

ORDINANCE 2011-15

AN ORDINANCE OF THE CITY OF HARRODSBURG, KENTUCKY REVISING THE "PERSONNEL ORDINANCE CLASSIFICATION, COMPENSATION PLANS AND PERSONNEL POLICIES AND PROCEDURES".

WHEREAS, currently no "City Administrative Officer" is employed by the City of Harrodsburg. The position classification description contained in the "Personnel Ordinance Manuel", last revised in September 2006, indicates the following positions are under the general or administrative direction of the "City Administrative Officer" only. The "Personnel Ordinance Manuel" shall be amended:

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF HARRODSBURG THE ABOVE ORDINANCE IS AMENDED TO READ AS FOLLOWS:

The job classification characteristics of the following positions shall be as follows:

Classification of the Class:

Under the general direction of the City Administrative Officer (CAO), if one is employed and named by the City Commission, if no one is employed and serving as CAO, then under the general direction of the City Commission.

This applies to the following positions:

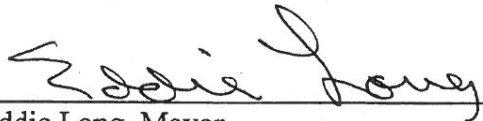
City Clerk/Treasurer/Tax Collector
Police Chief
Fire Chief
Assistant Fire Chief
Water Treatment Facilities Specialist
Water Treatment Facilities Assistant Superintendent
Waste Water Treatment Facilities Superintendent
Waste/Wastewater Maintenance Superintendent
Streets and Parks Maintenance Dept. Superintendent
Cemetery Superintendent
Public Safety Geographic Information Systems Tech
Utility Geographic Information Systems Tech

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


Passed 1st reading: 8/12/11

Passed 2nd reading: 9/12/11

Published: 9/15/11



Eddie Long, Mayor
City of Harrodsburg

Attest:


Kim Stinnett
City Clerk/Treasurer

City of Harrodsburg
Position Classifications

Class Title

City Administrative Officer

Characteristics of the Class

Under direction of the City Commission, is responsible for administrative oversight of all functions of the city. Serves as direct supervisor of city department directors and employees. 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)

Performs all responsibilities mandated by KRS 83A.090 and local ordinance. Responsibilities including advising the city commission regarding policy formation on city issued, preparation and implementation of the budget, making recommendations to the city commission concerning personnel actions, and supervision of departments. Serves as direct supervisor of all city department heads, assisting as necessary to ensure proper program implementation. Represents city at meeting and public functions as directed. Serves as liaison with federal and state agencies. Prepares and submits application for federal and state financial assistance as deemed appropriate by the city commission. Administers all state and federal grant/loan programs in compliance with governing regulations. Ensures all City records are developed and maintained consistent with governing statutes, regulations and ordinances. Serves as liaison with the media. Attends and participates as appropriate in all meetings of the city commission. Prepares reports concerning city operations and finances for dissemination to the city commission as required. Performs 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.)

Majority of time spent indoors at office. Required to inspect construction sites of city public works projects. Walking, bending and light lifting of objects weighing twenty-five (25) pounds or less is routinely required.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited college or university with a major in public administration or business supplemented by a minimum of five (5) years of progressively responsible supervisory management experience, preferably in the public sector. A Master's degree in public administration or business may be substituted on a year for year basis for up to two (2) years of required experience.

Special Licensing Requirements

Valid driver's license
Must be bondable

Special Knowledge, Skills, and Abilities

Extensive knowledge of the basic principles of public administration and municipal finance. Comprehensive knowledge of statutes governing the operation of municipal government. Considerable knowledge of modern office practices, procedures and equipment. Effective communication skills. Ability to plan, organize, and supervise the administrative functions of the city. Ability to evaluate professional, skilled and semi-skilled workers engaged in various activities. Ability to establish and maintain effective working relationships with employees, governmental officials, media and the general public. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from the information. Must be able to attend meeting at irregular hours.

Overtime Status

Exempt

City of Harrodsburg
Position Classifications

Class Title

City Clerk/Treasurer/Tax Collector

Characteristics of the Class

Under general administrative direction of the City Administrative Officer, performs statutorily required functions of the office of City Clerk. Serves as City Treasurer/Tax Collector, and is responsible for immediate supervision of office employees. 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)

Responsible for all duties assigned to the city clerk by KRS 83A.085, including maintenance and safekeeping of permanent records of the city; custodian of the official seal of the city; statutory responsibilities assigned to the city's official custodian by the Open Records Act; and providing annual reports to the Department for Local Government. Prepares agenda for and attends all Commission meetings. Keeps full and accurate minutes of council proceedings, recording them in a permanent journal kept for this purpose. Advertises ordinances consistent with state law. Indexes ordinances and resolutions.

Performs and supervises work related to preparation of property tax notices, assessments, and fees. Performs and supervises work related to the receipt deposit custody, investment and disbursement of city funds. Supervises the receipt of daily cash and cash reports from various revenue sources including taxes, delinquent taxes, assessments, building permits, license fees, insurance premiums taxes, special use, parking fines and other receipts. Supervises or participates in the distribution of receipts to the proper funds and the maintenance of records relating to bank deposits and withdrawals. Orders supplies, maintains office equipment and issues purchase orders. Supervises and performs work related to preparation and maintenance of payroll reports. Supervises employees in all aspects of office responsibilities. Keeps Mayor and city commission informed of information deemed pertinent to city operations. Attends training and meetings as needed to ensure compliance with state and federal guidelines on receipt and expenditure of funds. 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.)

Majority of time spent indoors at office.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED) supplemented by three (3) years of progressively responsible clerical/accounting work involving frequent contact with the public.

Related education and training may be substituted for work experience on a year for year basis. Successful applicant will be required to enroll in and successfully complete the Certified City Clerk program.

Special Licensing Requirements

None

Special Knowledge, Skills, and Abilities

Considerable knowledge of modern accounting procedures and of the basic principles of municipal finance. Considerable knowledge of modern office practices, procedures and equipment. Considerable knowledge of computer technology with ability to learn and utilize necessary computer software programs, including spreadsheet and word processing applications. Understanding of state and local statutory/regulatory requirements pertaining to the development and preservation of city council minutes and records. Effective communication skills. Ability to establish and maintain effective working relationships with employees governmental officials and the general public. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information.

Overtime Status

Exempt

City of Harrodsburg
Position Classifications

Class Title

Deputy City Clerk/Payroll Clerk

Characteristics of the Class

Under general administrative direction of the City Clerk/Treasurer/Tax Collector, assists in performing required functions of the office of City Clerk. Serves as supervisor for other office workers. Documents and prepares city payroll. 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 City Clerk, develops city payroll and assists in performance of other duties of the office. Responsible for documentation of hours worked and preparation of payroll checks for city employees. Prepared required federal/state/local reports for submittal within required time frames. Prepares employee's W-2 forms. Maintains personnel records and works with appropriate city officers and employees in dealing with personnel matters. Prepares necessary documentation concerning health insurance, retirement, worker's compensation claims, and other employee benefits. Responsible for maintenance and development of a variety of financial records including accounts payable, accounts receivable, payroll and general ledger accounts. Prepares checks for payment of bills, preparing monthly financial statements, and reconciliation of bank accounts. Assists in the notification, collection and recording of taxes, assessments, fees, property taxes, and other municipal receipts. Assists department heads in the development of annual budget requests. Responsible for maintenance of office computer software programs. Serves as city coordinator for use of parks, including collection of required fees. Answers telephone and provides secretarial support as needed. 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.)

Majority of time spent indoors at office with very little physical exertion required other than occasional light lifting, bending and kneeling. Considerable time spent sitting at computer terminal.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), supplemented by two (2) years of progressively responsible clerical work involving frequent contact with the public. Related education and training in accounting/bookkeeping may be substituted for required work experience on a year for year basis.

City of Harrodsburg
Deputy City Clerk/Payroll Clerk
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Special Licensing Requirements

None

Special Knowledge, Skills and Abilities

Considerable knowledge of, or the ability to learn, modern accounting procedures and of the basic principles of municipal finance. Considerable knowledge of modern office practices, procedures and equipment. Considerable knowledge of computer technology with ability to learn and utilize necessary computer software programs, including spreadsheet and word processing applications. Understanding of state and local statutory/regulatory requirements pertaining to the development and preservation of city financial and personnel records. Effective communication skills. Ability to establish and maintain effective working relationships with employees, governmental officials and the general public. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information.

Overtime Status

Non-Exempt

City of Harrodsburg
Position Classifications

Class Title

Occupational License Fee Administrator

Characteristics of the Class

Under administrative direction of the City Clerk/Treasurer/Tax Collector, performs all responsibilities necessary for implementation of the city's occupational license fee program. Assists in performing required functions of the office of City Clerk. Performs related work as required. This position is integrally related to the functions of the city clerk/treasurer/tax collector and should therefore be functionally responsible to the city clerk.

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 the direction of the city clerk, performs tasks necessary for proper administration of the city's occupational license fee program. Responsibilities include creation and maintenance of necessary program records, documentation of receipt and deposit of revenues, reconciliation of bank records with journal entries, identification and establishment of new accounts, contacting delinquent accounts, and performance of necessary related functions. Responds to complaints and requests for information and assistance from businesses and individuals. Assists the city clerk in the performance of responsibilities assigned by statute or the city commission. 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.)

Majority of time spent indoors at office with very little physical exertion required other than occasional light lifting, bending and kneeling. Considerable time spent sitting at computer terminal.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED) supplemented by two (2) years of progressively responsible clerical/accounting work involving frequent contact with the public. Related post-secondary education and training in accounting and/or business management may be substituted for work experience on a year for year basis.

Special Licensing Requirements

Valid driver's license

Special Knowledge, Skills and Abilities

Considerable knowledge of bookkeeping/accounting procedures. Considerable knowledge of modern office practices, procedures, and equipment. Considerable knowledge of computer technology with ability to learn and utilize necessary computer software programs, including spreadsheet and word processing applications. Ability to interpret and implement licensing and collection procedures established by local ordinance. Effective communication skills. Ability to maintain appropriate discretion concerning confidential information provided by employers and individuals. Ability to establish and maintain effective working relationships with employees, governmental officials and the general public. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information.

Overtime Status

Non-Exempt

City of Harrodsburg
Position Classifications

Class Title

Utility Office Supervisor

Characteristics of the Class

Under general direction, performs secretarial and clerical functions necessary for support of a department/division of the city. Supervises subordinate clerks and meter reading personnel. 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 COA, performs various secretarial and clerical functions in support of city operations. Depending on specific departmental assignment, duties may include, but are not limited to, typing correspondence, opening and dissemination of mail, answering telephone calls, preparation of bills, notices, collections of city revenues, maintenance of financial records, assisting in preparation of payroll, and interacting with the public concerning departmental operations. Supervises subordinate clerks. Performs related work as required. Trains new employees on meter reading and handheld computer data recording. Trains new collection clerks. Review evaluations and selection of new water department billing system software and computers. Generate, track, and follow up work orders for water/sewer maintenance departments.

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.)

Majority of time spent indoors at office with very little physical exertion required other than occasional light lifting, bending, kneeling and sitting for long periods of time.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from an accredited high school or equivalency (GED), supplemented by five (5) years of experience in a responsible secretarial or clerical position.

Special Licensing Requirements

None

Special Knowledge, Skills and Abilities

Knowledge of and ability to operate standard equipment used in office setting. Computer skills and the ability to utilize specialized software. Ability to understand and implement instructions. Ability to maintain accurate records and filing systems. Ability to make mathematical computations with speed and accuracy by hand or machine. Supervisory ability. Ability to establish effective working relationships with city officials, other employees and the general public.

Overtime Status

Non-Exempt

City of Harrodsburg
Position Classifications

Class Title

Senior Clerk

Characteristics of the Class

Under general direction, performs secretarial and clerical functions necessary for support of a department/division of the city. Assists in supervision of subordinate clerks. 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, performs various secretarial and clerical functions in support of city operations. Depending on specific departmental assignment, duties may include, but are not limited to, typing correspondence, opening and dissemination of mail, answering telephone calls, preparation of bills/tax notices, collection of city revenues, maintenance of financial records, assisting in preparation of payroll, and interacting with the public concerning governmental operations. Assists in supervision of subordinate clerks. Performs related work 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.)

