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ORDINANCE 92- 4

AN ORDINANCE AMENDING ORDINANCE 82-8 "AN ORDINANCE ADOPTING A CODIFICATION OF PERSONNEL CLASSIFICATION FOR WAIVER THEREOF, REPEALING PRIOR CONFLICTING ORDINANCES AND REGULATIONS, WITH SEVERABILITY CLAUSE AND EMERGENCY PROVISION" BY PROVIDING THE CORRECT JOB DESCRIPTIONS AND PAY CLASSIFICATIONS FOR POLICE CHIEF, WASTEWATER PLANT OPERATOR I, WASTEWATER PLANT OPERATOR II, WASTEWATER PLANT OPERATOR III, AND LABORER II; WITH SEVERABILITY AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE

THAT WHEREAS, the City of Russellville has previously adopted Ordinance No. 82-8 "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", 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 Police Chief, Wastewater Plant Operator I, Wastewater Plant Operator II, Wastewater Plant Operator III, and Laborer II;

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

Section 1: The job descriptions for the Police Chief, Wastewater Plant Operator I, Wastewater Plant Operator II, Wastewater Plant Operator III, and Laborer II, as attached hereto and marked as Exhibit "A", "B", "C", "D" and "E" are adopted for these positions, and these positions are classified as shown on the attachments for payment classification purposes.

Section 2: In the event that 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Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of the conflict only.

Section 4: This Ordinance shall be effective upon its passage and publication according to law.

FIRST READING CONDUCTED ON April 21, 1992.

SECOND READING CONDUCTED AND PASSAGE by roll call vote this 5th day of May, 1992.

AYES:	NAYES:	ABSTAINING:	ABSENT:
<u>Willie Hampton</u>	<u>None</u>	<u>None</u>	<u>None</u>
<u>Patricia Basham</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<u>Howard Wren</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<u>Russell Jones</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<u>Jean Hankins</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<u>Jackie Dunlap</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>

  
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KEN SMITH, MAYOR

ATTEST:

  
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PEGGY JENKINS, CITY CLERK

## POSITION DESCRIPTION

Pay Class 9

*CLASS TITLE: Wastewater Plant Operator I*

*CHARACTERISTICS OF THE CLASS: Under supervision, performs skilled and manual work in the safe and efficient operation of the wastewater treatment plant, equipment and grounds.*

*EXAMPLES OF DUTIES: Pumping supernatant, changing chlorine tanks, wasting. Checks sludge blankets, blows off grit removers, etc. Can take and run simple process control tests. Understands procedures involved in pouring drying beds. Assists Operator II and III with related tasks for training. Performs laborer tasks if laborers not available. Performs related work as required or directed by supervisor.*

### *MINIMUM REQUIREMENTS*

*Training and Experience: Person in this position should hold a Class I Sewage Treatment Operator's license which requires a high school education, 1 year of experience and examination and certification by Kentucky Division of Natural Resources and Environmental Protection. (KRS 224.135)(401 KAR 6:040)*

*Special Knowledge, Skills, and Abilities: Knowledge of the principles, practices and regulations of operating a sewage treatment plant. Knowledge of the machines, equipment and materials utilized in sewage treatment. Ability to oversee and work with subordinates to safely and efficiently perform assigned duties. Ability to make simple, accurate mathematical calculations and maintain records and logs. Manual dexterity, mechanical aptitude and the physical capacity to perform semi-skilled and manual tasks under adverse working or weather conditions. Possess a valid Kentucky driver license.*

## POSITION DESCRIPTION

Pay Class 10

*CLASS TITLE: Wastewater Plant Operator II*

*CHARACTERISTICS OF THE CLASS: Under supervision, performs skilled and manual work in the safe and efficient operation of the wastewater treatment plant, equipment and grounds.*

*EXAMPLES OF DUTIES: Pumping supernatant, changing chlorine tanks, wasting. Checks sludge blankets, blows off grit removers, etc. Can take and run simple process control tests. Understands procedures involved in pouring drying beds. Assists Operator I and III with related tasks for training. Performs laborer tasks if laborers not available. Performs related work as required or directed by supervisor.*

### *MINIMUM REQUIREMENTS*

*Training and Experience: Person in this position should hold a Class II Sewage Treatment Operator's license which requires a high school education, experience and examination and certification by Kentucky Division of Natural Resources and Environmental Protection specified in KRS 224.135 and 401 KAR 6:040. Possess a valid Kentucky driver's license.*

