

ORDINANCE 98- 19

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 A JOB DESCRIPTION AND PAY CLASSIFICATION AS SHOWN ON EXHIBIT "A" FOR THE POSITION OF ASSISTANT WASTEWATER PLANT SUPERINTENDENT 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 and pay classification for the position of Assistant Wastewater Plant Superintendent;

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

Section 1: The job description and pay classification for the position of Assistant Wastewater Plant Superintendent set forth on Exhibit "A" attached hereto is adopted for that position, and that position is classified as shown on the Exhibit for payment classification.

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Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of that conflict only.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 November 11th, 1998..

SECOND READING CONDUCTED AND PASSAGE by roll call vote this 8th day
of December, 1998.

AYES:

NAYES:

ABSTAINING:

ABSENT:

Willie Hampton

Ken Barnett

Howard Wren

Russell Jones

Jean Hankins

Morris L. Kisselbaugh

Ken Smith
KEN SMITH, MAYOR

ATTEST:

Peggy Jenkins
PEGGY JENKINS, CITY CLERK

Class Title: Assistant Wastewater Treatment Plant Superintendent

Dept/Div: Utilities / Wastewater Treatment

Supervisor: Mayor / Wastewater Treatment Plant Superintendent

Supervises: Supervises all Employees assigned to plant in absence of plant Superintendent

Class Characteristics: Under general direction of plant Superintendent, supervises all personnel assigned to wastewater treatment plant; in absence of Superintendent, operation, maintenance and cleanliness of plant, grounds, and lift stations; may serve as Plant Operator; may assist other departments as requested; performs related work as required.

General duties and responsibilities:

Essential: Oversees operation, Maintenance and cleanliness of wastewater treatment plant, grounds, and lift stations, insuring compliance with established procedures and standards and federal, state and local laws, administrative regulations and ordinances. Insures collection and testing of samples, and that accurate records are prepared and maintained; insures samples are forwarded as required. May perform duties of plant operator .In absence of Superintendent. insures the adequate inventory of materials, supplies, spare parts, and chemicals are maintained. Inspects plant and lift stations for needed repairs and maintenance; insures that needed repairs and/or maintenance requirements are completed. Checks daily logs; completes and forwards and/ or insures the completion and forwarding of required reports on a timely basis. In absence of plant Superintendent , supervises , disciplines, all employees assigned to plant. Responds to emergency situations at Wastewater Treatment Plant. Assists other departments as requested.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and experience: Work experience to receive the Class II license; must have three to five years of experience in addition to the Class II license.

Special Knowledge, Skills and Abilities:

Knowledge: Extensive knowledge of the principles, practices, methods and regulations of wastewater treatment plant operations, including lift station. Extensive knowledge of federal, state and local laws and administrative regulations reference wastewater treatment. Extensive knowledge of functions and servicing/maintenance requirements of mechanical equipment and machinery. Extensive knowledge of and ability to insure

compliance with safety requirements. extensive knowledge of the geography of the service area. Working knowledge of math and chemistry.

Abilities: Ability to supervise personnel assigned to plant, including discipline and evaluation, while assisting with the performance of required duties. Ability to detect mechanical flaws and assist with minor repairs on plant and equipment. 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 officers, other employees and the general public. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

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 occasionally consider different courses of action, or deviate from standard operation procedures, to get the job done.

Review of Work: Completed work is generally not reviewed; supervisor assists with solutions when requested.

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: Mechanical tools and equipment (hand tools, power tools, etc.), laboratory equipment, vehicles, safety equipment.

Physical requirements of the Job: Work may be performed indoors, but is typically 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: Public and internal contacts are requirement of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate.

Interruptions: Few.

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

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

Certification Requirements: Must possess and maintain a Class II Wastewater Treatment Plant Operators License issued by the Commonwealth of Kentucky.

Overtime Provision: Exempt.