Majority of time spent indoors at office with very little physical exertion required other than occasional light lifting, bending and kneeling. Considerable time spent sitting at computer terminal.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from an accredited high school or equivalency (GED), supplemented by five (5) years of experience in a responsible secretarial or clerical position.

Special Licensing Requirements

None

Special Knowledge, Skills and Abilities

Knowledge of and ability to operate standard equipment used in office setting. Computer skills and the ability to utilize specialized software. Ability to understand and implement instructions. Ability to maintain accurate records and filing systems. Ability to make mathematical computations with speed and accuracy by hand or machine. Supervisory ability. Ability to establish effective working relationships with city officials, other employees and the general public.

Overtime Status

Non-Exempt

City of Harrodsburg
Position Classifications

Class Title

Office Clerk/Collections Clerk

Characteristics of the Class

Under general supervision of appropriate supervisor, performs secretarial and clerical functions necessary for support of a department/division of the city. 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, performs various secretarial and clerical functions in support of city operations. Depending on specific departmental assignment, duties may include, but are not limited to, typing correspondence and assisting the City Clerk/Treasure, opening and dissemination of mail, answering telephone calls, assists in preparation of bills/tax notices, process insurance premium taxes, back up on collecting of city taxes, reconciling bank statements monthly to send to auditing firm, and interacting with the public concerning governmental operations. Performs related work 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.)

Majority of time spent indoors at office with very little physical exertion required other than occasional light lifting, bending and kneeling. Considerable time spent sitting at computer terminal.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from an accredited high school or equivalency (GED), supplemented by two (2) years of secretarial or clerical skills and/or experience handling money.

Special Licensing Requirements

None

Special Knowledge, Skills and Abilities

Knowledge of and ability to operate standard equipment used in office setting. Computer skills and the ability to utilize specialized software. Ability to understand and carry out instructions. Ability to maintain accurate records and filing systems. Ability to make mathematical computations with speed and accuracy by hand or machine. Ability to establish effective working relationships with city officials, other employees and the general public.

Overtime Status

Non-Exempt

City of Harrodsburg
Position Classifications

Class Title

Police Chief

Characteristics of the Class

Under general direction of the City Administrative Officer, plans, organizes, directs and coordinates the activities of the police department in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property. 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)

Plans, organizes, directs, coordinates and evaluates the activities and programs of the Police Department, formulates departmental policies and procedures, rules and regulations in consultation with the City Administrative Officer and the City Commission. Develops organizational structure of the department in accordance with professional standards and city policy. Prepares budget estimates and controls the expenditures of all department funds, keeping expenditures within the approved departmental budget. Prepares and maintains work schedules. Supervises and evaluates department personnel. Enforces disciplinary measures consistent with governing statutes and city ordinances, ensuring appropriate coordination with the City Administrative Officer and the City Commission. Authorizes purchase of necessary supplies and recommends purchase of necessary equipment. Cooperates with representatives of state, federal, and local agencies on matters of mutual interest and responsibility. Prepares memoranda and reports on activities of the department and supervises others in the preparations of reports. Reviews all reports developed by subordinate officers and employees. Maintains necessary working knowledge of all laws, official opinions and guidelines, which impact the department. Maintains accurate and complete record systems pertaining to citations, arrests and investigations. Participates in approved/required law enforcement training courses, and ensures that recruits and regular officers receive required and necessary training in modern police methods and procedures, first aid, and related procedures. Serves as liaison with social serves and public schools as needed to accomplish program objectives. Serves as primary liaison for citizen inquires. Performs public relations functions for the department. Attends all City Commission meetings. 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.)

Depending on the duties being performed, on-duty time is spent in the office, police cruiser or outdoors. Must respond to calls in all weather conditions and in any type of terrain. Extreme physical exertion may be required in the pursuit and apprehension of prisoners, or in related work. Extreme mental stress due to personal danger or dangers to others may occur.

MINIMUM QUALIFICATIONS

Training and Experience

graduate from an accredited high school or equivalent (GED) supplemented by six (6) years of responsible, professional law enforcement experience. At least two (2) years of prior experience must have been in a supervisory position. A bachelor's degree in criminal justice/police administration from an accredited college or university may be substituted for up to three (3) years of required experience. Certification as a Certified Police Officer as required by KRS Chapter 15.380. Must comply with annual in-service training requirements mandated by KRS 95.955.

Special Licensing Requirements

Valid driver's license
Certified Peace Officer

Special Knowledge, Skills and Abilities

Extensive knowledge and appreciation of federal, state and local laws and ordinances. Extensive knowledge of the principles and practices of modern police administration, organization and operation as applied to field patrol activity, traffic control and criminal investigation. Extensive knowledge of the use of police records and their application to the solution of police problems. Skill in the use of firearms. Administrative, supervisory, and analytical abilities. Ability to establish and maintain effective working relationships with employees, other officials and the general public. Physical and intellectual ability to perform duties effectively in high stress situations. Effective communication skills. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information.

Overtime Status

Exempt

City of Harrodsburg
Position Classifications

Class Title

Assistant Police Chief

Characteristics of the Class

Under general direction of the Police Chief, supervises and provides assistance as required to ensure all activities and responsibilities of the police department are properly performed. Serves as departmental supervisor in the absence of the Police Chief. 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 direction of the Police Chief, assists in planning, organizing, directing, coordinating and evaluating the activities and programs of the Police Department. As appropriate and necessary, patrols city to ensure proper law enforcement. Provides input as requested in the formulation of departmental policies and procedures, rules and regulations. Assists in the preparation of work schedules. Supervises subordinate officers and employees, and provides input on departmental evaluation of employees. Prepares memoranda and reports on activities of the department as required. Maintains necessary working knowledge of all laws, official opinions and guidelines, which impact the department. Participates in approved/required law enforcement training courses, and ensures that recruits and regular officers receive required and necessary training in modern police methods and procedures, first aid, and related procedures. 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.)

Depending on the duties being performed, on-duty time is spent in the office, police cruiser or outdoors. Must respond to calls in all weather conditions and in any type of terrain. Extreme physical exertion may be required in the pursuit and apprehension of prisoners, or in related work. Extreme mental stress due to personal danger or dangers to others may occur.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED) supplemented by five (5) years of responsible, professional law enforcement experience. At least one (1) year of prior experience must have been in a supervisory position. A bachelor's degree in criminal justice/police administration from an accredited college or university may be substituted for up to three (3) years of required experience. Certification as a Certified Police Officer as required by KRS Chapter 15.380. Must comply with annual in-service training requirements mandated by KRS 95.955.

City of Harrodsburg
Assistant Police Chief
Page 2

Special Licensing Requirements

Valid driver's license
Certified Police Officer

Special Knowledge, Skills and Abilities

Extensive knowledge and application of federal, state, and local laws and ordinances. Extensive knowledge of the principles and practices of modern police administration, organization and operation as applied to field patrol activity, traffic control and criminal investigation. Extensive knowledge of the use of police records and their application to the solution of police problems. Skill in the use of firearms. Administrative, supervisory and analytical abilities. Ability to establish and maintain effective working relationships with employees, other officials and the general public. Physical and intellectual ability to perform duties effectively in high stress situations. Effective communication skills. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information.

Overtime Status

Exempt

City of Harrodsburg
Position Classifications

Class Title

Police Lieutenant

Characteristics of the Class

Under general direction of the Police Chief or other superior officers, performs all duties required in the enforcement of laws and ordinances, the prevention of crime and the protection of life and property. Serves as patrol supervisor for police officers of lower rank. 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 direction of Police Chief, serves as patrol supervisor and training officer for police officers of lower rank. Coordinates and oversees activities of officers on patrol to ensure efficient deployment of manpower. Ensures that officers reporting for duty are in proper uniform and properly equipped to perform duties. Enforces departmental rules and regulations, and recommends appropriated disciplinary action to Police Chief . Patrols assigned areas of city in police vehicle or on foot. Investigates complaints and responds appropriately. Makes arrests and/or citations to persons in violation of state aw or city ordinances. Serves court documents including warrants and subpoenas/ Provides traffic control in connection with school crossing, accidents, inoperative electronic traffic control devises, fires, parades and special events. At the scene of a crime or accident conducts preliminary investigations gathers evidence, interviews witnesses, and makes arrests as appropriate. Takes prisoners to jail. Qualified officers may administer Breathalyzer tests as needed. Assists rescue and fire units in emergency situations. Prepared required reports relating to crimes or accidents. Appears in court as required. Gives advise on laws and ordinances and general information to the public. Maintains order in crowds, parades and public gatherings. Works with social service agencies and public schools as needed to accomplish program objectives. Participates in approved/required law enforcement training courses in modern police methods and procedures, first aid, firearms instruction and related procedures. 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.)

Depending on the duties being performed, on-duty time is spent in the office, police cruiser or outdoors. Must respond to calls in all weather conditions and in any type of terrain. Extreme physical exertion may be required in the pursuit and apprehension of prisoners, or in related work. Extreme mental stress due to personal danger or danger to others may also occur due to the nature of police response.

MINIMUM QUALIFICATIONS

Training and Experience

Certification status as a Certified Police Officer as required by KRS 15.382, supplemented by at least five (5) years experience as a police officer and two (2) of those years as a Police Sergeant. Advanced educational training in law enforcement/criminal justice may be substituted for one (1) year of required experience. Must comply with annual in-service training requirements mandated by KRS 95.955. Must have taken and passed the DOCJT Sergeants Academy.

Special Licensing Requirements

Valid Driver's License
Certified Police Officer

Special Knowledge, Skills and Abilities

Comprehensive knowledge of police methods, practices, and procedures, with ability to apply knowledge to specific situations. Extensive knowledge and application of federal, state, and local laws. Working knowledge of, or ability to quickly learn the geography of the city. Ability to understand and carry out oral and written instructions. Ability to analyze situations and to adopt quick, effective and reasonable courses of action, with regard to surrounding hazards and circumstances. Proficiency in the use of firearms. Supervisory ability. Ability to establish and maintain effective working relationships with employees, other officials and the general public. Physical and intellectual ability to perform duties effectively in high stress situations. Ability to pass appropriate physical and medical examinations. Effective communication skills. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information.

Overtime Status

Exempt

City of Harrodsburg
Position Classifications

Class Title

Police Sergeant

Characteristics of the Class

Under general direction of the Police Chief or other superior officers, performs all duties required in the enforcement of laws and ordinances, the prevention of crime and the protection of life and property. Serves as shift supervisor for police officers of lower rank. 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 direction of Police Chief, serves as shift supervisor and training officer for police officers of lower rank. Coordinates and oversees activities of officers on patrol to ensure efficient deployment of manpower. Ensures that officers reporting for duty are in proper uniform and properly equipped to perform duties. Enforces departmental rules and regulations and recommends appropriate disciplinary action to Police Chief. Patrols assigned areas of city in police vehicle or on foot. Investigates complaints and responds appropriately. Makes arrests and/or citations to persons in violation of state law or city ordinances. Serves court documents including warrants and subpoenas. Provides traffic control in connection with school crossing, accidents, inoperative electronic traffic control devices, fires, parades and special events. At the scene of a crime or accident conducts preliminary investigations, gathers evidence, interviews witnesses, and makes arrests as appropriate. Takes prisoners to jail. Qualified officers may administer Breathalyzer tests as needed. Assists rescue and fire units in emergency situations. Prepared required reports relating to crimes or accidents. Appears in court as required. Gives advise on laws and ordinances and general information to the public. Maintains order in crowds, parades and public gatherings. Works with social service agencies and public schools as needed to accomplish program objectives. Participates in approved/required law enforcement training courses in modern police methods and procedures, first aid, firearms instruction and related procedures. 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.)

Depending on the duties being performed, on-duty time is spent in the office, police cruiser or outdoors. Must respond to calls in all weather conditions and in any type of terrain. Extreme physical exertion may be required in the pursuit and apprehension of prisoners, or in related work. Extreme mental stress due to personal danger or danger to others may also occur due to the nature of police response.

MINIMUM QUALIFICATIONS

Training and Experience

Certification status as a Certified Police Officer as required by KRS 15.382, supplemented by at least four (4) years experience as a police officer. Advanced educational training in law enforcement/criminal justice may be substituted for one (1) year of required experience. Must comply with annual in-service training requirements mandated by KRS 95.955.

