

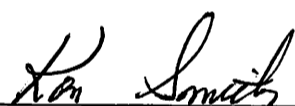
COMMONWEALTH OF KENTUCKY
CITY OF LONDON
ORDINANCE NO. 2004-04

AN ORDINANCE ADOPTING JOB DESCRIPTIONS FOR THE PUBLIC WORKS
DEPARTMENT OF THE CITY OF LONDON, KENTUCKY

Whereas it is necessary that the job description for the Public Works Department be changed and amended,

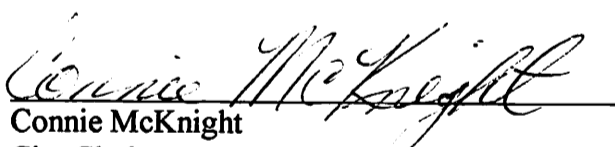
BE IT ORDAINED by the City Council of the City of London, Kentucky, as follows:

1. That the job descriptions attached hereto relating to the personnel of the Public Works Department of the City of London, Kentucky are adopted in their entirety as presented to the City of London.
2. Any Ordinances or parts of Ordinances in conflict with or containing a different description from this Ordinance for the Public Works Department be and are hereby repealed.
3. The job description of the Public Works Department shall be maintained for inspection at the Office of City Clerk and the office of the Public Works Department during normal office hours.
4. This ordinance adopting the job description of the Public Works Department shall be effective immediately upon publication.



Kenneth Smith, Mayor

Attested:



Connie McKnight
City Clerk

First Reading: May 3, 2004
Second Reading June 7, 2004
Publication Date: June 14, 2004

Presented in the following sections are the various classifications within the five (5) city departments.

PUBLIC WORKS DEPARTMENT

CLASS TITLE: Public Works Director

CHARACTERISTICS OF THE CLASS: meets daily with the Mayor, under general direction, supervises the construction, maintenance, and repair of the municipal street system, storm drain system, vehicle maintenance, refuse collection, and related activities. Does work as required.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.)

ESSENTIAL ELEMENTS: Public Works Director meets daily with operations managers from the street, sanitation, and maintenance shop departments. Approves content of safety meetings with safety coordinator. Requisitions equipment. Prepares budget recommendations.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation for an accredited high school or its equivalent (GED) or vocational school, supplemented by Roads Scholar and Roads Master courses provided by the Kentucky Transportation Center. Must have five years related management field such as construction.

Special Necessary Requirements: Valid Kentucky driver's license

Special Knowledge, Skills and Abilities: Thorough knowledge of mixing and applying asphalt paving mixtures in repairing city streets. Thorough knowledge of methods, materials, and equipment employed in the maintenance, repair, and minor construction of streets and alleys. Ability to plan for and implement a comprehensive and effective maintenance and repair programs for streets. Ability to plan, organize, and direct the work of a moderate-sized crew of employees. Ability to establish and maintain effective working relationships with city officials, employees, and public. Ability to express ideas effectively both orally and in writing. Thorough knowledge of care and maintenance of trucks, motorized equipment, tools, and equipment used in the work assigned. Thorough knowledge of laws, ordinances, regulations, and policies pertaining to the operation of City government. Appreciation of preventive maintenance principles and practices. Dependability. Judgment. Initiative.

CLASS TITLES FOR STREET DEPARTMENT

CLASS TITLE: Street Operations Manager

CHARACTERISTICS OF THE CLASS: Under the general direction of the Public Works Director organizes and supervises all necessary tasks performed by street personnel.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed by street personnel.)

ESSENTIAL ELEMENTS: Under the general direction of the Director of Public Works. Should have good working knowledge of laying of asphalt and concrete. Plans, organizes, prioritizes, and participates in a continuing maintenance, repair, and construction program for municipal streets involving surface treatment, grading, graveling, asphalt, concrete maintenance, and construction. Inspects completed jobs and evaluates employee performance. Makes inspections for drainage and related problems and determines appropriate steps to be taken. Directs the maintenance and reconstruction of storm sewers and culverts.

NON-ESSINTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school, supplemented by Roads Scholar and Roads master courses provided by the Kentucky Transportation Center.

Special Necessary Requirements: Valid Kentucky driver's license.

Special Knowledge, Skills and Abilities: Leadership abilities, planning skills, people-oriented.

