

ORDINANCE 2014-23

An Ordinance amending provisions of the City of Harrodsburg Ordinance # 2006-13.

WHEREAS, the Board of Commissioners of the City of Harrodsburg desires to amend a portion of the Classification plan, Compensation plan, and Job Description of Ordinance 2006-13.

NOW, THEREFORE, be it enacted by the City of Harrodsburg, Kentucky, that a portion of the Ordinance under "Job classifications/description for "Water Treatment Facilities Superintendent", be amended as follows:

Class Title

Water Treatment Facilities Superintendent

Characteristics of the Class

Under general direction of the Harrodsburg City Commission, 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 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 the Commission, 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 proper operation. Adds chemicals in accordance with prescribed standards. Coordinates with other companies to source maintenance and repair services. Conducts purchasing for plant operations such as chemicals, repair parts and services. Prepares and manages department budget and acts as water plant project manager in liaison with contractors and engineers. 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 weight 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 one (1) year of experience in operating a Class IIIA, or IVA water treatment plant. In lieu of a baccalaureate 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 IVA Water Treatment Plant Operator
Kentucky Driver's License

Special Knowledge, Skills and Abilities

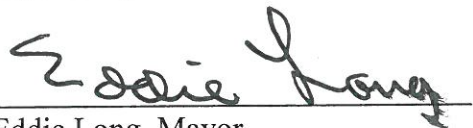
Thorough knowledge of applicable governing regulations and statutes pertaining to the operation and maintenance of a municipal water treatment plant. Thorough knowledge of water plant operations. Knowledge of functions and servicing/maintenance requirements of mechanical equipment and machinery. Ability 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 appropriate time frames. Supervisory skills, with 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

Exempt

WHEREFORE, this Ordinance was approved by the City Commissioners of Harrodsburg on the 27 day of Oct, 2014.

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



Eddie Long, Mayor
City Of Harrodsburg

ATTEST:

Kim Stennett
City Clerk/Treasurer

Given 1st Reading and Passed on the 13 day of October, 2014.

Given 2nd Reading and Passed on the 27 day of October, 2014.

Published in the Harrodsburg Herald on the 5 day of Nov, 2014.