

An Ordinance of City of Harrodsburg, Kentucky, revising the “Personnel Ordinance Classification, Compensation Plan and Personnel Policies and Procedures.”

WHEREAS, the City Commissioners desire to add the job description of ; *“Supervisor of Maintenance of Mechanical, Electrical equipment , and pumps at Wastewater Treatment Plant”*

NOW, THEREFORE, be it ordained by the Board of Commissioners of the City of Harrodsburg, the above Ordinance is amended to read as follows:

New classification known as *“Supervisor of Maintenance of Mechanical, Electrical equipment, and pumps at Wastewater Treatment Plant”*, described as follows:

Class Title

Supervisor of Maintenance of Mechanical, electrical equipment, and pumps at Wastewater Treatment Plant.

Characteristics of the Class

Under direct supervision of the City Commission, maintains the city’s wastewater facility, or other such places as designated by the City Commission.

Examples of Duties or Responsibilities of the Classification

(Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority’s ability to add to or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as to duties or responsibilities shall not be regarded as excluding assignment of other not mentioned which are of similar kind or quality.)

Performs tasks consistent with the property maintenance of the city’s wastewater treatment plant, including, but not limited to, maintenance of flow chart meter, drying beds, grit chamber, bar screen, maintains rotating biological contractors, adjusts chlorine levels, measures sludge clarifiers, and maintains motors and pumps. Performs maintenance on equipment as needed. Interacts with supervisor, engineers and contractors as needed to ensure proper operation of wastewater treatment plant. Performs manual labor for maintenance for plant grounds. Performs related work as required.

To maintain the operation of all equipment and machinery or other mechanical and electrical devices at the Wastewater Treatment Plant. To develop schedules for daily maintenance of equipment; oversee employees who shall be responsible to maintain the equipment and machinery and make such repairs as required. Develop daily maintenance and schedule logs. Maintain an inventory of all equipment and mechanical devises. Maintain inventory of all necessary supplies. Maintain equipment and machinery. Maintain reports and provide reports as required.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS

(Persons employed in this classification will typically perform their primary job duties under these conditions. However, these conditions may change on occasion in performing the duties of an individual position).

Typically works indoors and outdoors at wastewater treatment facility. Heavy lifting and extensive walking is required to perform necessary duties. Must possess excellent manual dexterity.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), supplemented by at least two (2) years of acceptable maintenance of mechanical and electrical equipment or similar work experience.

Special Licensing Requirements

Valid Kentucky Driver's License

Special Knowledge, Skills and Abilities


Extensive knowledge of the maintenance and repairs of equipment used in wastewater treatment plants. Knowledge and ability to maintain operating records, compile data and prepare operating reports required by state and federal regulatory agencies. Ability to read and interpret engineering plans and manuals. Ability to communicate effectively, orally and in writing with plant personnel, government officials and the general public. Ability to establish and maintain effective working relationships with employees, officials and the general public. Excellent physical condition.

Overtime Status

Non-Exempt

WHEREFORE, this Ordinance was approved by the City Commissioners of Harrodsburg on the 14 day of April, 2014.

This Ordinance shall become effective upon its passage, approval and publication as required by law.

  
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EDDIE LONG, MAYOR  
CITY OF HARRODSBURG

ATTEST:

  
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KIM STINNETT, CITY CLERK/TREASURER

Given 1<sup>st</sup> Reading and Passed on the 24 day of March, 2014.

Given 2<sup>nd</sup> Reading and Passed on the 14 day of April, 2014.

PUBLISHED IN THE HARRODSBURG HERALD ON THE 24 DAY OF April, 2014.