

ORDINANCE NO. 99-2

AN ORDINANCE AMENDING ORDINANCE 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" BY PROVIDING JOB DESCRIPTIONS AND PAY CLASSIFICATIONS AS SHOWN ON EXHIBIT "A"; WITH SEVERABILITY AND REPEALER CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Russellville has previously adopted Ordinance 82-8 "An Ordinance Adopting a Codification of Personnel Classification Plan and Codification of Personnel Pay Plan, Providing for Wavier 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 and pay classifications for certain positions.

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

Section I: The job descriptions and pay classifications for the positions set forth on Exhibit "A" attached hereto are adopted for these positions, and these positions are classified as shown on Exhibit "A" for payment classification, and Ordinance 82-8 is hereby amended to the extent and of the positions contained in exhibit "A" attached hereto.

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.

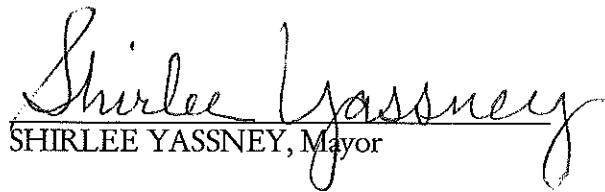
Section 3: All portions of any section of any ordinance or rule of regulation in conflict herewith are hereby repealed to the extent of that conflict only.

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

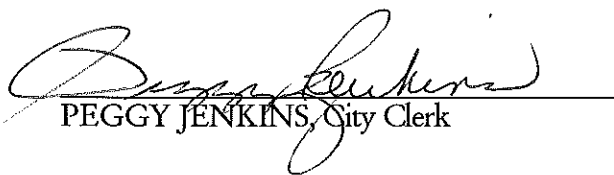
FIRST READING CONDUCTED ON MARCH 2, 1999.

SECOND READING CONDUCTED AND PASSAGE by roll call vote this 16th day of March, 1999.

AYES:	NAYES:	ABSENT:	ABSTAINING:
<u>Howard Wren</u>	<u>None</u>	<u>Patrica Bell</u>	<u>Morris L. Kisselbaugh</u>
<u>Jean Hankins</u>	<u> </u>	<u> </u>	<u> </u>
<u>Gerald Chapman</u>	<u> </u>	<u> </u>	<u> </u>
<u>Russell Jones</u>	<u> </u>	<u> </u>	<u> </u>
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SHIRLEE YASSNEY, Mayor

ATTEST:


PEGGY JENKINS, City Clerk

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Class Title: Safety Director
Dept/Div: Administration
Supervisor: Utilities Director
Supervises: None

Class Characteristics: Under general administrative direction, establishes and promotes the maintenance of a safe, accident free, and healthy work environment; insures compliance with federal, state and local environmental regulations; performs related work as required.

General Duties and Responsibilities:

Essential: Safety. Plans, organizes, directs, coordinates and evaluates programs to promote a safe, accident free and healthy work environment that exceeds OSHA's Quality Safety and Training Program, as amended. Acts as facilitator for the City's Safety Committee; serves as liaison between the Committee and department directors. Acts as Compliance Officer in matters pertaining to safety. Formulates general safety policies and procedures to be followed by personnel in compliance with federal and state laws and administrative regulations, and City Policies and procedures; monitors programs to assure that an acceptable level of awareness exists and is practiced by supervisors and employees. Consults with all departments on design and use of equipment, shops, fire preventin and safety programs; insures that departments comply with personal safety equipment requirements. Inspects facilities to detect existing or potential accident and health hazards, and recommends corrective or preventive measures where indicated. Analyzes causes of industrial accidents and health hazards for use by City personnel. Keeps personnel alerted as to the hazards of working with toxic fumes and hazardous chemicals. Participates in the investigations, and/or legal actions. Compiles and submits accident reports required by regulatory agencies. Assists all departments in identifying and scheduling initial and refresher training programs which will increase proficiency in safe practices and promote safety consciousness. Assures a sufficient representation of employees in each department certified in CPR and First-Aid. Coordinates visits from federal and state agencies. Attends training programs. Maintains safety files and records.

Non-essential: None

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelors degree in related field supplemented by five years related work experience.

Special Knowledge, Skills and Abilities:

Knowledge: Knowledge of federal, state and local laws, administrative regulations, and ordinances relating to safety and risk management. Extensive knowledge of safety and

risk management principles and practices. Extensive knowledge of training activities associated with safety and risk management. Extensive knowledge of insurance principles, practices, coverage, and rate-making procedures. Extensive knowledge of claims and claims recovery principles and procedures.

Abilities: Ability to develop, implement and monitor safety programs for diversified organization. Ability to work with organization-wide safety personnel and individual departments to promote safety in the workplace. Ability to monitor professional journals and technical reports and incorporate latest safety techniques in the organization. Ability to administer environmental program. Ability to present information to diversified groups, orally and in writing. Ability to establish and maintain effective working relationship with Plant Board officials and employees, insurance companies, and the general public.

ADDITIONAL INFORMATION

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits.

Review of Work: Work is reviewed through oral and written reports.

Analytical Requirements: Assignments require almost continual analysis of figures, data trends, and results of all kinds which directly affect the policy of the organization.

Tools, Equipment and Vehicles Used: Must operate vehicle as a requirement of the job. Normal office equipment: (computer, calculator, telephone, etc.).

Physical Requirements of the Job: Work is typically performed indoors sitting at a desk or table; lifting light objects (less than 25 pounds) is a requirement of the job. Must work outdoors when performing safety inspections; must drive vehicle, exposed to high places, confined spaces, must use ladders, steps, etc.

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

Confidential Information: Regular use of confidential information is a requirement of the job.

Mental Effort: Heavy.

Interruptions: Frequent.

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

Certification Requirements: None.

Overtime Provision: Non - exempt.

