

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 amend the position classification, hereinafter referred to as “*Water Treatment Facilities Superintendent*”.

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

Amend the position of “*Water Treatment Facilities Superintendent*”, described as follows:

Class Title

Water Treatment Facilities Superintendent

Characteristics of the Class

Under general direction of the City Administrative Officer, supervises, operates and maintains the city’s water treatment facility. Supervises all personnel working at the treatment plant. Performs related work as required.

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 the duties or responsibilities shall not be regarded as excluding assignment of others not mentioned which are of similar kind or quality.

Under general direction of CAO, maintains and operates the city’s class IVA water treatment plant in compliance with all applicable statutes and regulations. Supervises all water treatment plant personnel, and maintains “direct responsible charge” for all plant operations. Develops work schedules for employees. Conducts required testing of water and prepares/submits accurate reports to supervisor. Performs preventative maintenance on plant and equipment, making repairs and adjustments as necessary for property operation. Adds chemicals in accordance with prescribed standards. Performs custodial work in the cleaning and maintenance of plant and grounds. Maintains accurate and complete records. Performs routine clerical tasks associated with job responsibilities. Performs other related duties 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.

Work is primarily performed indoors at the Water Treatment Plant. Work duties related to grounds maintenance and the unloading of supplies are performed outdoors. The position requires lifting of chemicals and supplies that may weigh as much as one hundred (100) pounds. A great deal of walking, kneeling and bending is involved in performing work responsibilities.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited college or University supplemented by (1) year of experience in operating Class IIIA, or IVA water treatment plant. In lieu of a bachelor's degree, work experience in the operation of a Class II or higher class water treatment plant may be substituted for required education on a year for year basis. Must meet continuing education requirements imposed by 401 KAR 8:030.

Special Licensing Requirements

State Certification as a Class IV A Water Treatment Plant Operator
Kentucky Driver's License

Special Knowledge, Skills and Abilities

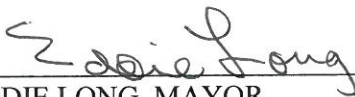
Thorough knowledge of applicable governing regulations and statutes pertaining to the operation and maintenance of a municipal water treatment plant. Thorough knowledge of water treatment plant operations. Knowledge of functions and servicing and maintenance requirements of mechanical equipment and machinery. Ability to detect mechanical flaws and make minor repairs. Skill in the use of tools and equipment necessary for maintenance and operation of the plant. Ability to prepare and maintain accurate reports and forward required reports and samples within the appropriate time frames. Supervisory skills with the ability to train and evaluate subordinate employees. Ability to communicate effectively. Ability to establish and maintain effective working relationships with Officials, other employees and the general public. Physical ability to perform heavy labor for extended periods of time occasionally under adverse weather conditions. Ability to maintain important records efficiently and accurately and to prepare clear, concise reports from this information.

Overtime Status

Non-Exempt

WHEREFORE, this Ordinance was approved by the City Commissioners of Harrodsburg on the 9th day of June, 2014.

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



EDDIE LONG, MAYOR
CITY OF HARRODSBURG

ATTEST:



CITY CLERK/TREASURER

Given 1st Reading and Passed on the 27 day of May, 2014.

Given 2nd Reading and Passed on the 9th day of June, 2014.

PUBLISHED IN THE HARRODSBURG HERALD ON THE ___ DAY OF _____, 2014.