*Special Knowledge, Skills, and Abilities: Knowledge of the principles, practices and regulations of operating a sewage treatment plant. Knowledge of the machines, equipment and materials utilized in sewage treatment. Ability to oversee and work with subordinates to safely and efficiently perform assigned duties. Ability to make simple, accurate mathematical calculations and maintain records and logs. Manual dexterity, mechanical aptitude and the physical capacity to perform semi-skilled and manual tasks under adverse working or weather conditions.*

## POSITION DESCRIPTION

Pay Class 11

*CLASS TITLE: Wastewater Plant Operator III*

*CHARACTERISTICS OF THE CLASS: Under supervision, performs skilled and manual work in the safe and efficient operation of the wastewater treatment plant, equipment and grounds.*

*EXAMPLES OF DUTIES: Pumping supernatant, changing chlorine tanks, wasting. Checks sludge blankets, blows off grit remover, etc. Can take and run simple process control tests and has working knowledge of further testing to meet KPDES requirements. Understands procedures involved in pouring drying beds. Assists Operator I and II with related tasks for training. Makes command decisions in absence of Supervisor. Performs laborer tasks if laborers not available. Performs related work as required or directed by supervisor.*

### *MINIMUM REQUIREMENTS*

*Training and Experience: Person in this position should hold a Class III Sewage Treatment Operator's license which requires a high school education, experience and examination and certification by Kentucky Division of Natural Resources and Environmental Protection specified in KRS 224.135 and 401 KAR 6:040. Possess a valid Kentucky driver's license.*

*Special Knowledge, Skills, and Abilities: Knowledge of the principles, practices and regulations of operating a sewage treatment plant. Knowledge of the machines, equipment and materials utilized in sewage treatment. Ability to oversee and work with subordinates to safely and efficiently perform and maintain records and logs. Manual dexterity, mechanical aptitude and the physical capacity to perform semi-skilled and manual tasks under adverse working or weather conditions.*

## POSITION DESCRIPTION

Pay Class 7

*CLASS TITLE: Laborer II*

*CHARACTERISTICS OF THE CLASS: Individuals in this class perform work which is essentially routine and unskilled involving both heavy and light manual laboring tasks. Work may occasionally involve a semi-skilled task on operation of a truck. Work is assigned by an immediate supervisor and is normally subject to continuing supervision and inspection.*

*EXAMPLES OF DUTIES: Cleaning beds, mowing and general housekeeping, dipping of chlorine contact chamber, airlift, and hosing of basins. Can flush lines from drying beds and other hoses as well. Will clean barscreen and auger area. Will help operator with related tasks for training. Performs related work as required or directed by supervisor.*

### *MINIMUM REQUIREMENTS*

*Training and Experience: Completion of high school or equivalent. Experience in construction work or the equivalent combination of training and experience which provides the required knowledge, skills and abilities. Possess a valid Kentucky driver's license.*

*Special Knowledge, Skills, and Abilities: Working knowledge of procedures followed and of tools and equipment used in the work which assigned. Ability to understand and follow instructions. Ability to work effectively with fellow employees. Ability to perform manual labor for extended periods and at times under adverse weather or working conditions.*

## POLICE CHIEF

Pay Class 24

**CHARACTERISTICS OF THE CLASS:** Under general administrative direction, plans, organizes, directs, coordinates and participates in the activities of the police department in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property; does related work as required to include personal involvement in community related activities such as Dare, Neighborhood Watch, 911, etc.

**EXAMPLES OF DUTIES:** Plans, directs, and exercises general supervision over the work of the entire department. Formulates and enforces rules, assignments within the department. Reviews activities and reports of officers. Personally participates in physical arrests. Makes recommendations to the Mayor for the appointment, promotion, and dismissal of officers. Enforces disciplinary measures when necessary. Ascertains that recruits and regular officers receive adequate training in modern police records and files. Directs the investigation of major criminal offenses. Sees that reports are prepared for the Mayor and City Council and presented in regular council meetings quarterly, and reports for the State and Federal agencies. Prepares budget estimates and control expenditures of all department funds. Conducts department correspondence, requisitions supplies, and recommends the purchase of necessary equipment. Supervises the preparation of annual budget requests. Meets with and answers questions for the public. Attends police conferences and meets with various commissions and citizens groups. Utilizes and assists the police officers and supervisors in non-routine criminal and other investigations and personally participates in incidents dealing with most difficult and complex police situations of which would involve elements of personal danger and involve contact with law violators.

### **MINIMUM REQUIREMENTS:**

Training and Experience: A B.S. or B.A. college degree. Extensive, progressively responsible experience in law enforcement and a minimum of ten years of police experience. Valid Kentucky Drivers License. U. S. Citizen. At least 21 years of age.