~~Class Title: Office Manager~~

~~Department: Administration~~

~~Supervisor: Mayor / City Clerk/Treasurer~~

~~Supervises: All Personnel Assigned to Office, Senior Meter Reader~~

~~Class Characteristics: Under general administrative direction, provides administrative assistance to the Mayor, assists with collection and deposit of revenues, serves as back up for payroll function, performs related work as required.~~

~~General Duties and Responsibilities:~~

~~Essential: Mayor's Office. Supervises and assists with taking and transcribing dictation, typing correspondence, memorandums and reports for Mayor and city departments, insures that effective filing system is maintained. Handles incoming and outgoing phone calls, greets visitors and attends to requests or complaints, or directs to appropriate person or department. Maintains appointment calendar for Mayor. Supervises incoming and outgoing mail.~~

~~Office Manager. Supervises and assists with preparation and mailing of utility billings and occupational licenses. Supervises and assists in collection of payments by way of mail, direct deposit, or walk in customers, makes proper entries, balances cash drawers daily. Supervises preparation of billing reports after billing is completed. Insures that monthly and annual reports are prepared in a timely manner and maintained as requested. Handles complaints or problems from customers when referred by Account Clerks. Serves as liaison between office and distribution operators.~~

~~Occupational Licenses. Prepares and forwards occupational tax forms, issues and renews occupational licenses. Receives, audits, and records all returns and fees collected. Maintains records on all activities requiring a license, follows up on those not in compliance with local ordinance. Prepares bank deposits, reconciles bank statements.~~

~~Non essential: As back up for payroll function, prepares payroll and prepares reports as required.~~

~~DESIRABLE QUALIFICATIONS~~

~~Training and Experience: Completion of a minimum of two years college in a related field supplemented by three years related work experience. Bachelors degree in Business Administration, Public Administration, or related field preferred, but not required.~~

~~Special Knowledge, Skills and Abilities:~~

~~Knowledge: Thorough knowledge of modern office procedures and~~

~~Office Manager, Page 2~~

~~practices. Thorough knowledge of business english, spelling, basic accounting, mathematics and arithmetic. Thorough knowledge of modern office equipment, including computer hardware and software. Knowledge of the theories and practices of public finance, including methods used in financial accounts and records. Knowledge of laws and ordinances governing financial records preparation, retention and preservation. Knowledge of banking practices. Knowledge of modern office practices, procedures, equipment, and techniques.~~

~~Skills: Skill in the use of computer keyboard, typewriter, calculator, and other office equipment. Skill in public relations.~~

~~Abilities: Ability to assist in the preparation and mailing of bills, and the collection and deposit of funds. Ability to prepare clear and concise reports; ability to maintain records accurately and efficiently. Ability to make mathematical computations with speed and accuracy, by hand or machine. Ability to take shorthand. Ability to type. Ability to communicate effectively, orally and in writing. Ability to be tactful, patient, firm and diplomatic with public. Ability to establish and maintain an effective working relationship with city officers and employees, and the general public.~~

~~ADDITIONAL INFORMATION~~

~~Special Licensing Requirements: Must possess and maintain valid Commonwealth of Kentucky drivers license.~~

~~Instructions: Somewhat general; many aspects of work 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: Works closely with supervisor; work is periodically reviewed.~~

~~Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.~~

~~Tools, Equipment and Vehicles Used: Normal office equipment (calculator, computer, typewriter, telephone, copier, etc.)~~

~~Physical Requirements of the Job: Work is performed indoors at a counter, desk or table. Must lift light objects weighing less than 25 pounds.~~

~~Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.~~

~~Confidential Information: Regular use of confidential information.~~

Office Manager, Page 2

~~Mental Effort: Moderate/Heavy.~~

~~Interruptions: Constant.~~

~~Special Licensing Requirements: None.~~

~~Availability: Must be able to attend occasional evening meetings.~~

~~Certification Requirements: None.~~

~~Additional Requirements: Must be bonded.~~

~~Overtime Provision: Exempt.~~

Class Title: Account Clerk

Department: Administration

Supervisor: City Clerk/Treasurer / ~~Office Manager~~

Supervises: None.

Class Characteristics: Under general supervision, assists in compiling, proofing, mailing out, collection and recording of utility billings, property taxes, franchise taxes, occupational tax forms, and other licenses and fees for the city; performs accounts payable duties for the city; performs related work as required.

General Duties and Responsibilities:

Essential: Employees in this class are required to perform the following functions:

Accounts receivable: Assists with preparation and mailing of utility billings, property taxes, franchise taxes, occupational tax forms, licenses and fees. Assists in collecting payments by way of mail, direct deposit, or walk-in customers; makes proper entries; balances cash drawers daily. Orders re-reads of meters. Calculates sewer adjustments in the event of leaks. Monitors delinquent accounts, adds late charges, and forwards reminders of non-payment; issues cut-off orders for non-payment. Accepts information from new customers; collects deposits. Returns deposits when necessary. Prepares work orders for connection, disconnection, inspection, and repair of services; posts work orders to route books. Insures that records balance with monies received. Prepare billing reports after billing is completed. Issues permits and/or licenses after receipt of payment. Maintains accounts receivable records.

Occupational license: Issues and renews occupational licenses; receives, audits and records all returns and fees collected. maintains records on all activities requiring a license; follows up on those not in compliance with local ordinance.

Accounts payable: Receives and assembles invoices; matches statements with purchase orders for accounts payable; codes invoices for the correct account; obtains appropriate authorization signatures; enters information into computer; prints and distributes checks. Files paid invoices. Manually prepares checks for postage, petty cash, travel, contract work, etc. Maintains accounts payable journal.

Payroll: Checks time cards completed by each department for accuracy. Enters payroll information and other personnel related changes into computer; prints checks; distributes to department directors. Writes checks manually for employee garnishments. Computes taxes and makes federal and social security bank deposits. Reconciles payroll accounts. Prepares and forwards payroll reports, W-2 Forms, etc.

Account Clerk, Page 2

General: Assists in preparing bank deposits daily. ~~Processes and maintains purchase order system.~~ Processes and maintains fleet-management system. Assists with preparing monthly, quarterly, and end of year reports. Accepts inquiries and/or complaints from the general public and forwards to appropriate personnel. Answers telephone. Processes mail; distributes to all departments. Assists with other office duties as necessary.

Non essential: None.

