

ORDINANCE 97- 8

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 CLASSIFICATIONS AS SHOWN ON EXHIBIT "A" FOR THE POSITION OF ASSISTANT WATER PLANT SUPERVISOR; 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 Water Plant Supervisor;

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

Section 1: The job description and pay classification for the position of Assistant Water Plant Supervisor set forth on Exhibit "A" attached hereto is adopted for this position, and this position is classified as shown on Exhibit "A" 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Section 3: All portions of any section of any ordinance or rule or regulation in conflict herewith are hereby repealed to the extent of that conflict only.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 JULY 22, 1997.

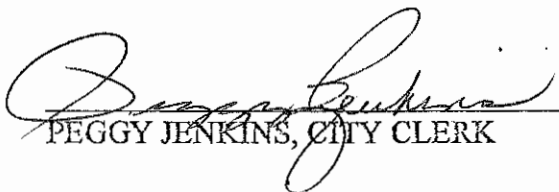
SECOND READING CONDUCTED AND PASSAGE by roll call vote this 5th day
of August, 1997.

AYES:	NAYES:	ABSTAINING:	ABSENT:
<u>Willie Hampton</u>	_____	_____	_____
<u>Ken Barrett</u>	_____	_____	_____
<u>Howard Wren</u>	_____	_____	_____
<u>Russell Jones</u>	_____	_____	_____
<u>Jean Hawkins</u>	_____	_____	_____
<u>Morris Kisselbaugh</u>	_____	_____	_____



KEN SMITH, MAYOR

ATTEST:



PEGGY JENKINS, CITY CLERK

Class Title: Assistant Water Plant Superintendent

Dept/div: Utilities / Water Treatment

Supervisor: Water Plant Superintendent / Mayor

Supervises: All Employees Assigned to Plant

Class Characteristics: Under general direction of water Plant Superintendent, supervises all personnel assigned to plant; oversees proper operation, maintenance and cleanliness of water plant; may assist other departments as requested; performed related work as required.

General duties and Responsibilities:

Essential: Oversees operation, maintenance and cleanliness of water plant, insuring that plant operation is in compliance with established procedures and standards and federal, state and local laws, administrative regulations and ordinances. May perform duties as Plant Operator. Maintains inventory of chemicals; orders additional chemicals as needed. Insures that samples are collected and forwarded as required. Inspects plant for needed repairs and maintenance; reports needs for major repairs; performs or assists with minor maintenance duties. Checks daily logs; completes and forwards and/or insures the completion and forwarding of required reports on a timely basis. May represent Water Superintendent at meetings involving water filtration and treatment. Supervises, and disciplines all employees assigned to plant; in absence of water Superintendent. Responds to emergency situations at plant. Assists other departments as requested.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by work experience and/or education acceptable by the Kentucky Department of Natural Resources and Environmental Protection Cabinet to have received a Class IIIA Water Treatment Plant Operators License.

Special Knowledge, Skills and Abilities:

Knowledge: Extensive knowledge of principles, practices, methods, and regulations of water treatment plant operations. Extensive knowledge of federal, state and local laws, administrative regulations and ordinances reference water 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.

Working knowledge of math and chemistry. Working knowledge of computer hardware and applicable software programs.

Abilities: Ability to supervise personnel assigned to plant, including discipline, 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, orally and in writing. Ability to establish and maintain effective working relationships with officers, other employees, representatives of federal and state agencies, 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 operating 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 (hands tools, power tools, etc.), laboratory equipment, normal office equipment (phone, computer, calculator, etc.), safety equipment, vehicles.

Physical Requirements of the Job: Work requires sitting at desk with intermittent standing, walking, stooping; must lift objects over 25 pounds; some work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; 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: Public and internal contacts are a 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 respond to emergency situations at all hours.

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

Overtime Provision: Exempt.

<u>Class Title</u>	<u>Grade</u>
Equipment Operator.....	11
Maintenance Worker II.....	09
Maintenance Worker I.....	08
Mechanic.....	12
Maintenance/Construction Supervisor.....	14
Equipment Operator.....	11
Maintenance Worker II.....	09
Maintenance Worker I.....	08
Maintenance/Electrical Mechanic.....	12
Wastewater Treatment Plant Superintendent.....	18—
Wastewater Treatment Plant Operator III.....	13
Wastewater Treatment Plant Operator II.....	11
Wastewater Treatment Plant Operator I.....	10
Wastewater Treatment Plant Operator (Trainee).....	09
Maintenance Worker II.....	09
Maintenance Worker I.....	08
Laboratory Technician.....	10
Pretreatment Program Coordinator.....	14
Water Plant Superintendent.....	18
Water Plant Operator III.....	13
Water Plant Operator II.....	11
Water Plant Operator I.....	10
Water Plant Operator (Trainee).....	09
Maintenance Worker II.....	09
Maintenance Worker I.....	08
Assistant Water Plant Superintendent	14