

ORDINANCE 98 – 23

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 CEMETERY SEXTON 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 Cemetery Sexton;

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

Section 1: The job description and pay classification for the position of Cemetery Sexton 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Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of that conflict only.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 December 22, 1999.

SECOND READING CONDUCTED AND PASSAGE by roll call vote
this 5th day of January, 1999.

AYES:	NAYES:	ABSTAINING	ABSENT
<u>Russell Jones</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>Gerald Chapman</u>	_____	_____	_____
<u>Pat Bull</u>	_____	_____	_____
<u>Jean Hawkins</u>	_____	_____	_____
<u>Howard Wron</u>	_____	_____	_____
<u>Morris L. Kisselbaugh</u>	_____	_____	_____

Shirlee Yassney
SHIRLEE YASSNEY, MAYOR

ATTEST:

Peggy Jenkins
PEGGY JENKINS, CITY CLERK

Class Title: Cemetery Sexton

Department: Cemetery

Supervisor: Mayor

Supervises: All Employees Assigned to Department

Class Characteristics: Under general administrative direction, participates in and supervises workers performing manual and semi-skilled tasks in the maintenance of the City's cemetery; performs administrative tasks; performs related work as required.

General Duties and Responsibilities

Essential: Plans and assigns work to be accomplished to maintain the grounds of the City cemetery while assisting with required duties. Maintains detailed maps of sold and open areas of cemetery and measuring of lots. Performs the administrative duties of the cemetery. Participates in measuring, digging and closing of graves and the placement of markers and monuments. Uses dynamite. Operates truck, tractors, and other cemetery tools and equipment. Participates in and supervises mowing and trimming of grass, weeds, shrubs and trees. Participates in and supervises landscape improvements. Assists individuals in locating lots or graves. Tours cemetery to inspect work of subordinates. The Sexton shall supervise the operation of the cemetery and shall live upon the grounds and shall be permitted to occupy the building thereon for residential purposes.

Non – Essential: Non

DESIRABLE QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge: Thorough knowledge of the equipment, methods, practices and techniques used in the operation and maintenance of cemetery. Knowledge of the operation and maintenance of vehicles and equipment. Knowledge of work hazards and applicable safety procedures.

Abilities: Ability to read and prepare blueprint drawings. Ability to operate heavy equipment, small motorized equipment, and manual tools. Ability to supervise and evaluate the work of subordinates while assisting with performing required duties. Ability to establish and maintain effective working relationships with City officials, employees, funeral directors, and the general public. Ability to maintain accurate records. Good physical condition.

ADDITIONAL INFORMATION

Instructions: Very general; must use own judgement most of the time.