DESIRABLE QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge: Knowledge of the theories and practices of public finance, including accounts receivable and accounts payable, methods used in financial accounts and records. Knowledge of federal, state and local laws, administrative regulations and ordinances governing financial management, including records preparation, retention and preservation. Knowledge of automated data processing principles and techniques. Knowledge of business english and arithmetic. Knowledge of banking practices. Knowledge of modern office practices, procedures, equipment, and techniques.

Skills: Skill in the use of computer keyboard, typewriter, calculator, and other office equipment. Skill and accuracy in preparing payroll. Organizational skills.

Abilities: Ability to maintain accurate records and filing systems. Ability to make mathematical computations with speed and accuracy, by hand or machine. Ability to type. Ability to prepare clear and concise reports and to maintain records accurately and efficiently. Ability to communicate effectively, orally and in writing. Ability to be tactful, patient, firm and diplomatic with public. Ability to establish and maintain an effective working relationship with city officers and employees, and the general public.

ADDITIONAL INFORMATION

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

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

Review of Work: Work is generally reviewed through questions and answers; completed work may be spot-checked; workers in the office check each other's work for accuracy; accounting records subject to annual audit.

Account Clerk, Page 3

Analytical Requirements: Problems generally require analysis based on precedent.

Tools, Equipment and Vehicles Used: Normal office equipment (computer, typewriter, cash register, calculator, etc.)

Physical Requirements of the Job: Work is performed indoors at a counter, desk or table. Must lift light objects weighing less than 25 pounds.

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

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Constant.

Special Licensing Requirements: None.

Availability: None.

Certification Requirements: None.

Additional Requirements: Must be bonded.

Overtime Provision: Non-exempt.

Assistant

Class Title: Administrative Secretary

Department: Administration

Supervisor: Department Directors and Professional Personnel

Supervises: None

Class Characteristics: Under general direction, serves as Secretary for executive, administrative, and professional personnel; assist other personnel as requested; performs related work as required.

General Duties and Responsibilities:

Essential: Performs general secretarial duties for executive, administrative and professional personnel, including taking and transcribing dictation, typing correspondence from rough draft, personally composing routine replies, accepting and placing phone calls, receiving and processing incoming mail, etc. Insures that all correspondence is grammatically correct. Establishes and maintains accurate filing system. Serves as Receptionist for office, directing visitors or callers to appropriate office or person, answering telephone inquiries, giving general information in response to inquiries, etc. Prepares time sheets. Requisitions supplies; maintains office inventory system.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one year directly related work experience.

Special Knowledge, Skills and Abilities:

Knowledge: Knowledge of municipal operations. Knowledge of modern office terminology, practices, procedures and equipment. Knowledge of business english, spelling, arithmetic, punctuation, grammar, and filing. Knowledge of standard office equipment, including word processors. Knowledge of applicable federal, state and local laws and ordinances.

Skills: Skill in the use of word processors and other standard office equipment.

Abilities: Ability to type accurately and efficiently. Ability to exercise good judgment. Courtesy and tact in receiving callers, giving and obtaining information, and making proper disposition of problems. Ability to prepare correspondence in finished product from rough draft. Ability to work for several persons simultaneously. Ability to carry out, without supervision, continuing assignments requiring the organization of information. Ability to establish and maintain effective working relationship with officers and employees, and the general public.

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, or deviate from standard procedures, to get job done.

Review of Work: Completed work is reviewed by reviewing reports, correspondence, etc.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: General office equipment (computer, printer, copier, fax, calculator, telephone, etc.).

Physical Requirements of the Job: Work is typically performed indoors sitting at a desk or table; must lift light objects (less than 25 pounds) as a requirement of the job.

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

Confidential Information: Regular use of confidential information is a requirement of the job.

Mental Effort: Moderate.

Interruptions: Frequent.

Special Licensing Requirements: None.

Certification Requirements: None.

Overtime Provision: Non-exempt.

Class Title: Purchasing and Inventory Control Supervisor

Dept/Div: Administration

Supervisor: Mayor / City Clerk/Treasurer

Supervises: None.

Class Characteristics: Under general direction, serves as Purchasing Agent for the departments, including ordering, receiving, and issuing inventory; performs related duties as required.

General Duties and Responsibilities:

Essential: Orders and maintains inventory of materials, parts, tools, and supplies for all departments. Establishes and maintains accurate records of all items received and distributed; makes reports as required. Participates in inventory of materials, parts and supplies. Files bills for accounts payable; codes for payment. Maintains clean and safe work area. Works with vendor representatives in person and by phone. Assists other departments and divisions as requested. Maintains records on all jobs, including job description, location, materials used, etc. Maintains all inventory records/files for the city. Tracks maintenance, capital costs, water losses, etc.; prints reports from data base as requested.

Non essential: May pick up materials, parts and supplies from vendors in emergency situations.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by two years related work experience; previous experience in purchasing/inventory or field crew preferred, but not required.

Special Knowledge, Skills and Abilities:

Knowledge: Knowledge of materials, parts and supplies used by the city. Knowledge of business methods, markets, and purchasing practices. Knowledge of modern inventory practices, including inventory control techniques. Knowledge of federal, state and local laws, administrative regulations, and policies relating to purchasing. Knowledge of the city's procurement policies and procedures. Knowledge of computer hardware and software programs for inventory control. Knowledge of the city's utility system. Knowledge of administrative regulations governing storage, use and disposition of regulated items such as paints, oils, etc.

Skills: Skill in the use of keyboards, computers, and standard office equipment. Communication skills.

Abilities: Administrative and analytical abilities. Ability

Purchasing and Inventory Control Supervisor

to prepare and maintain records and reports accurately and efficiently. Ability to prepare and maintain accurate and up-to-date inventory files. Ability to communicate effectively, orally and in writing. Ability to learn and use applicable computer software programs. Ability to use keyboard efficiently and effectively. Ability to establish and maintain effective working relationship with city officers and employees, and the general public. Ability to be tactful, patient, firm and diplomatic.

ADDITIONAL INFORMATION

Instructions: Instructions are somewhat general; many aspects of work 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 reviewed through oral and written reports.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: Normal office equipment: computer, copier, calculator, cash register, telephone, fax machine, etc.; must operate vehicle.

