

ORDINANCE 2017-15

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

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

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

Class Title

Wastewater Treatment Facilities Superintendent

Characteristics of the Class

Under general direction of the City Commission, supervises, oversees in the operation, maintenance and cleanliness of the wastewater treatment plant buildings, involving the treatment of wastewater in compliance with established procedures and standards and federal and state laws and administrative regulations. Monitors all aspects of the plant and grounds for unusual conditions or problems. 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)

Supervises and ensures proper operation and maintenance of wastewater treatment plant. Inspects and supervises proper operations of equipment and laboratory tests. Maintains accurate reports/records for plant, including samples, lab tests, etc. Assists with preparing, forwarding, and recording reports as required. Prepares daily logs on operations and laboratory results. Maintains inventory of all necessary supplies, spare parts, chemicals, equipment, and tools. Performs maintenance on equipment needed. Interacts with engineers and contractors as needed to ensure proper operation of wastewater treatment plant. Oversees preventive maintenance programs on the plant and equipment; forwards requests for major repairs and/or equipment and tools to the Commission. Develops schedules, supervises daily work activities with the plant and grounds. Ensures proper training of employees. Responsible for maintaining time cards and processing Wastewater Treatment Plant payroll weekly. Assists with the preparation of the budget for the Wastewater Treatment Plant. 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 in a supervisory capacity. Ability to comply with safety standards. Knowledge of computers and applicable software.

Special Licensing Requirements

Valid Kentucky Driver's License

WHEREFORE, this Ordinance was approved by the City Commissioners of Harrodsburg on the __ day of _____, 2017.

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

Eddie Long, Mayor
City Of Harrodsburg

ATTEST:

City Clerk/Treasurer

Given 1st Reading and Passed on the ___ day of _____, 2017.

Given 2nd Reading and Passed on the ___ day of _____, 2017.

Published in the paper on the ___ day of _____, 2017.