Special Licensing Requirements

Valid Driver's License
Certified Police Officer

Special Knowledge, Skills and Abilities

Comprehensive knowledge of police methods, practices, and procedures, with ability to apply knowledge to specific situations. Extensive knowledge and application of federal, state, and local laws. Working knowledge of, or ability to quickly learn the geography of the city. Ability to understand and carry out oral and written instructions. Ability to analyze situations and to adopt quick, effective and reasonable courses of action, with regard to surrounding hazards and circumstances. Proficiency in the use of firearms. Supervisory ability. Ability to establish and maintain effective working relationships with employees, other officials and the general public. Physical and intellectual ability to perform duties effectively in high stress situations. Ability to pass appropriate physical and medical examinations. Effective communication skills. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information.

Overtime Status

Non-Exempt

City of Harrodsburg
Position Classifications

Class Title

Police Detective

Characteristics of the Class

Under general direction of the Police Chief or other superior officers, conducts specialized investigations of criminal offenses. 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 superior officers, performs comprehensive investigations into specific criminal offenses. Conducts thorough investigation of crimes to assist in the apprehension of criminals. Visits crime scenes, identifies and preserves all evidence, performs appropriate follow up investigations. Interviews witnesses, suspects and other appropriate persons to obtain appropriate information. Investigates reports of missing persons in an attempt to locate the individual. Performs surveillance of individuals suspected of crimes. Makes arrests and/or issues citations to persons in violation of state laws or city ordinances. Takes prisoners to jail. Prepares required reports relating to crimes or accidents. Appears in court as required. Works with social service agencies and public schools as needed to accomplish program objectives. Participates in approved/required law enforcement training courses in modern police methods and procedures, first aid, firearms instruction and related procedures. 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.)

Depending on the duties being performed, on-duty time is spent in the office, police cruiser or outdoors. Must respond to calls in all weather conditions and in any type of terrain. Extreme physical exertion may be required in the pursuit and apprehension of prisoners, or in related work. Extreme mental stress due to personal danger or danger to others may also occur due to the nature of police response.

MINIMUM QUALIFICATIONS

Training and Experience

Certification status as a Certified Police Officer as required by KRS 15.382, supplemented by at least three (3) years of experience as a police officer. Must comply with annual in-service training requirements mandated by KRS 95.955.

Special Licensing Requirements

Valid Driver's license
Certified Police Officer

Special Knowledge, Skills and Abilities

Comprehensive knowledge of police methods, practices, and procedures, with ability to apply knowledge to specific situations. Extensive knowledge and application of federal, state, and local laws. Working knowledge of, or ability to quickly learn the geography of the city. Ability to understand and carry out oral and written instructions. Ability to analyze situations and to adopt quick, effective and reasonable courses of action, with regard to surrounding hazards and circumstances. Proficiency in the use of firearms. Supervisory ability. Ability to establish and maintain effective working relationships with employees, other officials and the general public. Physical and intellectual ability to perform duties effectively in high stress situations. Willingness to work long, fluctuating work schedules. Ability to proficiently utilize specialized equipment including, but not limited to, fingerprint kit, casting equipment, electronic listening devices and drug field kits. Ability to pass appropriate physical and medical examinations. Effective communication skills. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information.

Overtime Status

Non-Exempt

City of Harrodsburg
Position Classifications

Class Title

Corporal/Senior Police Officer

Characteristics of the Class

Under general direction of the Police Chief or other superior officers, performs all duties required in the enforcement of laws and ordinances, the prevention of crime, and the protections of life and property. 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 superior officers, patrols assigned areas of city in police vehicle or on foot. Investigated complaints to persons in violation of state law or city ordinances. Serves court documents including warrants and subpoenas. Provides traffic control in connection with school crossing, accidents, inoperative electronic traffic control devices, fires, parades and special events. At the scene of a crime or accident conducts preliminary investigations, gathers evidence, interviews witnesses, and makes arrests as appropriate. Takes prisoners to jail. Qualified officers may administer Breathalyzer tests as needed. Assists rescue and fire units in emergency situations. Prepared required reports relating to crimes or accidents. Appears in court as required. Gives advise on laws and ordinances and general information to the public. Maintains order in crowds, parades and public gatherings. Works with social service agencies and public schools as needed to accomplish program objectives. Participates in approved/required law enforcement training courses in modern police methods and procedures, first aid, firearms instruction and related procedures. 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.)

Depending on the duties being performed, on-duty time is spent in the office, police cruiser or outdoors. Must respond to calls in all weather conditions and in any type of terrain. Extreme physical exertion may be required in the pursuit and apprehension of prisoners, or in related work. Extreme mental stress due to personal danger or danger to others may also occur due to the nature of police response.

MINIMUM QUALIFICATIONS

Training and Experience

Certification status as a Certified Police Officer as required by KRS 15.382, supplemented by at least three (3) years of continuous employment with the Harrodsburg Police Department. Must comply with annual in-service training requirements mandated by KRS 95.955.

City of Harrodsburg
Senior Police Officer
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Special Licensing Requirements

Valid Driver's license
Certified Police Officer

Special Knowledge, Skills and Abilities

Comprehensive knowledge of police methods, practices, and procedures, with ability to apply knowledge to specific situations. Extensive knowledge and application of federal, state, and local laws. Working knowledge of, or ability to quickly learn the geography of the city. Ability to understand and carry out oral and written instructions. Ability to analyze situations and to adopt quick, effective and reasonable courses of action, with regard to surrounding hazards and circumstances. Proficiency in the use of firearms. Supervisory ability. Ability to establish and maintain effective working relationships with employees, other officials and the general public. Physical and intellectual ability to perform duties effectively in high stress situations. Willingness to work long, fluctuating work schedules. Ability to pass appropriate physical and medical examinations. Effective communication skills. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information.

Overtime Status

Non-Exempt

City of Harrodsburg
Position Classifications

Class Title
Police Officer

Characteristics of the Class

Under general direction of the Police Chief or other superior officers, performs all duties required in the enforcement of laws and ordinances, the prevention of crime, and the protections of life and property. 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 direction of superior officers, patrols assigned areas of city in police vehicle or on foot. Investigates complaints and responds appropriately. Makes arrests and/or citations to persons in violation of state law or city ordinances. Serves court documents including warrants and subpoenas. Provides traffic control in connection with school crossing, accidents, inoperative electronic traffic control devices, fires, parades and special events. At the scene of a crime or accident conducts preliminary investigations, gathers evidence, interviews witnesses, and makes arrests as appropriate. Takes prisoners to jail. Qualified officers may administer Breathalyzer tests as needed. Assists rescue and fire units in emergency situations. Prepared required reports relating to crimes or accidents. Appears in court as required. Gives advise on laws and ordinances and general information to the public. Maintains order in crowds, parades and public gatherings. Works with social service agencies and public schools as needed to accomplish program objectives. Participates in approved/required law enforcement training courses in modern police methods and procedures, first aid, firearms instruction and related procedures. 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.)

Depending on the duties being performed, on-duty time is spent in the office, police cruiser or outdoors. Must respond to calls in all weather conditions and in any type of terrain. Extreme physical exertion may be required in the pursuit and apprehension of prisoners, or in related work. Extreme mental stress due to personal danger or danger to others may also occur due to the nature of police response.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), and at least twenty-one (21) years of age. Certification as a Certified Peace Officer as required by KRS 15.382, including the successful completion of required basic police training administered or approved by the Department of Criminal Justice Training. Must comply with annual in-service training requirements mandated by KRS 95.955.

Special Licensing Requirements

Valid Driver's license
Certified Police Officer

Special Knowledge, Skills and Abilities

Comprehensive knowledge of police methods, practices, and procedures, with ability to apply knowledge to specific situations. Extensive knowledge and application of federal, state, and local laws. Working knowledge of, or ability to quickly learn the geography of the city. Ability to understand and carry out oral and written instructions. Ability to analyze situations and to adopt quick, effective and reasonable courses of action, with regard to surrounding hazards and circumstances. Proficiency in the use of firearms. Ability to establish and maintain effective working relationships with employees, other officials and the general public. Physical and intellectual ability to perform duties effectively in high stress situations. Willingness to work long, fluctuating work schedules. Ability to pass appropriate physical and medical examinations. Effective communication skills. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information.

Overtime Status

Non-Exempt

City of Harrodsburg
Position Classifications

Class Title
Police Recruit

Characteristics of the Class

Under general direction of the shift sergeant and/or other superior officers, performs all duties required in the enforcement of laws and ordinances, the prevention of crime, and the protections of life and property. 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 direction of the shift-training sergeant, patrols assigned areas of city in police vehicle or on foot. Investigates complaints and responds appropriately. Makes arrests and/or citations to persons in violation of state law or city ordinances. Serves warrants and subpoenas. Provides traffic control in connection with school crossing, accidents, inoperative electronic traffic control devices, fires, parades and special events. At the scene of a crime or accident conducts preliminary investigations, gathers evidence, interviews witnesses, and makes arrests as appropriate. Takes prisoners to jail. Qualified officers may administer Breathalyzer tests as needed. Assists rescue and fire units in emergency situations. Prepared required reports relating to crimes or accidents. Appears in court as required. Gives advise on laws and ordinances and general information to the public. Maintains order in crowds, parades and public gatherings. Works with social service agencies and public schools as needed to accomplish program objectives. Participates in approved/required law enforcement training courses in modern police methods and procedures, first aid, firearms instruction and related procedures. 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.)

Depending on the duties being performed, on-duty time is spent in the office, police cruiser or outdoors. Must respond to calls in all weather conditions and in any type of terrain. Extreme physical exertion may be required in the pursuit and apprehension of prisoners, or in related work. Extreme mental stress due to personal danger or danger to others may also occur due to the nature of police response.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), and at least twenty-one (21) years of age. Must be able to comply with certification requirements contained in KRS 15.382 and able to complete basic police training administered or approved by the Department of Criminal Justice. Training within one (1) year of employment. Must comply with in-service training requirements mandated by KRS 95.955.

City of Harrodsburg
Police Recruit
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Special Licensing Requirements

Valid Driver's license
Certified Police Officer

Special Knowledge, Skills and Abilities

Knowledge of, or ability to learn police methods, practices, and procedures, and to apply this knowledge to specific situations. Knowledge of, or ability to learn, application of federal, state, and local laws. Working knowledge of, or ability to quickly learn the geography of the city. Ability to understand and carry out oral and written instructions. Ability to analyze situations and to adopt quick, effective and reasonable courses of action, with regard to surrounding hazards and circumstances. Ability to develop skill in the use of firearms. Ability to establish and maintain effective working relationships with employees, other officials and the general public. Physical and intellectual ability to perform duties effectively in high stress situations. Willingness to work long, fluctuating work schedules. Ability to pass appropriate physical and medical examinations. Effective communication skills. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information.

Overtime Status

Non-Exempt

City of Harrodsburg
Position Classifications

Class Title

Ordinance Enforcement/Citation Officer

Characteristics of the Class

Under general direction of the Police Chief or other superior officers, issues citations for violation of city ordinances and nonmoving motor vehicle offenses. 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 direction of Police Chief, issues citations to persons in violation of city ordinances, or for nonmoving motor vehicle offenses. Responsible for accuracy of information and charges contained on citations. Maintains records in accordance with established standards, and provides reports as required. Will be the designated agent for the Building Inspector for condemnation hearings and will be an Enforcement Officer for the Occupational License Fee Administration. 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 routinely performed outdoors in all types of weather conditions. Nature of job requires a great deal of walking.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED).

Special Licensing Requirements

Valid Driver's license

Special Knowledge, Skills and Abilities

Comprehensive knowledge of, or ability to learn city ordinances. Ability to understand and carry out oral and written instructions. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information. Ability to deal with public in a factual manner. Ability to establish and maintain effective working relationships with other employees and city officials.