Physical Requirements of the Job: Work is usually performed in an office at a desk, table or counter, and outdoors regardless of weather conditions; must operate vehicle as a job requirement; must lift items weighing in excess of twenty-five pounds; exposed to machinery and its moving parts, and dangerous machinery and sharp tools; required to be in high places, confined spaces, and using stairs and ladders.

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

Confidential Information: Limited use of confidential information is a job requirement.

Mental Effort: Moderate.

Interruptions: Frequent/constant.

Special Licensing Requirements: Must possess and maintain a valid drivers license.

Certification Requirements: None.

Additional Requirements: None.

Overtime Provision: Non-exempt.

CLASS TITLE
POLICE CHIEF

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. 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 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.

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 communication; 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 judgement in emergencies; demonstrated integrity; tact; good physical condition.

POLICE CAPTAIN

DEFINITION OF CLASS:

This is a responsible supervisory, and administrative and technical police work performed in the field and police headquarters.

Work of this class involves responsibility of assigning and evaluating subordinates assigned to the police department. Work is performed in accordance with specific orders from a superior and Department policies and procedures, but with considerable independence of action in choosing specific methods and techniques. Work involves responsibility for making independent operating decisions based upon knowledge of departmental operations, and staff functions. Direct supervision is given to police officers, investigators, and department personnel. Supervision is received from the Chief of Police by general observation and evaluation of the effectiveness with which the divisions operate.

Work involves elements of personal danger and involves some public contact with citizens and law violators. Work may extend to assuming all duties of the Chief of Police in his absence.

EXAMPLES OF WORK PERFORMED:

Supervises and directs the operation of the Department personnel to include all traffic and parking enforcement, schedules the appropriate number of police officers to specific shift, responds to serious crime scenes, patrols City to observe subordinates and to evaluate conditions, insure all subordinates operate within the guidelines of controlling laws and statutes. May make a recommendation for changes in organizational procedures, policies, and departmental rules and regulations. Reviews reports submitted to him by subordinates so as to evaluate effectiveness of divisions operations. Coordinate vehicle assignment and maintenance, coordinates purchases and supplies, coordinate and direct completion of all department records, coordinates the department training, including in service training. Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the rules and regulations of the Police Department. Knowledge of the principles and practices of modern police science. Knowledge of pertinent federal, state and local laws and ordinances. Skill in the use and care for firearms and in the skillful operation of a motor vehicle. Ability to command the respect of all officers. Ability to assign, instruct, review and evaluate the work of subordinates.

Ability to analyze complex police problems, and to adopt quick, effective, reasonable courses of action, with due regard to the hazards and other related circumstances.

Ability to deal with subordinates and the public tactfully, but yet firmly and effectively. Working knowledge of computers.

MINIMUM REQUIREMENT OF TRAINING AND EXPERIENCE:

Police Officer with seven years total experience on the Russellville Police Department. Four years minimum as a supervisor.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid motor vehicle operator license issued by the State of Kentucky.

JDPCAP.WPD

Class Title: ~~Assistant Police Chief~~

Department: ~~Police~~

Supervisor: ~~Police Chief~~

Supervises: ~~May Supervise All Departmental Personnel in the Absence of the Police Chief~~

Class Characteristics: ~~Under general direction, assists the Police Chief in planning, organizing, directing, coordinating and evaluating activities and program of the department in the enforcement of federal, state and local laws and ordinances to protect individual rights, protect life and property, prevent and suppress crime, and identify and apprehend criminal offenders; administrators one or more phases of police operations; administers city's parking ordinances; performs related work as required.~~

General Duties and Responsibilities:

~~Essential:~~ Assists the Police Chief in planning, organizing, directing, coordinating and evaluating activities and programs of the department. Assists with establishing and insuring compliance with departmental policies, regulations, goals and program priorities. Assists with formulating and prescribing work methods and procedures. Makes recommendations regarding personnel appointments, promotions, demotions or dismissals. Administers the city's parking ordinances. May prepare and authorize work schedules. Keeps superiors informed of key issues and critical policies. Assists with investigating and resolving complaints against personnel and/or services provided by the department. Meets with citizens or citizen groups concerning problems, police actions, hazardous conditions, etc. Prepares reports and/or insures that required reports are accurately prepared and forwarded in a timely manner. Assists departmental personnel with non-routine cases. Meets with citizens and citizens groups, may participate in DARE program, neighborhood watch program, etc. Recommends equipment requisitions. Attends required training programs; insures assigned personnel attend mandatory training. Assists and makes arrests. Is required to carry and utilize firearms in the course of duty as a sworn police officer.

~~Non-Essential:~~ None.

DESIRABLE QUALIFICATIONS

Training and Experience: ~~Graduation from high school or equivalent supplemented by seven years law enforcement experience, including two years supervisory experience. Bachelors degree in Police Administration preferred, but not required.~~

Special Knowledge, Skills, and Abilities:

~~Knowledge:~~ Thorough knowledge of principles, practices and techniques of modern police administration and law enforcement, including knowledge of crime detection, investigation, criminal identification, and radio communications. Thorough knowledge of federal, state and local laws, administrative regulations, court decisions, and ordinances relating to the police activities. Knowledge of the geography of the city, including interior plans of major buildings.

~~Skills:~~ Skill in the use of firearms.

~~Abilities:~~ Analytical abilities. Ability to supervise and direct the activities of the police officers. Ability to prepare and maintain and/or insure the preparation and maintenance of required reports and records. Ability to establish and maintain effective working relationships with city officers and employees, other police departments/agencies, and the general public. Physical fitness. Resourceful. Sound judgment in emergencies.

~~ADDITIONAL INFORMATION~~

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

~~Processes:~~ Must frequently refine existing methods and develop new techniques, concepts, or programs within established limits or policies.

~~Review of Work:~~ Work is generally reviewed through reports.

~~Analytical Requirements:~~ Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced technical concepts are required.

~~Tools, Equipment and Vehicle Used:~~ Police cruiser, firearm, OC spray, baton, handcuffs, normal office equipment (telephone, computer, etc.).