CLASS TITLE: Equipment Operator Senior

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.) Will on occasion be needed to drive sanitation trucks or fill in as garbage loader. Will be required to perform snow removal duties in the winter. Employee is on-call at all times after regular work hours for emergency maintenance or repairs.

ESSENTIAL ELEMENTS: Under the general direction of the Street Operations Manager, performs duties listed above. Also receives direction from Public Works Director as needed. Must be able to perform skilled tasks. These may include using equipment to dig footers, backgrading, using a site level to keep grade, digging and moving gravel. Should be able to operate machinery on a reasonably steep inclines. (Should have at least eight years experience on operating most types of heavy equipment.) These tasks must be done while paying close attention to surroundings so as to prevent personal injury to themselves or others or damage to equipment/personal property.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school, supplemented by Roads Scholar courses provided by the Kentucky Transportation Center. Courses completed shall include:

- 1 – Work Zone Traffic Control
- 2 – Communications I
- 3 – Managing Roads & Streets

Shall have completed CPR and First Aid courses provided by a certified instructor.

Special Necessary Requirements: Valid commercial driver's license (CDL) and Kentucky driver's license.

CLASS TITLE: Equipment Operator I

CHARACTERISTICS OF THE CLASS: Under the general supervision of the Street Operations Manager.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.) Must be able to perform skilled tasks. These may include proper placement of drainage tile, moving dirt or gravel with heavy equipment. These tasks must be done while paying close attention to surroundings so as to prevent personal injury to themselves or others or damage to equipment /personal property. Should also be familiar with operation of sanitation equipment such as rear-load and front-load garbage trucks. Will on occasion be needed to drive sanitation trucks or fill in as garbage loader. Will be required to perform snow-removal duties in the winter. Employee is on-call at all times after regular work hours for emergency maintenance or repairs.

ESSENTIAL ELEMENTS: Under the general direction of the Street Operations Manager, performs duties listed above. Also receives direction from the Public Works Director as needed.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school, supplemented by Roads Scholar courses provided by the Kentucky Transportation Center. Courses completed shall include:

- 1 – Traffic Management Through Signals, Signs, & Markings
- 2 – Drainage: Key to Roads that Last

Shall have completed CPR and First Aid courses provided by a certified instructor.

Special Necessary Requirements: Valid commercial driver's license (CDL) and Kentucky driver's license.

Special Knowledge, Skills and Abilities:

CLASS TITLE: Crew Leader

CHARACTERISTICS OF THE CLASS: Under the general supervision of the Street Operations Manager.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.) Must have knowledge and abilities of Laborer I and Laborer II. Must be able to direct work details of Laborer I & II. Must have strong communication skills and leadership abilities. Must be able to work without direct supervision. Must be able to lay and finish concrete and do simple building construction. Follows all safety rules and safety regulations that pertain to work zones. Must be qualified to drive heavy vehicles over 26,001 lbs. GVWR. Will on occasion be needed to drive sanitation trucks or fill in as garbage loader. Will be required to perform snow-removal duties in the winter. Employee is on-call at all times after regular work hours for emergency maintenance or repairs.

ESSENTIAL ELEMENTS: Under the general direction of the Street Operations Manager, performs duties listed above. Also receives direction from the Public Works Director as needed.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school, supplemented by Roads Scholar courses provided by the Kentucky Transportation Center. Courses completed shall include:

- 1 – Traffic Management Through Signals, Signs, & Markings
- 2 – Work Zones Traffic Control
- 3 – Managing People I
- 4 – Developing Leadership Skills
- 5 – Managing People II

Special Necessary Requirements: Valid commercial driver's license (CDL) and Kentucky driver's license.

CLASS TITLES: Skilled Laborer

CHARACTERISTICS OF THE CLASS: Under the general supervision of the Street Operations Manager.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.) Will on occasion be needed to drive sanitation trucks or fill in as garbage loader. Will be required to perform

snow-removal duties in the winter. Employee is on-call at all times after regular work hours for emergency maintenance or repairs.