Overtime Status

Non-Exempt

City of Harrodsburg
Position Classification

Class Title

Senior Police Records Clerk

Characteristics of the Class

Under general direction of the Police Chief, Asst. Chief, or Lieutenant, performs secretarial and clerical functions necessary for support of the department. 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)

Performs various secretarial and clerical functions in support of city police department operations. Supervises, instructs, and trains records clerk and performs his or her duties when they are unavailable. Oversees the maintenance of police records (i.e. case reports, accident reports, domestic reports, use-of-force reports, etc.) Writes department press releases. Tracks and prepares annual statistical reports for the following: accidents, cases, criminal and traffic arrests, warrants, summons, show cause orders, domestic reports (JC-3's), call run response reports and demographics (police personnel. Maintains fingerprints, case files, and prisoner photograph files ensuring that photos are downloaded on a regular basis and attached to the appropriate case file or mug shot file; preparing mug shot line-ups as needed for investigations. Types correspondence and policy updates, transcribes interview tapes, responds to open records requests, and performs fiscal officer duties and compiling reports while the Harrodsburg Police Department is participating in the Kentucky Officer of Highway Safety Federal Overtime (FOT) or other grants. Fingerprints job applicants (law enforcement personnel, school employee's, real estate agents, nursing licenses, etc.) using the MorphoTrak Live Scan when officer's are not available. Creates and maintains yearly training planner and enrolls officers for training as needed and ensure officers maintain annual certification through the Department of Criminal Justice Training (DOCJT). Tracks breathalyzer, radar/lidar, etc. certifications and schedule online recertification as needed. Processes food allowance requests and obtain lodging for all long distance training. Obtains transcripts for newly hired sworn officers from other departments or other states and schedule them for appropriate training needed to ensure up-to-date Kentucky certification. Prepares and submits all Kentucky Law Enforcement Council (KLEC) forms ensuring officer's status remains up-to-date at all times. Maintains time cards and related personnel records. Interacts with public regarding requests for reports or information. 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 performed indoors in an office setting. Work requires little physical exertion, but a great deal of time is spent sitting when utilizing office equipment.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), supplemented by one (5) years of secretarial or clerical experience.

Special Licensing Requirements

None

Special Knowledge, Skills and Abilities

Knowledge of and ability to operate standard equipments used in office setting. Computer skills and the ability to utilize specialized software. Ability to understand and implement oral and written instructions. Ability to maintain accurate records and filing systems. Ability to make mathematical computations with speed and accuracy by hand or machine. Ability to establish effective working relationships with city officials, other employees and the general public.

Overtime Status

Non-Exempt

Position Classifications

Class Title

Police Records Clerk/Typist

Characteristics of the Class

Under general direction of the Police Chief, Asst. Chief, or Lieutenant, performs secretarial and clerical functions necessary for support of the department. 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 supervisor, performs various secretarial and clerical functions in support of city police department operations. Responsible for the maintenance and handling of police records (i.e. case reports, accident reports, etc.). Responsible for handling Chief Records Clerk responsibilities when he or she is unavailable. Purchasing Agent, responsible for all department purchases (i.e. uniforms, duty gear, cruiser supplies and maintenance, cleaning supplies, office supplies, etc.) and processing Harrodsburg Police Department bills. Responsible for distribution of uniforms and duty gear to officers. Track and schedule routine cruiser maintenance (oil changes, etc.). Accepting and forwarding money collected to City Hall for report fees, fingerprinting fees, checks received by mail, tracking parking ticket payment and following up on unpaid parking tickets with letters (and in some cases a summons); accepting and forwarding parking ticket money collected to City Hall. Types correspondence, maintains time cards and related personnel records. Interacts with public regarding requests for reports or information. 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 performed indoors in an office setting. Work requires little physical exertion, but a great deal of time is spent sitting when utilizing office equipment.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), supplemented by one (1) year of secretarial or clerical experience.

Special Licensing Requirements

None

Special Knowledge, Skills and Abilities

Knowledge of and ability to operate standard equipments used in office setting. Computer skills and the ability to utilize specialized software. Ability to understand and implement oral and written instructions. Ability to maintain accurate records and filing systems. Ability to make mathematical computations with speed and accuracy by hand or machine. Ability to establish effective working relationships with city officials, other employees and the general public.

Overtime Status

Non-Exempt

Position Classifications

Class Title

Law Enforcement Telecommunications Supervisor

Characteristics of the Class

Under general direction of Assistant Police Chief, serves as supervisor and performs specialized work related to emergency service communications. 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)

Provides necessary supervision and instruction for employees performing dispatching responsibilities. Develops work schedules for employees. As necessitated by employee absence, monitors assigned radio frequencies and receives incoming telephone calls requiring response from city and/or county police department, ambulance service, fire department or sheriff. Serves as the agency's "terminal coordinator" for the input and verification of data input into the NCIC and LINK interagency databases. Develops and submits all required reports to state/federal agencies concerning the operation of the telecommunications department. Ensures accuracy of data input concerning Emergency Temporary Orders and Emergency Protective Orders. Develops and oversees agency budget to ensure compliance with budget constraints. Maintains accurate and complete records of all incoming requests for assistance. Responds to non-emergency calls by providing relevant information, if known. 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 performed indoors in an office setting, with little physical exertion. Extreme mental stress may occur due to the emergency nature of calls being received.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), supplemented by two (2) years experience in emergency dispatching operations. Successful completion of "Communications Training Officer" training as offered by the Department for Criminal Justice Training.

Special Licensing Requirements

Certification as a law enforcement telecommunicator as required by KRS 15.560. Employee must comply with annual eight (8) hour in-service training at a school certified or recognized by the Kentucky Law Enforcement Council.

Special Knowledge, Skills and Abilities

Extensive knowledge of basic radio transmission procedures and of basic FCC rules and regulations governing operation of radio-telephone receiving and transmitting equipment. Working knowledge of organizational and operational structure of city and county emergency response agencies. Knowledge of the geography and street systems of the city and surrounding areas. Ability to analyze situations and to react quickly, calmly and appropriately in emergencies. Ability to speak clearly and concisely. Knowledge of necessary computer software and databases, including the NCIC and LINK. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information by use of standard office equipment. Ability to supervise subordinates and to establish effective working relationships with officials, other employees and the general public.

Overtime Status

Exempt

Position Classifications

Class Title

Law Enforcement Assistant Telecommunications Supervisor

Characteristics of the Class

Under general direction of Assistant Police Chief, Assistant Police and Telecommunications Supervisor, serves as an assistant supervisor and performs specialized work related to emergency service communications. 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 necessary supervision and instruction for employees performing dispatching responsibilities. Assists in developing work schedules for employees. As necessitated by employee absence, monitors assigned radio frequencies and receives incoming telephone calls requiring response from city and/or county police department, ambulance service, fire department or sheriff. Serves as the agency's "assistant terminal coordinator" for the input and verification of data input into the NCIC and LINK interagency databases. Assists in maintaining monthly validations. Assists with the development and submission of all required reports to state/federal agencies concerning the operation of the telecommunications department. Assists in ensuring accuracy of data input concerning Emergency Temporary Orders and Emergency Protective Orders. Assists with Communications Training Officers Program (CTO) in training newly hired telecommunicators. Evaluates the performance of newly hired telecommunicators. Maintains accurate and complete records of all incoming requests for assistance. Responds to non-emergency calls by providing relevant information, if known. Performs routine clerical tasks associated with job responsibilities. Performs other related duties as required in the absence of the Telecommunications Supervisor.

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 performed indoors in an office setting, with little physical exertion. Extreme mental stress may occur due to the emergency nature of calls being received.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), supplemented by two (2) years experience in emergency dispatching operations. Successful completion of "Communications Training Officer" training as offered by the Department for Criminal Justice Training.

Special Licensing Requirements

Certification as a law enforcement telecommunicator as required by KRS 15.560. Employee must comply with annual eight (8) hour in-service training at a school certified or recognized by the Kentucky Law Enforcement Council.

Special Knowledge, Skills and Abilities

Extensive knowledge of basic radio transmission procedures and of basic FCC rules and regulations governing operation of radio-telephone receiving and transmitting equipment. Working knowledge of organizational and operational structure of city and county emergency response agencies. Knowledge of the geography and street systems of the city and surrounding areas. Ability to analyze situations and to react quickly, calmly and appropriately in emergencies. Ability to speak clearly and concisely. Knowledge of necessary computer software and databases, including the NCIC and LINK. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information by use of standard office equipment. Ability to supervise subordinates and to establish effective working relationships with officials, other employees and the general public.

Overtime Status

Non-Exempt

Position Classifications

Class Title

Telecommunications Shift Supervisor

Characteristics of the Class

This position is responsible for supervising an assigned shift of Telecommunicators under the direction of the Assistant Telecommunications Supervisor and Telecommunications Supervisor. Under direction, oversee and assist with emergency and non-emergency calls for service, radio activity and computer dispatch functions; supervise the activities of communications personnel on an assigned shift to ensure that calls for police service are properly documented and appropriately handled in a timely manner.

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)

Assign, schedule, guide and monitor work. Ensure adequate personnel on duty. Serve as a liaison between communications management and line personnel. Appraise employee performance. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Assist in the interview process, recommend hiring, discipline, termination, and other employee status changes. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Apprise supervisor of on-going incidents and advises of potential situations.

Monitor the operation of all communications systems. Identify, troubleshoot and correct minor problems. Notify technicians of equipment failures and malfunctions. Maintain security within the communications office to ensure that no unauthorized personnel are present. Review information logs used by supervisors and line personnel to ensure all data is accurate and complete. Initiate call-outs for special units when requested. Provide assistance and act like as liaison with personnel of other City departments and outside agencies. Alert and brief officials on public service emergency situations of major impact. Research, investigate and follow-up on citizen and interdepartmental complaints regarding dispatch operations and forward onto supervisors.

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 performed indoors in an office setting, with little physical exertion. Extreme mental stress may occur due to the emergency nature of calls being received.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), supplemented by three (3) years experience involving duties as a primary operator or supervisor for emergency services with a public agency. (two years with the Harrodsburg Police Department). Experience as a Communications Training Officer in the Public Safety environment is highly desirable.

Special Licensing Requirements

Certification as a law enforcement telecommunicator as required by KRS 15.560. Employee must comply with annual eight (8) hour in-service training at a school certified or recognized by the Kentucky Law Enforcement Council.

Special Knowledge, Skills and Abilities

Operations, services and activities of public safety dispatch programs. Principles and practices of supervision and training. Methods and techniques of evaluating situations to situations to dispatch appropriate units. Proper English and grammar. Proper cooperation and care of radio and telephone equipment. Telephone and radio courtesy. Fundamentals of human relations. Principles of customer services. Kentucky Penal and Vehicle codes. Rules, regulations and procedures relating to police communications and telephone dispatching. Knowledge of city and county policies and procedures. Knowledge of law enforcement and Fire/EMS dispatch protocols. Knowledge of the Computer Aided Dispatch system. Knowledge of LINK and NCIC standards and regulations. Knowledge of emergency communication equipment operations, maintenance and repair. Knowledge of computers and job related software programs.

Oversee dispatch operations on assigned shift. Recommend and implement disciplinary actions as required. Prioritize and record, or key-in emergency calls, through the application of existing rules, regulations, policies and operating procedure and dispatch appropriate personnel and equipment. Remain calm in emotionally charged situations. Work efficiently under stress and exercise good judgment in emergency situations. Maintain records, remember numerous details, and train and supervise personnel. Read and apply mapping information for effective call and unit management. Broadcast clear and definite over radio in a distinct, well-modulated voice. Make quick decisions directing shift personnel handling non-routine situations.

Overtime Status

Non-Exempt

Position Classifications

Class Title

Law Enforcement Telecommunicator

Characteristics of the Class

Under general direction of the Telecommunications Supervisor, performs specialized work related to emergency service communications. 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)

Monitors assigned radio frequencies and receives incoming telephone calls requiring response from city and/or county police department, ambulance service, fire department or sheriff. Assesses the nature of the emergency and responds in a timely and appropriate manner by dispatching needed personnel and equipment. Interacts with emergency response agencies in neighboring counties if situation necessitates additional assistance. Maintains accurate and complete records of all communications transmitted or received. Responds to non-emergency calls by providing relevant information, if known. Performs routine clerical tasks associated with job responsibilities. Performs other related duties as required in the absence of the Telecommunications Supervisor.

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 performed indoors in an office setting, with little physical exertion. Extreme mental stress may occur due to the emergency nature of calls being received.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED).

Special Licensing Requirements

Certification as a law enforcement telecommunicator as required by KRS 15.560, or the ability to successfully complete an approved law enforcement telecommunicator basic training program within twelve (12) months of employment. Employee must comply with annual eight (8) hour in-service training at a school certified or recognized by the Kentucky Law Enforcement Council.