~~Physical Demands:~~ Work is performed both indoors and outdoors, regardless of weather conditions. Must be able to lift objects in excess of twenty-five pounds. Must be able to physically restrain individuals when required. Must operate police cruiser in emergency situations. Exposed to noise, fumes, all weather conditions.

~~Contacts:~~ Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

~~Confidential Information:~~ Regular use of confidential information.

~~Mental Effort:~~ Heavy.

~~Interruptions:~~ Constant.

~~Special Licensing Requirements:~~ Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

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

~~Certification Requirements:~~ Must have completed required basic training; must complete required annual training.

~~Additional Requirements:~~ See KRS Chapter 95 for additional requirements.

~~Overtime Provision:~~ Exempt.

Class Title: ~~Police Corporal~~

Department: ~~Police~~

Supervisor: ~~Police Sergeant~~

Supervises: ~~Assumes Responsibility for the Shift in the Absence of the Police Sergeant~~

Class Characteristics: ~~Under general supervision, assumes responsibility for the shift in the absence of the Police Sergeant, patrols the city during an assigned shift enforcing federal, state and local laws, administrative regulations and ordinances; performs related work as required.~~

General Duties and Responsibilities:

~~—— Essential: Assumes responsibility for the shift in the absence of the Police Sergeant. Patrols the city on foot and in cruiser during assigned shift to enforce federal, state, and local laws, administrative regulations and ordinances. Responds to all calls received during the shift; may take charge at scene in the absence of the Police Sergeant. Inspects businesses and residents as requested or scheduled. Investigates suspicious conditions and complaints. Makes arrest of persons found to be in violation of law; appears in court as necessary. Is required to carry and utilize firearms in the course of duty as a sworn police officer. Issues citations. Conducts or assists in the investigation of criminal and non-criminal incidents. Directs traffic and issues appropriate citations for law violators. Prepares and forwards required reports in a timely manner. Attends fires or traffic accidents, and provides assistance as necessary. Maintains public order in crowds, parades, funerals or other public gatherings. Issues citations for parking violations. Locates and recovers stolen property; locates wanted or missing persons. Issues citations for parking violations. Attends mandatory continuing education programs. Provides emergency first-aid. Operates appropriate police equipment as required. May serve as specialist in one or more major areas of expertise in the police profession.~~

~~—— Non-essential: None.~~

DESIRABLE QUALIFICATIONS

Training and Experience: ~~Graduation from high school or equivalent supplemented by two years professional law enforcement experience.~~

Special Knowledge, Skills and Abilities:

~~—— Knowledge: Knowledge of principles, practices, methods, techniques, and procedures of modern law enforcement. Knowledge of federal, state and local laws, administrative regulations and ordinances regarding law enforcement. Knowledge of the geography of the city. Knowledge of social characteristics of the city's population. Knowledge of first-aid methods.~~

~~—— Skills: Skill in the use of firearms.~~

~~—— Abilities: Ability to remain calm in emergency situations and make accurate decisions after considering the~~

~~conditions. Ability to maintain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written directions. Ability to prepare accurate reports. Ability to establish and maintain effective working relationships with city officers and employees, other police departments/agencies, and the general public. Physical strength and agility; excellent physical condition.~~

~~ADDITIONAL INFORMATION~~

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

~~—— Processes: Must frequently refine existing methods and develop new techniques, concepts, or programs within established limits.~~

~~—— Review of Work: Most completed work reviewed by supervisor.~~

~~—— Analytical Requirements: Assignments frequently involve decisions based on wide knowledge of many factors where application of advanced techniques/concepts are required.~~

~~—— Tools, Equipment and Vehicles Used: Police cruiser, firearm, OC spray, baton, handcuffs, normal office equipment (telephone, computer, etc.)~~

~~—— Physical Demands: Work is generally performed outdoors regardless of weather conditions. Must be able to lift twenty-five pounds. Must be able to physically restrain individuals when required. Must operate police cruiser in emergency situations. Exposed to noise, fumes, all weather conditions.~~

~~—— Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.~~

~~—— Confidential Information: Regular use of confidential information.~~

~~—— Mental Effort: Heavy.~~

~~—— Interruptions: Constant.~~

~~—— Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.~~

~~—— Availability: Must be able to work irregular shifts. Must be able to respond to calls in emergency situations at all hours.~~

~~—— Certification Requirements: Must have completed required basic training, must complete required annual training.~~

~~—— Additional Requirements: See KRS Chapter 95 for additional requirements.~~

~~—— Overtime Provision: Non-exempt.~~

INVESTIGATOR

DEFINITION OF CLASS

This is specialized police work in the investigation of criminal offenses and the performance of related assignments in plain clothes.

Work involves the detection and investigation of crime, apprehension of criminals, uncovering and deterring crime and the enforcement of laws and ordinances. Work is performed in accordance with established policies and procedures and a superior would usually be available for consultation on non-routine cases. Normally, employees in this class do not exercise supervision, however, when present at a crime scene or fatal motor vehicle accident, this employee would normally take charge of the scene for the purpose of preserving of the scene. Some independent operating decisions are made based on knowledge of departmental operations, although advice and procedural standards are available from a superior. Work is reviewed by a superior through observation of work activities, but primarily by review of specific case presentation and reports on activities.

Work involves element of personal danger. Work also involves substantial public contact with citizens and law violators.

EXAMPLES OF WORK PERFORMED

Responds to all felonies, such as homicide, dwelling house breaking, rape, larceny, etc., and some misdemeanors occurring during tour of duty.

Interviews and takes statements from witnesses and victims; interrogates and takes statements from suspects.

Prepares investigated cases for court; prepares case summaries and informs prosecuting authority of the body of evidence available and of the persons who may qualify as witnesses; testifies concerning the results of the investigation; testifies at preliminary hearings and grand jury sessions concerning the occurrence of crime and the establishment of cases sufficient to prosecute suspects.

By surveillance and use of selected informants, attempts to discover locations within the City where criminal activities are likely to occur and takes steps to apprehend criminals, keeps informed of crime trend in the City.

At assigned crime scenes, preserves and protects evidence. May lift fingerprints, take photographs, etc.