Special Knowledge, Skills, and Abilities: Extensive knowledge of police administration and of police methods; thorough knowledge of scientific methods of crime detection, criminal identifications, and radio communications; thorough knowledge of controlling laws and ordinances; considerable knowledge of the geography of the city; demonstrated ability to lead and direct the activities of police officers; ability to maintain cooperative relationships with other city officials and with the general public, high social intelligence; resourcefulness and sound judgment in emergencies; demonstrated integrity; tact; good physical condition.

## POLICE CHIEF

Pay Class 24

**CHARACTERISTICS OF THE CLASS:** Under general administrative direction, plans, organizes, directs, coordinates and participates in the activities of the police department in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property; does related work as required to include personal involvement in community related activities such as Dare, Neighborhood Watch, 911, etc.

**EXAMPLES OF DUTIES:** Plans, directs, and exercises general supervision over the work of the entire department. Formulates and enforces rules, assignments within the department. Reviews activities and reports of officers. Personally participates in physical arrests. Makes recommendations to the Mayor for the appointment, promotion, and dismissal of officers. Enforces disciplinary measures when necessary. Ascertains that recruits and regular officers receive adequate training in modern police records and files. Directs the investigation of major criminal offenses. Sees that reports are prepared for the Mayor and City Council and presented in regular council meetings quarterly, and reports for the State and Federal agencies. Prepares budget estimates and control expenditures of all department funds. Conducts department correspondence, requisitions supplies, and recommends the purchase of necessary equipment. Supervises the preparation of annual budget requests. Meets with and answers questions for the public. Attends police conferences and meets with various commissions and citizens groups. Utilizes and assists the police officers and supervisors in non-routine criminal and other investigations and personally participates in incidents dealing with most difficult and complex police situations of which would involve elements of personal danger and involve contact with law violators.

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Training and Experience: A B.S. or B.A. college degree. Extensive, progressively responsible experience in law enforcement and a minimum of ten years of police experience. Valid Kentucky Drivers License. U. S. Citizen. At least 21 years of age.

Special Knowledge, Skills, and Abilities: Extensive knowledge of police administration and of police methods; thorough knowledge of scientific methods of crime detection, criminal identifications, and radio communications; thorough knowledge of controlling laws and ordinances; considerable knowledge of the geography of the city; demonstrated ability to lead and direct the activities of police officers; ability to maintain cooperative relationships with other city officials and with the general public, high social intelligence; resourcefulness and sound judgment in emergencies; demonstrated integrity; tact; good physical condition.

"A"

## POSITION DESCRIPTION

**CLASS TITLE:** Wastewater Plant Operator I

**CHARACTERISTICS OF THE CLASS:** Under supervision, performs skilled and manual work in the safe and efficient operation of the wastewater treatment plant, equipment and grounds.

**EXAMPLES OF DUTIES:** Pumping supernatant, changing chlorine tanks, wasting. Checks sludge blankets, blows off grit remover, etc. Can take and run simple process control tests. Understands procedures involved in pouring drying beds. Assists Operator II and III with related tasks for training. Performs laborer tasks if laborers not available. Performs related work as required or directed by supervisor.

### MINIMUM REQUIREMENTS

**Training and Experience:** Person in this position should hold a Class I Sewage Treatment Operator's License which requires a high school education, 1 year of experience and examination and certification by Kentucky Division of Natural Resources and Environmental Protection. (KRS 224.135)(401 KAR 6:040)

**Special Knowledge, Skills, and Abilities:** Knowledge of the principles, practices and regulations of operating a sewage treatment plant. Knowledge of the machines, equipment and materials utilized in sewage treatment. Ability to oversee and work with subordinates to safely and efficiently perform assigned duties. Ability to make simple, accurate mathematical calculations and maintain records and logs. Manual dexterity, mechanical aptitude and the physical capacity to perform semi-skilled and manual tasks under adverse working or weather conditions. Possess a valid Kentucky driver's license.

## POSITION DESCRIPTION

CLASS TITLE: Wastewater Plant Operator II

CHARACTERISTICS OF THE CLASS: Under supervision, performs skilled and manual work in the safe and efficient operation of the wastewater treatment plant, equipment and grounds.

EXAMPLES OF DUTIES: Pumping supernatant, changing chlorine tanks, wasting. Checks sludge blankets, blows off grit remover, etc. Can take and run simple process control tests. Understands procedures involved in pouring drying beds. Assists Operator I and III with related tasks for training. Performs laborer tasks if laborers not available. Performs related work as required or directed by supervisor.

### MINIMUM REQUIREMENTS

Training and Experience: Person in this position should hold a Class II Sewage Treatment Operator's license which requires a high school education, experience and examination and certification by Kentucky Division of Natural Resources and Environmental Protection specified in KRS 224.135 and 401 KAR 6:040. Possess a valid Kentucky driver's license.