Special Knowledge, Skills and Abilities

Working knowledge of basic radio transmission procedures and of basic FCC rules and regulations governing operation of radio-telephone receiving and transmitting equipment, or the ability to learn same. Working knowledge of organizational and operational structure of city and county emergency response agencies. Knowledge of the geography and street systems of the city and surrounding areas. Ability to analyze situations and to react quickly, calmly and appropriately in emergencies. Ability to speak clearly.

Special Knowledge, Skills and Abilities continued...

and concisely. Knowledge of or ability to learn necessary computer software and databases, including the NCIC and LINK. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information by use of standard office equipment. Ability to establish effective working relationships with officials, other employees and the general public.

Overtime Status

Non-Exempt

Position Classifications

Class Title

Fire Chief

Characteristics of the Class

Under general administrative direction from the City Administrative Officer, plans, directs, and evaluates all activities of the fire department. 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)

Responsible for planning, oversight and evaluation of all activities and programs of the fire department. Formulated departmental operating procedures consistent with relevant state and national standards. Responds to all calls, providing supervision, instructions, and personal participation as appropriate. Investigates fires to determine cause. Prepares required reports and maintains necessary records regarding departmental activities. Supervises all departmental employees, ensuring that employees remain in compliance with mandated training and certification renewals. Prepares departmental budget in conjunction with City Administrative Officer (CAO), and ensures that department programs are performed within budget constraints. Evaluates departmental needs and makes recommendations for the purchase of necessary equipment. Supervises the installation, testing, maintenance, and repair of fire equipment and apparatus. Represents department in appropriate civic and school activities, including fire prevention programs. Provides CAO and city commission with appropriate reports and information. Attends all city commission meetings. Performs 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.)

Depending on the duties being performed, activities may be in office, at the station, or at the scene of fires or inspections. Must respond to calls in all weather conditions and in any type of terrain. Position requires that employee be able to perform extremely strenuous activities for long periods of time. In addition to weight of protective equipment, must be able to carry weights of one hundred fifty (150) pounds in rescue situation. Extreme mental stress due to personal danger or danger to others may also occur due to the nature of emergency response.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), supplemented by ten (10) years of progressively responsible firefighting experience. At least three (3) years of experience must have been in a responsible supervisory position, preferably as chief or assistant chief of a department. A bachelor's degree in a relative field of study may be substituted for three (3) years of firefighting experience. Completion of initial training and maintenance of annual in-service training requirements at a school or method certified by the Commission on Fire Protection Personnel Standards and Education, as required by KRS 95A.230.

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Fire Chief

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Special Licensing Requirements

Valid driver's license

Kentucky Level I Instructor of IFSAC Certified Instructor

Kentucky Fire Inspector's Certification, NFPA Inspector I, or KY Building Code Inspector

Special Knowledge, Skills and Abilities

Thorough knowledge of modern firefighting principles, practices, methods and equipment. Thorough knowledge of Kentucky fire code. Comprehensive knowledge of statutes and regulations governing the operation of fire departments. Comprehensive knowledge concerning the operations and maintenance of fire vehicles, equipment and related apparatus. Knowledge of, or ability to learn, the geography of the city, including the location of streets and roads, fire hydrants and the locations/interior design of major buildings. Ability to analyze emergency situations and develop timely, efficient and reasonable courses of action. Ability to endure high stress situations association with firefighting. Ability to evaluate personnel, to maintain discipline and respect of subordinates, and to command employees effectively. Supervisory skills, with ability to establish and maintain effective working relationships with employees, city officials and the general public. Knowledge of fire preventions techniques, with ability to relate this information to citizens, schools and civic organizations through educational programs. Ability to develop and maintain accurate records and reports as required by state and local statutes and regulations.

Overtime Status

Exempt

Position Classifications

Class Title

Assistant Fire Chief/Safety Coordinator Supervisor

Characteristics of the Class

Under general administrative direction from the City Administrative Officer, plans, directs, and evaluates all activities of the fire department. 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)

Consistent with specific responsibilities assigned by the Fire Chief, assists in planning, oversight and evaluation of all activities and programs of the fire department. Provides advice in the formulation departmental operating procedures consistent with relevant state and national standards. Responds to all call. On fire scenes provides supervision, instructions to subordinate firefighters, and participates as appropriate. Assists Fire Chief in the investigation of fires to determine cause. Performs regular inspections of personnel, quarters, alarm boxes, fire houses and similar items for disciplinary activities as assigned. Assists Fire Chief in evaluating departmental needs and makes recommendations for the purchase of necessary equipment. Performs inspections on non-residential dwellings to identify potential fire hazards, and to provide documentation concerning the design of the facility. Assists Fire Chief in the supervision, training, and discipline of all departmental employees, acting as primary supervisor in the Fire Chief's absence. Responsible for having shifts maintain equipment and keep maintenance records on equipment and upkeep and maintenance records for the Fire Department Building. Responsible for ordering and distributing fire department uniforms and gear. Participated in annual in-service training as required by KRS 95A.230, and ensures all departmental employees are in compliance with these training standards. Supervises Safety Coordinator and takes on primary roll in the absence of the Safety Coordinator. For safety tasks refer to Safety Coordinator job description. Performs 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.)

Depending on the duties being performed, activities may be in office, at the station, or at the scene of fires or inspections. Must respond to calls in all weather conditions and in any type of terrain. Position requires that employee be able to perform extremely strenuous activities for long periods of time. In addition to weight of protective equipment, must be able to carry weights of one hundred fifty (150) pounds in rescue situation. Extreme mental stress due to personal danger or danger to others may also occur due to the nature of emergency response.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), supplemented by five (5) years of progressively responsible firefighting experience. At least two (2) years of experience must have been in a responsible supervisory position. A bachelor's degree in a relative field of study may be

substituted for three (3) years of firefighting experience. Completion of initial training and maintenance of annual in-service training requirements at a school or method certified by the Commission.

Training and Experience continued....

on Fire Protection Personnel Standards and Education, as required by KRS 95A.230

Special Licensing Requirements

Valid driver's license

KY Level I Instructor or IFSAC Certified Instructor and

Must obtain First Inspector's Certification by the State Fire Marshall, NFPA Fire Inspector I, or KY Building Codes Inspector within twelve (12) months of appointment

Special Knowledge, Skills and Abilities

Thorough knowledge of modern firefighting principles, practices, methods and equipment. Thorough knowledge of Kentucky fire code. Comprehensive knowledge of statutes and regulations governing the operation of fire departments. Comprehensive knowledge concerning the operations and maintenance of fire vehicles, equipment and related apparatus. Knowledge of, or ability to learn, the geography of the city, including the location of streets and roads, fire hydrants and the locations/interior design of major buildings. Ability to analyze emergency situations and develop timely, efficient and reasonable courses of action. Ability to endure high stress situations association with firefighting. Ability to evaluate personnel, to maintain discipline and respect of subordinates, and to command employees effectively. Supervisory skills, with ability to establish and maintain effective working relationships with employees, city officials and the general public. Knowledge of fire preventions techniques, with ability to relate this information to citizens, schools and civic organizations through educational programs. Ability to develop and maintain accurate records and reports as required by state and local statutes and regulations.

Overtime Status

Exempt if on a forty (40) hour week; Non-Exempt if working a twenty-four (24) hour shift.

Position Classification

Class Title

Safety Coordinator/Firefighter/EMT

Characteristics of the Class

Under general administrative direction, plans, organizes, directs, coordinates and evaluated all activities and programs of the department to establish and promote the maintenance of a safe, accident free and healthy work environment; as well as duties of a certified firefighter, 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)

Plans, organizes, directs, coordinates and evaluates programs to promote a safe, accident free and healthy work environment including working with safety committee. Formulates general safety policies and procedures to be followed by personnel in compliance with federal and state laws and administrative regulations, and cities policies and procedures. Develops and presents safety policy recommendations to the Fire Chief, Asst Fire Chief and/or Commissioner over Department. Develops, updates, and assures the implementation of the City Safety Manual. Supervises and evaluates all departmental personnel regarding safety issues. Reviews workers' compensation program, including working with KLC and insurance services to reduce lost time and monitor unjust claims. Analyzes cause of industrial accidents and health hazards for use by city personnel. Monitors regulatory changes through trade publications, external contacts, and off-site training programs and makes recommendations based upon these changes. Maintains safety, training and other records as required by OSHA. Compiles and submits accident reports required by regulatory agencies and cooperates in the preparation of material and evidence for use in hearings, investigations, and/or legal actions. Schedules the annual Drug/Alcohol training and recertification program in conjunction with Human Resources Department. Administers safety orientation program for new employees. Administers and directs safety incentive program. Directs confined space program, training, monitoring and equipment purchase. Directs hazardous waste program and coordinates training.

Directs lockout/tagout program and coordinates training. Directs hazardous communications program according to regulatory standards and coordinates training to include hazards of working with hazardous chemicals. Assists with implementation of Hepatitis B vaccination program. Coordinates CPR, First Aid, and Bloodborne Pathogens training as required by regulatory agencies; directs respiratory training and medical surveillance programs.

Develops and administers alternative-duty programs for work-related injuries in conjunction with Human Resources Department. Consults with all departments on design and use of equipment, shops, fire prevention and safety programs. Inspects facilities to detect existing or potential accident and health hazards, and recommends correction or preventive measures where indicated. Coordinates facilities' emergency evacuation plan and drills. Monitors employee's protective clothing program according to regulatory standards. Implements, develops and evaluates city wide safety training. Directs the development and maintenance of Material Safety Data Sheets program. Directs and advises the commission on any specialized safety program and training

City of Harrodsburg

changes required by KLC, KRS or other governing body. Oversees the activities of the employee safety committee. Serves as city contact for outside safety related governmental or insurance inspections. Maintains confidential employee safety records. Maintains training resources for training programs that will increase proficiency in safe practices and promote safety consciousness. Monitors offsite safety training programs. Additional job duties, educational and experience requirements per City of Harrodsburg Firefighter, Captain, Asst. Chief or Chief Job descriptions.

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 performed in a variety of areas such as indoors, outdoors; sitting at a desk or table as well as all areas a firefighter would perform job duties. Will use numerous tools and equipment when performing safety inspections, firefighting and rescue operations; must drive vehicle, Fire engine, rescue truck and utility or grass vehicle. Will be exposed to high places, confined spaces, IDLH environments must use ladders, steps, etc.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelors degree in Occupational Safety, Industrial Hygiene is preferred or closely related field supplemented by five years related work experience. Additional directly related work experience may be substituted for educational requirements on a year for year basis. Additional education may be substituted for up to a maximum of two years' work experience. Kentucky Certified Firefighter at the 400 hour level, Confined Space rescue Technician, Hazardous Materials Certified-Operations, Technician preferred, EMT-b certification and Kentucky Firefighter level 1 and AHA CPR instructor preferred.

Must possess and maintain Certified Kentucky Professional Firefighter; 400 level. Must obtain within one year of hire and maintain operations/technician level Hazardous Materials certification. Must have completed training in basic first-aid, blood borne pathogens, and CPR. Must obtain within one year of hire and maintain confined space rescue technician.

Special Licensing Requirements

Valid Kentucky Driver's License

Special Knowledge, Skills and Abilities

Extensive knowledge of safety and risk management principles and practices. Extensive knowledge of public utilities and the dangers of each utility. Extensive knowledge of insurance principles, practices, coverage, and rate-making procedures. Extensive knowledge of claims and claims recovery principles and procedures. Extensive knowledge of City operations, policies and procedures.

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 safety techniques in the organization. Ability to present information to diversified groups, orally and in writing. Ability to establish and maintain effective working relationship with City officials and employees, insurance companies, and the general public.

Overtime Status

Non-Exempt

Class Title
Fire Captain

Characteristics of the Class

Under general administrative direction from the Fire Chief and/or the Assistant Fire Chief, performs activities necessary for fighting fires and provision of emergency medical services. Serves as shift commander and direct supervisor of personnel on the assigned shift. 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)

Consistent with specific responsibilities assigned by the Chief and Assistant Fire Chief, performs duties related to prevention/control of fires. Assists with proper implementation of departmental operating procedures. Responds to fire calls. On the scene of a fire assists in making determinations concerning the appropriate response. Supervises and participates as appropriate in firefighting activities, including but not limited to, driving departmental vehicles to scene of fire or accident, connection and use of hoses, use of ladders, removing persons from danger and related clean up operations. Supervises the cleaning and maintenance of quarters, equipment and apparatus. Prepares required logs and reports, maintains necessary records regarding departmental activities and personnel. Attends required training. Performs 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.)