Takes photographs and fingerprints of arrested suspects.

Patrols City in unmarked car to discover and deter crime.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern methods and practices of criminal investigation, techniques of interrogation and interview, and the identification and preservation of physical evidence.

Considerable knowledge of the geography of the City.

Knowledge of the rules and regulations of the Police Department.

Knowledge of first aid principles.

Skill in the use and care of firearms and in the skillful operation of a motor vehicle.

Considerable ability to obtain facts by interrogation and interview, to analyze and evaluate facts and to arrive at a logical conclusion.

Ability to deal courteously, tactfully and firmly with citizens.

Ability to understand and carry out oral and written instructions.

MINIMUM REQUIREMENTS OF TRAINING AND EXPERIENCE

Graduation from a standard senior high school or demonstration of its equivalent, and three years experience as a uniformed police officer.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid motor vehicle operator's license issued by the State of Kentucky.

POLICE SERGEANT

CHARACTERISTICS OF THE CLASS: This is a supervisory and specialized police work in the field or at police headquarters. An employee in this class is responsible for supervising and assisting in the supervision of police patrol and investigative field activities and for the performance of specialized duties at police headquarters. The incumbent frequently participates in the work performed by subordinate officers and assumes complete charge of subordinates in the absence of a superior officer. Work instructions are given by superior officers on new assignments, and new incumbent work independently in performing regularly assigned duties. Work is reviewed by inspection, observation, and through oral and written reports to superiors.

EXAMPLES OF DUTIES: Supervises and participates in general duties; responds to major fire, police and accident calls; assists and instructs officers in investigations and other unusual situations; assigns patrols; explains and interprets general and special orders; instructs or advises new police officers in various phases of patrol operations; maintains discipline. Performs traffic control work; observes the work of patrol officers in directing traffic and patrolling heavily traveled streets; take charge of traffic control at sporting events or fires in the absence of a superior officer. Receives complaints and requests for police assistance in police headquarters and dispatches men and equipment to the scene of emergencies and disturbances; sees that all records, and reports of police activities on a shift are properly executed and routed; inspects police officers. Makes inspection of police officer for appearance. Maintains good public relations with news media and civic groups; instructs in safety; first aid; performs related work as required or directed by a superior. Operates breathalyzer.

MINIMUM REQUIREMENTS

Training and Experience: Three years of experience in the rank of police officer, supplemented by police training courses.

Special Knowledge, Skills, and Abilities: Knowledge of the rules and regulations of the police department, and governing federal and state laws, and of city ordinances. Knowledge of modern police methods and procedures. Knowledge of the physical and social characteristics of the City and of criminal law, with particular reference to apprehension, arrests, and admissibility of evidence. Knowledge of first aid principles and skills and their applications. Skill in the use and care of firearms. Ability to assign, instruct, and review the work of subordinates. Ability to obtain information thorough interview, interrogation and observation, and ability to remember names, faces, and details of incidents. Ability to understand and execute difficult oral and written directions, and to prepare clear and comprehensive

reports. Ability to deal courteously and effectively with the public.
Ability to work long hours and to withstand the physical strain of
police work.

CLASS TITLE
POLICE OFFICER

CHARACTERISTICS OF THE CLASS: This is general police work in the protection of life and property through the enforcement of laws and ordinances. Work involves routine patrol in an assigned area, preliminary investigation and miscellaneous duties incidental thereto performed in accordance with departmental rules and regulations. A police officer is required to exercise initiative and discretion when faced with emergency conditions. The work involves an element of personal danger; does related work as required or directed by superior.

EXAMPLES OF DUTIES: Enforces the laws and ordinances of the City and all other pertinent laws; patrols and assigned area during a specific period in motorized police vehicle or on foot; checks doors and windows and examines premises of unoccupied buildings or residences in order to detect any suspicious conditions; investigates conditions and complaints and makes arrests of persons who violate laws and ordinances; accompanies prisoners to headquarters, jail, or court; appears in court as arresting officer; directs traffic; checks automobile parking in restricted areas and gives violation tickets when necessary; attends fires or accidents in assigned area as directed and gives all possible assistance and prepares necessary reports; maintains order in crowds, parades, funerals, or public gatherings; watches for stolen cars and wanted or missing persons; makes investigations, enforces city and state laws pertaining to the juvenile offenders; answers criminal complaints and takes necessary corrective action; gives advice on laws, ordinances, and general information to the public; participates in accident and criminal investigations; prepares required reports.

MINIMUM REQUIREMENTS

Training and Experience: Graduate of High School or GED, any combination of experience and training which provides the required knowledge, skills, and abilities. Possession of valid Kentucky driver's license. Completion of Police Basic course.

Special Knowledge, Skills, and Abilities: Good special and general intelligence; ability to understand and carry out complex oral and written instructions; good knowledge of first aid methods, good judgement; skill in the use of firearms, good powers of observation and memory; excellent moral character; ability to communicate.

RECORDS SUPERVISOR

DEFINITION OF CLASS:

This is a responsible position in processing and maintaining police department records and files. Involves a large amount of administrative work. Work is performed in accordance with oral and written orders and instructions received from Superiors, but with some latitude for use of independent judgement in deciding upon work methods. General supervision is received from the Chief of Police or Captain.

SYNOPSIS OF WORK PERFORMED:

Administrative Duties: Enter all department reports into computer system (citations, accidents, case reports, property reports, parking tickets, field contacts, and investigation reports). File and maintain files of said reports. Insure mandatory reports of such records are compiled and mailed to Frankfort Maintain all juvenile records. Maintain training records and training applications for police personnel to include all in-service training. Correlate case reports for Commonwealth and County Attorney to assist in officer's prosecution of cases. Maintain and issued subpoenas for all officers. Supervise and responsible for backing up files for all departmental records that are entered into the computer.

SUPERVISION DUTIES: Supervision of other personnel when they are assigned to perform work in records.

TELECOMMUNICATOR DUTIES: Employee of this class maybe required to act in capacity of Telecommunicator when department needs so require.