Special Knowledge, Skills, and Abilities: Knowledge of the principles, practices and regulations of operating a sewage treatment plant. Knowledge of the machines, equipment and materials utilized in sewage treatment. Ability to oversee and work with subordinates to safely and efficiently perform assigned duties. Ability to make simple, accurate mathematical calculations and maintain records and logs. Manual dexterity, mechanical aptitude and the physical capacity to perform semi-skilled and manual tasks under adverse working or weather conditions.

## POSITION DESCRIPTION

**CLASS TITLE:** Wastewater Plant Operator III

**CHARACTERISTICS OF THE CLASS:** Under supervision, performs skilled and manual work in the safe and efficient operation of the wastewater treatment plant, equipment and grounds.

**EXAMPLES OF DUTIES:** Pumping supernatant, changing chlorine tanks, wasting. Checks sludge blankets, blows off grit remover, etc. Can take and run simple process control tests and has working knowledge of further testing to meet KPDES requirements. Understands procedures involved in pouring drying beds. Assists Operator I and II with related tasks for training. Makes command decisions in absence of Supervisor. Performs laborer tasks if laborers not available. Performs related work as required or directed by supervisor.

### MINIMUM REQUIREMENTS

**Training and Experience:** Person in this position should hold a Class III Sewage Treatment Operator's license which requires a high school education, experience and examination and certification by Kentucky Division of Natural Resources and Environmental Protection specified in KRS 224.135 and 401 KAR 6:040. Possess a valid Kentucky driver's license.

**Special Knowledge, Skills, and Abilities:** Knowledge of the principles, practices and regulations of operating a sewage treatment plant. Knowledge of the machines, equipment and materials utilized in sewage treatment. Ability to oversee and work with subordinates to safely and efficiently perform and maintain records and logs. Manual dexterity, mechanical aptitude and the physical capacity to perform semi-skilled and manual tasks under adverse working or weather conditions.

## POSITION DESCRIPTION

CLASS TITLE: Laborer II

CHARACTERISTICS OF THE CLASS: Individuals in this class perform work which is essentially routine and unskilled involving both heavy and light manual laboring tasks. Work may occasionally involve a semi-skilled task or operation of a truck. Work is assigned by an immediate supervisor and is normally subject to continuing supervision and inspection.

EXAMPLES OF DUTIES: Cleaning beds, mowing and general housekeeping, dipping of chlorine contact chamber, airlift, and hosing of basins. Can flush lines from drying beds and other hoses as well. Will clean barscreen and auger area. Will help operator with related tasks for training. Performs related work as required or directed by supervisor.

### MINIMUM REQUIREMENTS

Training and Experience: Completion of high school or equivalent. Experience in construction work or the equivalent combination of training and experience which provides the required knowledge, skills and abilities. Possess a valid Kentucky driver's license.

Special Knowledge, Skills, and Abilities: Working knowledge of procedures followed and of tools and equipment used in the work which assigned. Ability to understand and follow instructions. Ability to work effectively with fellow employees. Ability to perform manual labor for extended periods and at times under adverse weather or working conditions.

## POLICE CHIEF

Pay Class 24

**CHARACTERISTICS OF THE CLASS:** Under general administrative direction, plans, organizes, directs, coordinates and participates in the activities of the police department in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property; does related work as required to include personal involvement in community related activities such as Dare, Neighborhood Watch, 911, etc.

**EXAMPLES OF DUTIES:** Plans, directs, and exercises general supervision over the work of the entire department. Formulates and enforces rules, assignments within the department. Reviews activities and reports of officers. Personally participates in physical arrests. Makes recommendations to the Mayor for the appointment, promotion, and dismissal of officers. Enforces disciplinary measures when necessary. Ascertains that recruits and regular officers receive adequate training in modern police records and files. Directs the investigation of major criminal offenses. Sees that reports are prepared for the Mayor and City Council and presented in regular council meetings quarterly, and reports for the State and Federal agencies. Prepares budget estimates and control expenditures of all department funds. Conducts department correspondence, requisitions supplies, and recommends the purchase of necessary equipment. Supervises the preparation of annual budget requests. Meets with and answers questions for the public. Attends police conferences and meets with various commissions and citizens groups. Utilizes and assists the police officers and supervisors in non-routine criminal and other investigations and personally participates in incidents dealing with most difficult and complex police situations of which would involve elements of personal danger and involve contact with law violators.

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Training and Experience: A B.S. or B.A. college degree. Extensive, progressively responsible experience in law enforcement and a minimum of ten years of police experience. Valid Kentucky Drivers License. U. S. Citizen. At least 21 years of age.

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