Depending on the duties being performed, activities may be in office, at the station, or at the scene of fires or at the location of an emergency medical response. Must respond to calls in all weather conditions and in any type of terrain. Position requires that employee be able to perform extremely strenuous activities for long periods of time. In addition to weight of protective equipment, must be able to carry weights of one hundred fifty (150) pounds in rescue situation. Extreme mental stress due to personal danger or danger to others may also occur due to the nature of emergency response.

MINIMUM QUALIFICATIONS

Training and Experience

Must be at least eighteen (18) year of age and a graduate of an accredited high school or equivalent (GED), supplemented by five years of continuous employment and progressively responsible firefighting experience. A bachelor's degree in a relative field of study may be substituted for up to three (3) years of required firefighting experience. Completion of initial training and maintenance of annual in-service training requirements at a school or method certified by the Commission on Fire Protection Standards and Education (KRS 95A.230).

City of Harrodsburg
Fire Captain

Special Licensing Requirements

Valid driver's license

Must become a KY Level I Instructor or IFSAC Certified Instructor within twelve (12) months of appointment.

Special Knowledge, Skills and Abilities

Thorough knowledge of modern firefighting principles, practices, methods and equipment. Thorough knowledge of Kentucky fire code and departmental rules and regulations. Comprehensive knowledge of statutes and regulations governing the operation of fire departments. Comprehensive knowledge concerning the operations and maintenance of fire vehicles, equipment and related apparatus. Knowledge of, or ability to learn, the geography of the city, including the location of streets and roads, fire hydrants and the locations/interior design of major buildings. Ability to analyze emergency situations and develop timely, efficient and reasonable courses of action. Considerable knowledge of first aid principles and skill in their application. Ability to endure high stress situations association with firefighting. Ability to evaluate personnel, to maintain discipline and respect of subordinates, and to command employees effectively. Supervisory skills, with ability to establish and maintain effective working relationships with employees, city officials and the general public. Knowledge of fire preventions techniques, with ability to relate this information to citizens, schools and civic organizations through educational programs. Ability to develop and maintain accurate records and reports as required by state and local statutes and regulations.

Overtime Status

Non-Exempt

Position Classifications

Class Title

Lieutenant

Characteristics of the Class

Under general administrative direction from the Captain, Assistant Chief and/or Chief, performs activities necessary for firefighting and provision of emergency medical services. In the absence or indisposition of the Captain serves as shift commander and direct supervisor of personnel on the assigned shift.

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)

Consistent with specific responsibilities assigned by the Chief, Assistant Chief and/or Captain, performs duties related to prevention/control of fires. Assists with proper implementation of departmental operating procedures. On the emergency scene and when in a supervisory role will assist in making determinations concerning appropriate response. Supervisory role and participates in firefighting activities, including but not limited to, driving departmental vehicles to emergency scenes, connection and use of hoses, use of ladders, removing persons from danger and related cleanup operations. When in a supervisory role supervises and directs cleaning, maintenance and repairs or quarters, equipment and apparatus. Prepares requires logs and reports, maintains necessary records regarding departmental activities and personnel. Attends required training. Performs 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.)

Depending on the duties being performed, activities may be in office, at the station, or at the scene of fires or at the location of an emergency medical response. Must respond to calls in all weather conditions and in any type of terrain. Position requires that employee be able to perform extremely strenuous activities for long periods of time. In addition to weight of protective equipment, must be able to carry weights of one hundred fifty (150) pounds in rescue situation. Extreme mental stress due to personal danger or danger to others may also occur due to the nature of emergency response.

MINIMUM QUALIFICATIONS

Training and Experience

Must be at least eighteen (18) year of age and a graduate of an accredited high school or equivalent (GED), supplemented by 4 years of continuous employment and progressively responsible firefighting experience. KY 400 level career firefighter certification. A bachelor's degree in a relative field of study may be substituted for up the three (3) years of required firefighting experience. Completion of initial training and maintenance of annual in-service training requirements at a school or method certified by the Commission on Fire Protection Standards and Education (KRS 95A.230).

Special Licensing Requirements

Valid Driver's License

Must become a KY Level 1 Instructor of IFSAC Certified Instructor within twelve (12) months of appointment.

Special Knowledge, Skills and Abilities

Through knowledge of modern firefighting principles, practices, methods and equipment. Thorough knowledge of Kentucky fire code and departmental rules and regulations. Comprehensive knowledge of statutes and regulations governing the operation of fire departments. Comprehensive knowledge concerning the operations and maintenance of fire vehicles, equipment and related apparatus. Knowledge of, or ability to learn, the geography of the city, including the location of streets and roads, hydrants and the locations/interior design of major buildings. Ability to analyze emergency situations and develop timely, efficient and reasonable courses of action. Considerable knowledge of first aid principles and skill in their application. Ability to endure high stress situations associated with firefighting. Ability maintain discipline and respect of subordinates and to commend employees effectively. Supervisory skills, with ability to establish and maintain effective working relationships with employees, city officials and the general public. Knowledge of fire prevention techniques, with ability to relate this information to citizens, schools and civic organizations through educational programs. Ability to develop and maintain accurate records and reports as required by state and local statutes and regulations.

Overtime Status

Non-Exempt (shall be paid overtime)

City of Harrodsburg
Position Classifications

Class Title
Sergeant

Characteristics of the Class

Under general administrative direction from the Lieutenant, Captain, Assistant Chief and/or Chief, performs activities necessary for firefighting and provision of emergency medical services. In the absence or indisposition of the Captain and/or Lieutenant may serve as shift commander and direct supervisor of personnel on the assigned shift. The Sergeant will ensure safe transportation of fire department personnel and equipment to and from the fire scenes.

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)

Consistent with specific responsibilities assigned by the Assistant Chief, Captain and/or Lieutenant, performs duties related to prevention/control of fires. Assists with proper implementation of departmental operating procedures. On the emergency scene and when in a supervisory role will carry out orders, written or verbal which assist in making determinations concerning appropriate response. Supervises and participates in firefighting activities, including but not limited to, driving departmental vehicles to emergency scenes, connection and use of hoses, use of ladders, removing persons from danger and related cleanup operations. When in a supervisory role supervises and directs cleaning, maintenance and repairs of quarters, equipment and apparatus. Prepares required logs and reports, maintains necessary records regarding departmental activities and personnel. Attends required training. Performs 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.)

Depending on the duties being performed, activities may be in office, at the station or at the scene of fires or at the location of an emergency medical response. Must respond to calls in all weather conditions and in any type of terrain. Position requires that employee be able to perform extremely strenuous activities for long periods of time. In addition to weight of protective equipment, must be able to carry weights of one hundred fifty (150) pounds in rescue situation. Extreme mental stress due to personal danger or danger to others may also occur due to the nature of emergency response.

MINIMUM QUALIFICATIONS

Training and Experience

Must be at least eighteen (18) year of age and a graduate of an accredited high school or equivalent (GED), supplemented by 2 years of experience. A bachelor's degree in a relative field of study may be substituted for up to three (3) years of required firefighting experience. KY 400 level career Firefighter certification. Completion of initial training and maintenance of annual in-service training requirements at a school or method certified by the Commission on Fire Protection Standards and Education (KRS 95A.230).

Special Licensing Requirements

Valid Driver's License

Special Knowledge, Skills and Abilities

Through knowledge of modern firefighting principles, practices, methods and equipment. Thorough knowledge of Kentucky fire code and departmental rules and regulations. Comprehensive knowledge of statutes and regulations governing the operation of fire departments. Comprehensive knowledge concerning the operations and maintenance of fire vehicles, equipment and related apparatus. Knowledge of, or ability to learn, the geography of the city, including the location of streets and roads, hydrants and the locations/interior design of major buildings. Ability to analyze emergency situations and develop timely, efficient and reasonable courses of action. Considerable knowledge of first aid principles and skill in their application. Ability to endure high stress situations associated with firefighting. Ability maintain discipline and respect of subordinates and to commend employees effectively. Supervisory skills, with ability to establish and maintain effective working relationships with employees, city officials and the general public. Knowledge of fire prevention techniques, with ability to relate this information to citizens, schools and civic organizations through educational programs. Ability to develop and maintain accurate records and reports as required by state and local statutes and regulations.

Overtime Status

Non-Exempt (shall be paid overtime)

City of Harrodsburg
Position Classifications

Class Title
Firefighter

Characteristics of the Class

Under direction supervision of superior officers, performs activities necessary for fighting fires. Performs activities necessary for maintenance of fire station, vehicles and equipment. 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 direct supervision of Fire Chief, Assistant Chief, or Captain, performs duties related to prevention/control of fires. Responds to fire calls with full participation in firefighting activities. Duties and responsibilities include, but are not limited to, driving departmental vehicles to scene of fire or accident, connection and use of hoses, raising and use of ladders, use of chemical extinguisher, removing persons from danger and administering appropriate first aid, and related clean up operations. Prepares required logs and reports, maintains necessary records regarding firefighting activities as assigned. Attends annual training required by KRS 95A.230, as well as training related to provision of first aid. Cleans and maintains fire station, vehicles and equipment. Performs 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.)

Depending on the duties being performed, activities may be in office, at the station, or at the scene of fires or at the location of an emergency medical response. Must respond to calls in all weather conditions and in any type of terrain. Position requires that employee be able to perform extremely strenuous activities for long periods of time. In addition to weight of protective equipment, must be able to carry weights of one hundred fifty (150) pounds in rescue situation. Extreme mental stress due to personal danger or danger to others may also occur due to the nature of emergency response.

MINIMUM QUALIFICATIONS

Training and Experience

Must be at least eighteen (18) year of age and a graduate of an accredited high school or equivalent (GED). Completion of four hundred (400) hours of firefighter training and maintenance of annual training requirements as required by KRS 95A.230.

Special Licensing Requirements

Valid Driver's License

Special Knowledge, Skills and Abilities

Ability to learn modern firefighting principles, practices, methods and equipment. Ability to learn Kentucky fire code and departmental rules, regulations, statutes, and regulations governing the operation of fire departments. Ability to learn concerning the operations and maintenance of fire vehicles, equipment and related apparatus. Knowledge of, or ability to learn, the geography of the city, including the location of streets and roads, fire hydrants and the locations/interior design of major buildings. Ability to endure high stress situations associated with firefighting. Ability to establish and maintain effective working relationships with employees, city officials and the general public.

Overtime Status

Non-Exempt

City of Harrodsburg
Position Classifications

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 IV-A 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 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 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

City of Harrodsburg
Position Classifications

Class Title

Water Treatment Facilities Assistant Superintendent

Characteristics of the Class

Under general direction of the Harrodsburg City Commission and the Water Treatment Facilities Superintendent, supervises, operates and maintains the city's water treatment facility. Assists in supervising all personnel working at the treatment plant and all water treatment plant operations. 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 and the Water Treatment Facilities Superintendent, with the goal of maintaining and operating the city's class IV-A water treatment plant in compliance with all applicable statutes and regulations, assists the Water Treatment Facilities Superintendent in all duties and responsibilities described in the Water Treatment Facilities Superintendent Class Title. Assists in supervision of all water treatment plant personnel, and maintains "direct responsible charge" for all plant operations in the Superintendent's absence or in an assisting role to the Superintendent as required. Supervises work schedules for employees. Conducts required testing of water and prepares/submits accurate reports to supervisor. Performs or oversees preventative maintenance on plant and equipment, making repairs and adjustments as necessary for proper operation. Adds chemicals and adjusts chemical dosage feed rates in accordance with prescribed standards. Performs custodial work in the cleaning and maintenance of plant and grounds. Maintains accurate and complete operational records. Maintains knowledge and capability in all aspects of Superintendent's responsibilities in order to maintain continuity of operations in the event of Superintendent's absence. 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 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 III-A, or IV-A 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.