KNOWLEDGE, SKILLS, AND ABILITIES

- A. Ability to compile accurate and legible records and reports.**
- B. Thorough knowledge of operations of IBM System 36 computer and the IBM AS/400 computer.**
- C. Thorough knowledge of standard operating procedures, especially dispatching procedures and records.**
- D. Some typing skills**
- E. Ability to supervise, direct and inspect the work of subordinates.**
- F. Ability to understand, interpret and carry out oral and written instructions.**

MINIMUM REQUIREMENTS OF TRAINING AND EXPERIENCE:

Graduation from a standard senior high school, possessing a good reputation, background which will stand up under close scrutiny, and preferably supplemented by three experience as a Telecommunicator. Must maintain certification from state as a Telecommunicator.

Class Title: Telecommunications Supervisor/Terminal Agency Coord.

Department: Police

Supervisor: Administrative Captain

Supervises: Telecommunicators

Class Characteristics: Under general direction, supervises all telecommunicators; serves as Terminal Agency Coordinator; performs duties of telecommunicator during assigned shift; performs related work as required.

General Duties and Responsibilities:

Essential: Supervises telecommunicators. Insures that newly employed Telecommunicators receive adequate training to perform the job effectively. Interprets and explains general and special orders. Performs telecommunicator duties. Prepares work schedules; approves time off for Telecommunicators. Schedules required training. Serves as Terminal Agency Coordinator, insuring agency validation program for documents entered into state computer system. Performs system maintenance for 911 computer system and coordinator for 911 operations. Receives calls for public safety agencies and dispatches in order of importance. Dispatches officers to alarms that are activated. Runs operators license checks, registration checks and wanted persons checks on computer. Maintains daily radio dispatch logs. Calls wrecker services as needed. Attends continuing education programs.

Non-essential: None.

DESIRABLE QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge: Thorough knowledge of FCC rules and regulations governing transmissions by radio. Thorough knowledge of modern telecommunications methods and procedures. Thorough knowledge of public safety operating procedures. Thorough knowledge of communication systems. Thorough knowledge of the geography of the county, including the location of streets and roads, major buildings, etc.

Skills: Skill in the use of radios/telephones.

Abilities: Ability to supervise telecommunicators while performing the duties of telecommunicator. Ability to do multiple duties simultaneously. Ability to work in a high stress position. Ability to remain calm during emergency situations. Ability to prioritize calls. Ability to analyze complex situations and execute effective courses of action. Ability to communicate

effectively, orally and in writing. Ability to type; ability to operate computer terminal. Ability to establish and maintain effective working relationships with city employees, personnel from other emergency units, and the general public.

ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects of work covered specifically, but must also apply some of own judgment.

Processes: Must frequently refine existing methods and develop new techniques, concepts, or programs within established limits.

Review of Work: Work is reviewed through reports.

Analytical Requirements: Analysis usually based on precedent; however, occasionally duties require judgment for which there is no precedent.

Tools, Equipment and Vehicles Used: Communications console; normal office equipment (telephone, computer, etc.)

Physical Demands: Work is performed indoors at a console, desk, or table. Must lift objects weighing less than twenty-five pounds. Must use 911 console, radio, telephone, and normal office equipment (computer, copier, etc.)

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

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: None.

Availability: Must be able to work irregular hours.

Certification Requirements: Must have completed required initial telecommunications training to have obtained certification as a telecommunicator; must complete required annual training to maintain certification as a telecommunicator.

Additional Requirements: None.

Overtime Provision: Non-exempt.

TELECOMMUNICATOR

CHARACTERISTIC OF THE CLASS: Operates telephone, and two-way radio in the receipt and transmission of police, fire, and other emergency units; dispatches such equipment as necessary.

Telecommunicator is responsible for the complete control of the public safety communications systems. Positions in this class involve emergency dispatching work by telephone or radio. Calls are received for rescue or other emergency equipment, whereupon the incumbent contacts by radio or telephone the unit or units to be dispatched giving the type and location of the emergency and other pertinent information. The Telecommunicator records all information concerning all calls and complaints.

EXAMPLES OF DUTIES: Receives calls by telephone and various radio systems for fire, police, ambulance or other emergency units. Determines the unit to be sent in response to such calls. Determines by inquiry the exact location of the place or point of emergency. Basic knowledge of System 36 (In House Computer). Determines the need for additional men and equipment. Transmits such messages as may be necessary in conducting operations at point of emergency. Informs police and utility personnel of emergencies. Tests systems each shift. Operate NCIC/LINK equipment. Transmits special information through communications systems of the City to various units. Knowledge of the 911 System.

MINIMUM REQUIREMENTS

Training and Experience: Completion of a standard high school course; and equivalent combination of experience and training which provides the required knowledge, skills and abilities. Successfully complete LINK/NCIC and Telecommunicator Basic.

Special Knowledge, Skills, and Abilities: Knowledge of Federal and State regulations governing transmission by radio.

Knowledge of the geography and the highway and street systems in the City and surrounding areas served by the City on request. Alertness and skill in detecting the scope and magnitude of an emergency. Emotional stability, thoroughness, patience and the ability to learn quickly. Pleasant personality and good speaking voice.

Class Title: Pretreatment/Environmental Program Coordinator

Dept/Div: Utilities/Wastewater Treatment

Supervisor: Utilities Director

Supervises: None

Class Characteristics: Under general direction, coordinates pretreatment program with business/industry customers; supervises and/or performs laboratory analysis of samples from wastewater; prepares and maintain accurate and up-to-date records; performs related work as required.

General Duties and Responsibilities: Monitors industrial discharge into the system by insuring self-monitoring by each industrial lab and by collecting and analyzing discharge: contacts officials and/or engineers at industry with instructions requiring change in discharge necessary to remain within prescribed limits for discharge. Prepares and maintains accurate records; forwards required reports within prescribed intervals. Insures that all sludge is treated for proper disposal. Requisitions and maintains inventory of supplies, chemicals and equipment. Responsible for general maintenance, cleaning and sanitation of laboratory, instruments and supplies. Works with City departments and Utilities Director in identifying environmental problems and developing plans of action to achieve compliance with federal, state and local laws, administrative regulations and ordinances. Participates in environmental enforcement activities against violators of applicable statutes and regulations. Prepares environmental impact reports and environmental impact statements. Performs technical analysis and evaluations of proposals, design plans, and treatment facilities. Writes and initiates press releases on health related topics associated with water and wastewater contaminants. Establishes water quality preservation program. Sample, inspect, and establish sampling and inspection programs as needed to insure water quality and waste effluent quality. Attends and participates in conferences, hearings and seminars. Attends preliminary hearings and formal enforcement meetings and conferences.

