

ORDINANCE 2014-24

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 Plant Trainee", be amended as follows:

Class Title

Water Treatment Plant Trainee

Characteristics of the Class

Under general direction of the Superintendent or Class IIIA or IVA Water Plant Operator, Assisting in performing specialized work related to the operation and maintenance of the city's Water 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.)

Assists in maintaining and operations of a Class IVA Water Treatment Plant in compliance with all applicable statues and regulations. Assists in conducting required testing of water and prepares/submits accurate reports to supervisor. Assists in preventive maintenance on plant and equipment, making repairs and adjustments as necessary for proper operations. Add chemicals in accordance with prescribed standards. Performs custodial work in the cleaning and maintenance of plant and grounds. Maintain accurate and complete records. Performs routine clerical task associated with job responsibilities. Employee is subject to emergency call back. 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 and maintenance and 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

Graduate from an accredited high school or equivalent (GED)

Special Licensing Requirements

Valid Kentucky Driver's License

Special Knowledge, Skills and Abilities


Ability to learn applicable governing regulations and statues pertaining to the operation and maintenance of a municipal water treatment plant. Ability to detect mechanical flaws and make minor repairs. Ability to use 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. 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. Ability to acquire appropriate certification as issued by the Commonwealth of Kentucky when required.

OVERTIME STATUS

Non-Exempt

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

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



Eddie Long, Mayor
City Of Harrodsburg

ATTEST:

Kim Steinnott

City Clerk/Treasurer

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

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

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