City of Harrodsburg
Water Treatment Facilities Assistant Superintendent
Page 2

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 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 water samples within appropriate timeframes. 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

Non-Exempt

City of Harrodsburg
Position Classifications

Class Title

Water Treatment Plant Class IVA/Senior Operator

Characteristics of the Class

Under general direction of the water plant superintendent, performs 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)

Maintains and operates a Class IVA water treatment plant in compliance with all applicable statutes and regulations. Conducts required testing of water and prepares/submits accurate reports to supervisor. Performs 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 required 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 III, or IV 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 statues 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 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. 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

City of Harrodsburg
Position Classifications

Class Title

Water Treatment Plant Class IIIA

Characteristics of the Class

Under general direction of the water plant superintendent, performs 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)

Maintains and operates a Class IVA water treatment plant in compliance with all applicable statues and regulations as long as there is a Class IV within 30 minutes of the water treatment plant. Conducts require testing of water and prepares/submits accurate reports to supervisor. Performs 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 preformed outdoors. The position required 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 high school or equivalent (GED), supplemented by three (3) years of experience in operating a Class III or IV water treatment plant. 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 statues 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 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. Ability

City of Harrodsburg

Water Treatment Plant Class IIIA

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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

City of Harrodsburg
Position Classifications

Class Title

Water Treatment Plant Class II/Operator in Training

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 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. Perform 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 preformed outdoors. The position required 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 high school or equivalent (GED) is required, supplemented by two (2) years' experience operating a public water treatment plant, with six months of that experience in a Class IIA, IIIA, or IVA treatment plant. Must meet continuing education requirements imposed by 401 KAR 8:030.

Special Licensing Requirements

State Certification as a Class IIA Water Treatment Plant Operator
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

City of Harrodsburg
Water Treatment Plant Class II/Operator in Training

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within appropriate time frames. 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

City of Harrodsburg
Position Classifications

Class Title

Water Treatment Plant Class I/Operator in Training

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 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 high school or equivalent (GED) is required, supplemented by one (1) years of experience in operating a Class IA or higher public water system. Must meet continuing education requirements imposed by 401 KAR 8:030.

Special Licensing Requirements

State Certification as a Class IA Water Treatment Plant Operator
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 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

City of Harrodsburg
Position Classifications

Class Title

Water Treatment Plant Operator 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 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 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

City of Harrodsburg

Water Treatment Plant Operator Trainee

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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

City of Harrodsburg
Position Classifications

Class Title

Wastewater Treatment Facilities Superintendent

Characteristics of the Class

Under general direction of City Administrative Officer, supervises, operates and maintains the city's wastewater 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)

Maintains "primary responsibility" for operation of wastewater treatment plant as required by 401 KAR 5:010. Supervises and ensures proper operation and maintenance of wastewater treatment plant. Inspects and supervises proper operations of equipment and laboratory tests. Prepares daily log and monthly reports on operations and laboratory results. Maintains inventory of all necessary supplies. Performs maintenance on equipment needed. Interacts with engineers and contracts as needed to ensure proper operation of wastewater treatment plant. Develops schedules, supervises daily work activities and ensures proper training of employees. Performs related work 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 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 three (3) years of acceptable operation of a wastewater system. At least one (1) year of prior experience must have been with a Class II or higher wastewater system.

Special Licensing Requirements

Certification as a Class III wastewater treatment plant operator. Must maintain renewal requirements imposed by 401 KAR 5:010.

Valid Kentucky Driver's License

City of Harrodsburg
Position Classifications

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 designed 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 others 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 devices. Maintain inventory of all necessary supplies. Maintain equipment and machinery. Maintain report 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

City of Harrodsburg

Supervisor of Maintenance of Mechanical, Electrical Equipment, and Pumps at Wastewater Treatment Plant

Page 2

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

City of Harrodsburg
Position Classifications

Class Title

Director of Maintenance at Wastewater Treatment Plant and such other locations or departments as designated by the City Commission.

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 others not mentioned which are of similar kind or quality)

Performs tasks consistent with the proper 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 supervisors, 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 as the Wastewater Treatment Plant or other locations designated by the City Commission. 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 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, or other location or department designated by the City Commission. Heavy lifting and extensive walking is required to perform necessary duties. Must possess excellent manual dexterity.

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

City of Harrodsburg

Director of Maintenance at Wastewater Treatment Plant and such other locations or departments as designated by the City Commission.

Page 2

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 relationship with employees, officials and the general public. Excellent physical condition.

Overtime Status

Non Exempt

City of Harrodsburg
Position Classifications

Class Title

Waste Water Treatment Plant Operator III

Characteristics of the Class

Under direct supervision of the Wastewater Treatment Facilities Superintendent, operates and maintains the city's wastewater treatment facility. 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)

Performs tasks consistent with the proper operation and 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 of plant grounds. Performs related work 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 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 three (3) years of acceptable operation of a wastewater system. In lieu of educational requirements, direct operational experience in the maintenance, laboratories or other work of wastewater systems may be substituted on a year for year basis, as approved by the Kentucky Board of Certification of Wastewater System Operators.

Special Licensing Requirements

Valid Kentucky Driver's License

State certification as a Class IVA Water Treatment Plant Operator

Special Knowledge, Skills and Abilities

Extensive knowledge of the principles, practices, materials and equipment used in wastewater treatment plants. Knowledge of all plant functions. Extensive knowledge of and ability to operate the process equipment as required to achieve plant process quality standards. 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

City of Harrodsburg
Senior Wastewater Treatment Plant Operator
Page 2

general public. Ability to establish and maintain effective working relationships with employees, officials and the general public. Excellent physical condition.

Overtime Status
Non-Exempt

City of Harrodsburg
Position Classifications

Class Title

Laboratory Technician/Wastewater Treatment Plant Operator

Characteristics of the Class

Under general supervision of the Wastewater Treatment Facilities Superintendent, performs laboratory tests as required by federal/state regulation. Operates and maintains the city's wastewater treatment facility. 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)

Performs tasks consistent with the proper operation and maintenance of the city's wastewater treatment plant, including but not limited to, maintenance of flow chart meter, drying beds, grit chamber and 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 of plant grounds. Performs related work 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 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 operation of a wastewater system. In lieu of educational requirements, direct operational experience in the maintenance, laboratories or other work of wastewater systems may be substituted on a year for year basis, as approved by the Kentucky Board of Certification of Wastewater System Operators.

Special Licensing Requirements

Valid Kentucky Driver's License

State certification as a Class II Wastewater Treatment Plant Operator

Special Knowledge, Skills and Abilities

Extensive knowledge of the principles, practices, materials and equipment used in wastewater treatment plants. Knowledge of all plant functions. Extensive knowledge of and ability to operate the process equipment as required to achieve plant process quality standards. Knowledge and ability to maintain operating records, compile data and prepare operating reports required by state and

federal regulatory

City of Harrodsburg

Laboratory Technician/Wastewater Treatment Plant Operator

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Special Knowledge, Skills and Abilities continued...

agencies. Ability to read and interpret engineering plans and manuals. Ability to communicate effectively 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

Exempt

City of Harrodsburg
Position Classifications

Class Title

Wastewater Treatment Plant Operator II

Characteristics of the Class

Under general supervision of the Wastewater Treatment Facilities Superintendent, operates and maintains the city's wastewater treatment facility. 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)

Performs tasks consistent with the proper operation and maintenance of the city's wastewater treatment plant, including but not limited to, maintenance of flow chart meter, drying beds, grit chamber and 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 of plant grounds. Performs related work 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 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 operation of a wastewater system. In lieu of educational requirements, direct operational experience in the maintenance, laboratories or other work of wastewater systems may be substituted on a year for year basis, as approved by the Kentucky Board of Certification of Wastewater System Operators.

Special Licensing Requirements

Valid Kentucky Driver's License

State certification as a Class II Wastewater Treatment Plant Operator

Special Knowledge, Skills and Abilities

Extensive knowledge of the principles, practices, materials and equipment used in wastewater treatment plants. Knowledge of all plant functions. Extensive knowledge of and ability to operate the process equipment as required to achieve plant process quality standards. 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

City of Harrodsburg
Wastewater Treatment Plant Operator II
Page 2

Special Knowledge, Skills and Abilities continued...

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

City of Harrodsburg
Position Classifications

Class Title

Wastewater Treatment Plant Operator I

Characteristics of the Class

Under direct supervision of the Wastewater Treatment Facilities Superintendent, operates and maintains the city's wastewater treatment facility. 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)

Performs tasks consistent with the proper operation and maintenance of the city's wastewater treatment plant, including but not limited to, maintenance of flow chart meter, drying beds, grit chamber and 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 of plant grounds. Performs related work 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 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 one (1) year of acceptable operation of a wastewater system. In lieu of educational requirements, direct operational experience in the maintenance, laboratories or other work of wastewater systems may be substituted on a year for year basis, as approved by the Kentucky Board of Certification of Wastewater System Operators.

Special Licensing Requirements

Valid Kentucky Driver's License

State certification as a Class I Wastewater Treatment Plant Operator

Special Knowledge, Skills and Abilities

Knowledge of the principles, practices, materials and equipment used in wastewater treatment plants. Knowledge of all plant functions. Knowledge of and ability to operate the process equipment as required to achieve plant process quality standards. 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 with plant personnel,

City of Harrodsburg
Wastewater Treatment Plant Operator I
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Special Knowledge, Skills and Abilities continued...

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

City of Harrodsburg
Position Classifications

Class Title

Wastewater Treatment Plant Operator Trainee

Characteristics of the Class

Under direct supervision of the Wastewater Treatment Facilities Superintendent, assists certified wastewater treatment plant operators in the operation the city's wastewater treatment facility. 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 wastewater treatment operators in performing tasks necessary for the proper operations and maintenance of the city's wastewater treatment plant, including but not limited to, maintenance of flow chart meter, drying beds, grit chamber, bar screen, maintaining rotating biological contractors, adjusts chlorine levels, measures sludge clarifiers and maintains motors and pumps. Performs manual labor necessary for maintenance of plant grounds. Performs related work 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 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).

Special Licensing Requirements

Valid Kentucky Driver's License

Special Knowledge, Skills and Abilities

Ability to become familiar with the principles, practices, materials and equipment used in wastewater treatment plants. Ability to maintain operating records, compile data and prepare operating reports required by state and federal regulatory agencies. Ability to communicate effectively. Ability to establish and maintain effective working relationships with employees, officials and the general public. Excellent physical condition.

Overtime Status

Non-Exempt

City of Harrodsburg
Position Classifications

Class Title

Water/Wastewater Maintenance Superintendent

Characteristics of the Class

Under general direction of the Harrodsburg City Commission, maintains the city's water distributions and wastewater collection infrastructure. Supervises all departmental personnel. 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 Harrodsburg City Commission, maintains the city's water distribution system and wastewater collection system in compliance with all applicable statutes and regulations. Supervises and evaluates departmental employees. Installs/repairs water distribution and wastewater collection lines. Conducts required testing and prepares/submits accurate reports to appropriate regulatory agencies. Makes needed repairs and performs preventive maintenance. Installs/repairs water meters. Ensures necessary supplies are available. 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 outdoors in all types of weather conditions. A great deal of walking, kneeling, bending and moderate to heavy lifting is involved in performing work responsibilities.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), supplemented by two (2) years of experience in operating a distribution system. At least six (6) months of the experience must have been in the operation of Class IID, IIID, or IVD Water distribution systems. Successful completion of one (1) year of college may be substituted for one (1) year of required experience. Must meet continuing education requirements imposed by state regulations.

Special Licensing Requirements

Valid Kentucky Driver's License

State certification as a Class IID Water Distribution System Operator, or higher

State certification as a Class III Wastewater Collection System Operator

Special Knowledge, Skills and Abilities

Thorough knowledge of applicable governing regulations and statutes pertaining to the operation and maintenance of a municipal water distribution system and wastewater collection system.

Knowledge of functions and servicing/maintenance requirements of mechanical equipment and machinery. Ability to detect problems and make needed repairs. Ability to operate backhoe and other equipment

City of Harrodsburg

Water/Wastewater Maintenance Superintendent

Page 2

needed for the installation and maintenance of water and sewer lines. Ability to prepare, maintain, and submit accurate reports and samples within required time frames. Knowledge of the geography of the city and surrounding area. Physical ability to perform heavy labor for extended period of time, under adverse weather conditions. Ability to maintain important records efficiently and accurately and to prepare clear concise reports from this information. Supervisory skills with ability to establish and maintain effective working relationships with officials, other employees and the general public.