Non-essential: None

MINIMUM QUALIFICATIONS

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

Special Knowledge, Skills and Abilities:

Knowledge: Knowledge of federal, state and local laws, administrative regulations, and ordinances regarding industrial pollutants, wastewater collection, and sludge disposal. Knowledge of laboratory procedures. Knowledge of operating requirements of the plant. Knowledge of chemistry, biology, and math. Knowledge of and ability to use laboratory

equipment. Extensive knowledge of basic principles and practices governing activities, including research, monitoring, coordinating, application of theory and practice. Knowledge of natural and biological sciences; basic understanding of the ecological ramifications of operating in a lab and atmosphere.

Abilities: Ability to gather samples on a timely basis and to perform tests and analysis. Ability to prepare accurate and up-to-date reports, forward reports to appropriate agencies and offices in a timely manner, and to maintain records. Ability to establish effective working relationship with industry representatives, federal and state agencies, city officers and employees, and the general public.

ADDITIONAL INFORMATION

Instructions: Many aspects of work covered specifically but must use some of own judgment.

Processes: Work varies slightly, and seldom required to take different, new or unusual approaches in completing work.

Review of Work: Wastewater Treatment Plant Superintendent is consulted when problems arise, but work is not usually reviewed.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts are required.

Tools and/or Equipment Used: Vehicle; laboratory equipment; normal office equipment (telephone, computer, etc.)

Physical Requirements of the Job: Most work is performed in a laboratory; however, must collect samples regardless of weather conditions; must operate vehicle, must lift objects weighing less than 25 pounds; exposed to noise, fumes, chemicals and/or toxic substances.

Contacts: Occasional contacts with employees and supervisors from other departments.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

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

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

Certification Requirements: Must obtain Wastewater Treatment Plant Operators License, up to and including Class III, within eighteen months after meeting eligibility requirements at each class as a condition of continued employment.

Overtime Provision: Exempt

CITY OF RUSSELLVILLE

Class Title: Purchasing and Inventory Control Supervisor

Department: All

Supervisor: Mayor/City Clerk

Supervises: None

Class Characteristics: Under general direction, serves as Purchasing Agent for the departments including ordering, receiving, and issuing inventory; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Orders and maintains inventory of materials, parts, tools and supplies for the departments.
2. Establishes and maintains accurate records of all items received and distributed; makes reports as requested.
3. Participates in inventory of materials, parts and supplies.
4. Files bills for accounts payable; codes for payment.
5. Maintains clean and safe work area.
6. Works with vendor representatives in person and by phone.
7. Assists other Divisions as requested.
8. Maintains records on all jobs, including job description, location, materials used, etc.
9. Maintains all records/files for the department.
10. Receives all incoming calls; prepares work orders and/or takes messages as requested.
11. Maintains warehouse in clean and orderly condition; assists with maintaining grounds.
12. Tracks maintenance, capital costs, water losses, etc., prints reports from data base as requested.

Non-essential:

1. May pick-up materials, parts and supplies from vendors in emergency situations.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by two years related work experience; previous experience in purchasing/inventory or field crews preferred, but not required.

Knowledge:

1. Knowledge of materials, parts and supplies used by the Department.
2. Knowledge of modern inventory practices, including inventory control techniques.
3. Knowledge of the City's procurement policies and procedures.
4. Knowledge of computer hardware and software programs for inventory control.
5. Working knowledge of the City's utility systems.
6. Knowledge of administrative regulations governing storage, use and disposition of regulated items such as paints, oil, etc.

Special Knowledge, Skills and Abilities:

1. Skill in the use of keyboards, computers, and standard office equipment.
2. Communication skills.
3. Extensive knowledge of business methods, markets, and purchasing practices.
4. Extensive knowledge of federal, state and local laws, administrative regulations, and policies relating to purchasing.
5. Knowledge of public administration principles and practices.
6. Knowledge of computer hardware and related software programs.
7. Ability to accurately use office equipment, including computer hardware and software.
8. Ability to prepare and maintain accurate records and reports.
9. Ability to maintain accurate and up-to-date inventory files.
10. Ability to establish and maintain effective working relationships with vendors, Division Directors, employees and the general public.
11. Possess mechanical aptitude, manual dexterity, and good physical condition.
12. Ability to prepare bid specifications for technical and complex projects.

ADDITIONAL REQUIREMENTS

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

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

Review of Work: Work is reviewed through oral and written reports.

Analytical Requirements: Problems require analysis based on precedent.

Physical Requirements of the Job: Work is performed indoors at a desk, table or counter, and outdoors regardless of weather conditions; must operate vehicle as a job requirement; exposed to machinery and its moving parts, and dangerous machinery and sharp tools; required to be in high places, confined spaces, and using stairs and ladders.

Tools, Equipment and/or Vehicles Used: Normal office equipment (computer, telephone, calculator, fax machine, etc.); must operate a vehicle.

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

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate.

Interruptions: Frequent/constant.

Special Licensing Requirements: Must possess and maintain valid drivers license.

Certification Requirements: None.

Additional Requirements: None.

Overtime Provision: Non-exempt.

DISCLAIMER:

1. This class specification does not constitute a contract between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.
2. The functions listed above are illustrative only, and are not intended to cover all of the job duties and responsibilities. The omission of specific statements of duties and responsibilities does not exclude them from the class if the work is similar, related, or logical assignment to the class.

ACKNOWLEDGEMENT:

1. I have read and understand the class specification for Purchasing Agent.
2. I understand that, with proper training and supervision, I will be required to perform all of the essential functions of the class unassisted and without delay.

(Date)

(Applicant's Signature)