehicles and tools after use. Operates equipment after obtaining appropriate license and training. Assists with other duties in oter departments on regular basis as requested.

Non-Essential : None .

#### MINIMUM QUALIFICATIONS

Training and Experience : No education or work experience requirements ; however , must be able to follow oral and written instructions .

Special Knowledge , Skills and Abilities :

Knowledge : Knowledge of equipment , materials , methods and techniques used in construction , installation , maintenance and repair of gas and wastewater collection system . Knowledge of the functions , servicing and maintenance requirements of departmental mechanical equipment and machinery . Knowledge of the geography of the service area , including location of meters . Knowledge of work hazards and applicable safety precautions associated with equipment , tools , vehicles and procedures . Knowledge of welding , pipe fitting , carpentry , concrete , etc . Knowledge of traffic laws .

Abilities: Ability to operate motorized equipment. Ability to assist with maintenance (or preventive maintenance)and servicing program. Ability to perform work activities involing carpentry, electrical, plumbing, painting pouring concrete, etc. Ability to detect mechanical problems and make minor repairs. Ability to establish and maintain effective working relationships with other employees, and the general public. Physical ability to perform heavy labor for extended of time, often under adverse weather conditions.

## ADDITIONAL INFORMATION

Instructions: Instruction are initially very specific, but become somewhat general with work experience; many aspects of work covered specifically, but must use some of own judgment.

Processe: Must occasionally consider different courses of action to get job done.

Review of Work: Most or all of completed work reviewed.

Analytical Requirements: Duties are of routine nature.

Tools, Equipment and Vehicles Used: Drives and operates departmental vehicles and equipment after obtaining proper licenses, training, etc. Must use hand tools.

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

Contacts: Some public and internal contacts.

Confidential Information: No use of confidential information.

Mental Effort: Moderate

Interruptions: Few

Special Licensing Requirements: They may need to possess and maintain a valid drivers license issued by the Commonwealth of Kentucky; may be required to obtain a commercial drivers license while employed in the class.

Additional Requirements: Must be able to respond to calls in any emergency situations at all hours. Upon receipt of commercial drivers license, must participate in mandatory drug and alcohol testing program as condition of continued employment.

Overtime Provision: non-exempt.



Class Title: Maintenance Worker II

Dept/Div: Utilities / Maintenance/Construction

Supervisor: Inflow & Infiltration Maintenance/Construction Supervisor

Supervises: May Supervise Maintenance Worker I in Absence of Higher Authority

Class Characteristics: Under general supervision, performs semi-skilled and manual labor work activities in the construction, installation, maintenance and repair of waste water collection systems; performs related work as required.

General Duties and Responsibilities:

Essential: Assists with construction, installation, maintenance and repair of wastewater collection, including installation and/or replacement of lines, lift stations, install wastewater taps, (otherwise not provided by water sewer maintenance) locates gas, wastewater lines, etc. Inspects and locates leaks in lines. Operates equipment, vehicles and tools assigned to Department. Install, build, manholes, clean wastewater lines as required. Pours concrete, blacktop, ect. Assists with keeping all departmental equipment in working order. Performs servicing and assisting with preventive maintenance programs on equipment. Insures compliance with safety standards at all times. Makes minor repairs and/or adjustments to equipment; forwards request for major repairs to superiors. Cleans vehicles, equipment and tools after use. Operates equipment after obtaining appropriate training. Assists with other duties in other departments on regular basis as requested.

Non-Essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent ( preferred), supplemented by a minimum of two years experience as a Maintenance Worker I or equivalent. (Preferred but not required).

Special Knowledge, Skills and Abilities:

Knowledge: Knowledge of equipment, materials, methods and techniques used in construction, installation, maintenance and repair of gas and wastewater collection system. Knowledge of the functions, servicing and maintenance requirements of departmental mechanical equipment and machinery. Knowledge of geography of the service area including location of manholes. Knowledge of work hazards and applicable safety precautions associated with equipment, tools, vehicles and procedures; and ability to comply with safety standards. Knowledge of welding pipe fitting, carpentry, concrete, etc.. Knowledge of traffic laws.

Abilities: Ability to operate motorized equipment. Ability to assist with maintenance (or preventive maintenance) and servicing program. Ability to perform work activities involving carpentry, electrical, plumbing, pouring concrete, etc. Ability to detect mechanical problems and

make minor repairs. Ability to establish and maintain effective working relationships with officers, department directors, other employees, and the general public. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditons.

#### ADDITIONAL INFORMATION

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

Processes: Must occasionally consider different courses of action to get job done.

Review of Work: Most or all of completed work is reviewed.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: Dump truck, backhoe trencher, welder, tapping machine, jack hammer, line locator, air compressor, sewer manchines, hand tools, ect.

Physical Requirements of job: Work requires standing, walking, stooping; must lift objects over 25 pounds; work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; required to be in high places, confined spaces, and using stairs and ladders; exposed to fumes, chemicals and toxic substances.

Contacts: Some public and internal contacts.

Confidential Information: No used of confidential information.

Mental Effort: Moderate.

Interruptions: Few

Special License Requirements: Must posses and maintain a valid drivers license issued by the Commonwealth of Kentucky; may be required to obtain Commercial Drivers license while employed in the class.

Additional Requirements: Must be able to respond to calls in emergency situations at all hours. Upon receipt of a commercial drivers license, must participate in mandatory drug and alcohol testing program.

Overtime Provision: Non-exempt.