Overtime Status

Non-Exempt

City of Harrodsburg
Position Classifications

Class Title

Water Distribution System Operator

Characteristics of the Class

Under general direction of the Superintendent of Water and Sewer Maintenance, performs specialized work related to the operation and maintenance of the city's water distribution system. 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)

Maintains the city's water distribution water system in compliance with all applicable statutes and regulations. Conducts required testing and prepares/submits accurate reports to appropriate regulatory agencies. Makes needed repairs and performs preventive maintenance on life stations and water mains. Installs new water mains and makes water taps as needed. Recommends purchase of all supplies necessary for the operation of the water distribution system. Performs custodial work related to cleaning and maintenance of system. 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 outdoors in all types of weather conditions. A great deal of walking, kneeling, bending and moderate to heavy lifting is involved in performing work responsibilities.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), supplemented by two (2) years of experience in operating a distribution system. At least six (6) months of the experience must have been in the operation of Class IID, IIID, or IVD Water distribution systems. Successful completion of one (1) year of college may be substituted for one (1) year of required experience. Must meet continuing education requirements imposed by state regulations.

Special Licensing Requirements

Valid Kentucky Driver's License

State certification as a Class IID Water Distribution System Operator, or higher

Special Knowledge, Skills and Abilities

Thorough knowledge of applicable governing regulations and statutes pertaining to the operation and maintenance of a municipal water distribution system and wastewater collection system.

Thorough knowledge of water distribution system operations. Knowledge of functions and servicing/maintenance requirement of mechanical equipment and machinery. Ability to detect

City of Harrodsburg
Water Distribution System Operator
Page 2

detect problems and make needed repairs. Ability to operate equipment needed for the installation and maintenance of water and sewer lines. Ability to detect problems and make needed repairs. Ability to operate equipment needed for the installation and maintenance of water lines. Ability to prepare, maintain, and submit accurate reports and samples within required time frames. Knowledge of the geography of the city and surrounding area. Physical ability to perform heavy labor for extended period of time, under adverse weather conditions. Ability to maintain important records efficiently and accurately and to prepare clear concise reports from this information. Supervisory skills with ability to establish and maintain effective working relationships with officials, other employees and the general public.

Overtime Status
Non-Exempt

City of Harrodsburg
Position Classifications

Class Title

Water Meter Reader

Characteristics of the Class

Under general supervision, reads water meters and records appropriate data. 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)

Performs activities necessary for the accurate measurement of water consumption by municipal water customers. Inputs data into handheld computer storage device or records information on printed forms for subsequent use in calculating water bills. Cuts off water to delinquent customers, and takes action necessary to reconnect when bills are paid. Replaces inoperable meters as necessary. Identifies and reports customers/persons who are illegally using city water services. As required, assists in laying water and sewer lines. Answers routine questions or complaints from customers. Performs related work 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 outdoors and is required to perform duties in all weather conditions. Must possess adequate physical strength to lift metal lids covering water meters twenty-five to fifty (25-50) pounds. A great deal of walking, kneeling and bending over is required.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED).

Special Licensing Requirements

Valid Kentucky Driver's License

Special Knowledge, Skills and Abilities

Ability to understand and follow oral and written instructions. Ability to understand and input mathematical data into computer device. Ability to learn proper procedures for installing water meters. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to perform job requirements in extreme weather conditions.

Overtime Status

Non-exempt

City of Harrodsburg
Position Classifications

Class Title

Street and Parks Maintenance Department Superintendent

Characteristics of the Class

Under general direction of City Administrative Officer (CAO), supervises and performs work for the construction and maintenance of city streets and operation and maintenance of city park facilities and the city facilities as required. Supervises all personnel assigned to the department. 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)

Develops schedules, supervises daily work activities, ensures proper training of employees, and evaluates departmental employees. Operates backhoe, snowplow, blacktop roller, front-end loader, and other light/heavy equipment. Oversees employees and participates in snow/water removal, construction and maintenance of city streets, and installation/repair of traffic signs. Assists other city departments as necessary. Ensures park operations are performed, that parks are clean, neat and properly set up for scheduled functions. Maintains inventory of all necessary supplies. Maintains equipment and machinery. Interacts with general public on issues concerning city streets and rights of way. Maintains all departmental records and provides reports as required. Performs related work 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 typically performed outdoors in all types of weather conditions. Heavy lifting, kneeling, bending, and extensive walking is required to perform necessary duties. Must possess excellent manual dexterity. Record keeping duties are performed in an office setting.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), supplemented by at least five (5) years of progressively responsible experience in the operation of light/heavy equipment. At least one (1) year of prior experience should be in a supervisory role.

Special Licensing Requirements

Valid Kentucky Driver's License
Pesticide Applicator's License (KRS 217B.070)

Special Knowledge, Skills and Abilities

Knowledge of construction requirements and techniques involved in the construction and maintenance of city streets. Ability to operate equipment and machinery, including backhoe, dump trucks, front-end

City of Harrodsburg
Street and Parks Maintenance Department Superintendent
Page 2

Special Knowledge, Skills and Abilities continued...

loader, snow plow, tractor, and leaf mulching machines. Supervisory skills with the ability to establish and maintain effective working relationships with employees, officials and the general public. Ability to communicate effectively. Excellent physical condition.

Overtime Status

Non-exempt

City of Harrodsburg
Position Classifications

Class Title

Cemetery Superintendent

Characteristics of the Class

Under general direction of City Administrative Officer (CAO), supervises and assists in the performance of activities necessary for the operation and maintenance of city cemetery. Supervises all personnel assigned to the department. 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 CAO, oversees all operations of the city cemetery. Develops schedules, supervises daily work activities, and evaluates departmental employees. Responsible for sale of lots. Maintains inventory of all necessary supplies, and ensures equipment is properly maintained. Assists in development of budget, and ensures department operates within budget constraints. Maintains departmental records and provides reports as required by state statute and/or local ordinance. Responds to inquiries and complaints. Works with funeral homes to ensure proper arrangements. Performs related work 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 typically performed in an office setting. Majority of time performing duties is spent sitting at a desk. Oversight of employee activities requires some walking.

MINIMUM QUALIFICATIONS

Training and Experience

Graduate from an accredited high school or equivalent (GED), or vocational school with course work in mechanical drawing, engineering, or related subjects. Education should be supplemented by at least three (3) years of progressively responsible experience in landscaping maintenance.

Special Licensing Requirements

Valid Kentucky Driver's License

Special Knowledge, Skills and Abilities

Working knowledge of applicable statutes and ordinances governing the operation of the city cemetery. Knowledge of methods, materials, and equipment utilized in the operation and maintenance of a cemetery. Knowledge of operating characteristics and servicing of vehicles and equipment used in work. Knowledge

City of Harrodsburg
Cemetery Superintendent
Page 2

Special Knowledge, Skills and Abilities continued...

of potential hazards and applicable safety precautions. Ability to read and prepare blueprints. Ability to inspect and evaluate maintenance and construction work of employees. Ability to establish and maintain effective working relationships with customers, employees, city officials and the general public. Supervisory skills.

Overtime Status

Non Exempt

City of Harrodsburg
Position Classifications

Class Title

Public Service Worker I

Characteristics of the Class

Under specific direction of designated supervisor, performs unskilled duties necessary for the provision of city services. 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)

Performs manual labor necessary for the provision of city services and/or the maintenance of city property. Depending on departmental assignment, duties may include, but are not limited to, mowing, cutting weeds/trees, cleaning of storm sewers and catch basins, installation and maintenance of street signs, installation and maintenance of water/sewer lines, patching holes in city streets, painting city owned facilities, snow removal, and opening/maintenance of graves. Performs related work 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 typically performed outdoors. Employee is required to perform strenuous duties under any weather conditions. Must possess excellent manual dexterity and be able to perform heavy manual labor for extended periods of time.

MINIMUM QUALIFICATIONS

Training and Experience

Completion of tenth (10th) grade supplemented by one (1) year of experience in the performance of unskilled labor. Directly related experience beyond one (1) year may be substituted on a year for year basis for up to four (4) years of required education. Graduation from an accredited high school or equivalent may be substituted for experience requirements.

Special Licensing Requirements

Valid Kentucky Driver's License

Special Knowledge, Skills and Abilities

Ability to understand and follow oral and written instructions. Knowledge of the work hazards and applicable safety precautions associated with assigned equipment, including lawn mower and chainsaw. Ability to make minor operating adjustments and to recognize operating deficiencies in assigned equipment. Ability to perform moderately heavy to heavy labor for extended periods of time. Ability to establish and maintain effective working relationships with other employees and the

general public. Excellent physical condition.

Overtime Status

Non-Exempt

City of Harrodsburg Position Classifications

Class Title

Public Service Worker II

Characteristics of the Class

Under general supervision performs unskilled and semi-skilled duties necessary for the provision of city services. 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)

Performs unskilled and semi-skilled labor necessary for the provision of city services and/or the maintenance of city property. Assists in training of subordinate Public Service Worker classifications. Periodically operates tractor, pickup truck, and other light equipment. Depending on departmental assignment, duties may include, but are not limited to, mowing, cutting weeds/trees, cleaning of storm sewers and catch basins, installation and maintenance of street signs, installation and maintenance of water/sewer lines, patching holes in city streets, painting city owned facilities, snow removal, and opening/maintenance of graves. Performs related work 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 typically performed outdoors. Employee is required to perform strenuous duties under any weather conditions. Must possess excellent manual dexterity and be able to perform heavy manual labor for extended periods of time.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from an accredited high school or equivalent (GED), supplemented by two (2) years experience in similar work. Directly related experience beyond two (2) years may be substituted on year for year basis for up to four (4) years of required education.

Special Licensing Requirements

Valid Kentucky Driver's License

Pesticide Applicator's License (KRS 217B.070)

Special Knowledge, Skills and Abilities

Ability to understand and follow oral and written instructions. Knowledge of the work hazards and applicable safety precautions associated with assigned equipment and the ability to make minor operating adjustments and to recognize operating deficiencies in assigned equipment. Ability to perform moderately heavy to heavy labor for extended periods of time. Ability to operate tractor and other light equipment utilized in the performance of work duties. Ability to establish and

maintain effective working relationships with other employees and the general public. Excellent physical condition.

Overtime Status

Non-Exempt

City of Harrodsburg Position Classifications

Class Title

Public Service Worker III

Characteristics of the Class

Under general supervision of departmental supervisor, performs semi-skilled and skilled duties necessary for the provision of city services. Serves as supervisor of work crews. Operates light and heavy equipment. 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 supervision of departmental supervisor, performs semi-skilled and skilled duties necessary for the provision of city services and/or the maintenance of city property. Serves as direct supervisor of work crews composed of subordinate Public Service Worker classifications. Operates backhoe, snowplow, blacktop roller, and other light/heavy equipment. Performs work activities related to proper maintenance of city property, roads, rights of way, including but not limited to, cutting weeds/trees, cleaning of storm sewers and catch basins, installation and maintenance of street signs, patching holes in roadway, painting city owned facilities, snow removal, and opening/maintenance of graves. Performs related work 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 outdoors, and is required to perform strenuous duties under any weather condition. Must possess excellent manual dexterity and be able to perform heavy manual labor for extended periods of time.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from an accredited high school or equivalent (GED), supplemented by five (5) years experience in directly similar work. At least one (1) year of prior experience should be in a responsible supervisory position. Directly related experience beyond five (5) years may be substituted on year for year basis for up to four (4) years of required education.

Special Licensing Requirements

Valid Kentucky Driver's License

Pesticide Applicator's License (KRS 217B.070)

Special Knowledge, Skills and Abilities

Ability to understand and follow oral and written instructions. Supervisory skills. Ability to operate a backhoe, tractor, blacktop roller, front-end loaders, and other heavy equipment utilized in the

provision of city services. Knowledge of the work hazards and applicable safety precautions associated with assigned equipment. Knowledge of the work hazards and applicable safety precautions associated with assigned equipment. Knowledge of the operating characteristics and

City of Harrodsburg

Service Worker III

Page 2

Special Knowledge, Skills and Abilities continued...

servicing of relevant equipment, and the ability to make minor operating adjustments and to recognize operating deficiencies in assigned equipment. Ability to perform moderately heavy to heavy labor for extended periods of time. Ability to operate tractor and other light equipment utilized in the performance of work duties. Ability to establish and maintain effective working relationships with other employees and the general public. Excellent physical condition.

Overtime Status

Non-Exempt