ESSENTIAL ELEMENTS: Under the general direction of the Street Operations Manager, performs duties listed above. Also receives direction from the Public Works Director as needed. Must have knowledge and abilities of Laborer I and Laborer II. Must be able to lay and finish concrete and do simple building construction. Must have some plumbing and electrical wiring skills and building maintenance. Should be familiar with operation of Mill St. Park splash pad. Follows all safety rules and safety regulations that pertain to work zones. Must be qualified to drive heavy vehicles over 26,001 lbs. GVWR.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school, supplemented by Roads Scholar courses provided by the Kentucky Transportation Center. Courses completed shall include:

- 1 – Traffic Management Through Signals, Signs, & Markings
- 2 – Work Zones Traffic Control
- 3 – Managing People I
- 4 – Developing Leadership Skills
- 5 – Managing People II

Special Necessary Requirements: Valid commercial driver's license (CDL) and Kentucky driver's license.

CLASS TITLE: Laborer I

CHARACTERISTICS OF THE CLASS: Under the general supervision of the Street Operations Manager.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.) Must have knowledge and abilities of Laborer II. Must be able to operate dump trucks, blacktop roller, brush chipper, bucket truck and leaf vacuum apparatus. Must be able to operate snow removal equipment. Follows all safety rules and safety regulations that pertain to work zones. Must be qualified to drive heavy vehicles over 26,001 lbs. GVWR. Will on occasion be needed to drive sanitation trucks or fill in as garbage loader. Will be required to perform snow-removal duties in the winter. Employee is on-call at all times after regular work hours for emergency maintenance or repairs.

ESSENTIAL ELEMENTS: Under the general direction of the Street Operations Manager, performs duties listed above. Also receives direction from the Public Works Director as needed.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school.

Special Necessary Requirements: Valid commercial driver's license (CDL) and Kentucky driver's license.

CLASS TITLE: Laborer II

CHARACTERISTICS OF THE CLASS: Under the general supervision of the Street Operations Manager.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.) Does removal of dead animals from rights-of-way. Mows lawns, cuts grass from rights-of-way. Pickup of

roadside trash from city streets. Park maintenance and cleaning, planting and caring of trees, shrubs, grass, and flowers. Requires heavy lifting of up to 50 lbs. as well as standing and bending. Follows all safety rules and safety regulations that pertain to work zones. Will on occasion be needed to fill in as garbage loader. Will be required to perform snow-removal duties in the winter. Employee is on-call at all times after regular work hours for emergency maintenance or repairs.

ESSENTIAL ELEMENTS: Under the general direction of the Street Operations Manager, performs duties listed above. Also receives direction from the Public Works Director as needed.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school.

Special Necessary Requirements: Valid Kentucky driver's license.

CLASS TITLE: Sweeper Truck Driver

CHARACTERISTICS OF THE CLASS: Under the general supervision of the Street Operations Manager.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.) Operates sweeper truck as needed. Sweeps street rights-of-way as scheduled by the Street Operations Manager. When sweeping is not possible because of inclement weather, sweeper operator works as Laborer II. When needed, employee shall act as substitute sanitation loader or driver.

ESSENTIAL ELEMENTS: Under the general direction of the Street Operations Manager, performs duties listed above. Also receives direction from the Public Works Director as needed.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school.

Special Necessary Requirements: Valid commercial driver's license (CDL) and Kentucky driver's license.

(CLASS TITLES FOR SANITATION DEPARTMENT)

CLASS TITLE: Sanitation Operations Manager

CHARACTERISTICS OF THE CLASS: Under the general direction of the Public Works Director organizes and supervises all necessary tasks performed by sanitation personnel.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.)

ESSENTIAL ELEMENTS: Supervises the collection and disposal of garbage. Has direct oversight of transfer station operations and the transfer station supervisor. Expected to understand sanitation routes and to make day-to-day changes as necessary to help customer have garbage picked up in a timely manner. Oversees maintenance of sanitation

vehicles. Arranges for substitute drivers and loaders when regular employees are sick or on vacation.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school, supplemented by courses provided by the Kentucky Transportation Center. Courses completed shall include:

- 1 – Managing People I
- 2 – Managing People II
- 3 – Managing People III
- 4 – Managing People IV
- 5 – Managing People V
- 6 – Managing People VI
- 7 – Communications
- 8 – Leadership Skills

Shall have completed CPR and First Aid courses provided by a certified instructor.

Special Necessary Requirements: Valid commercial driver's license (CDL) and Kentucky driver's license.

Special Knowledge, Skills and Abilities: Leadership abilities, planning skills, people-oriented.

CLASS TITLE: Transfer Station Supervisor

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.) Supervises day-to-day operations at the transfer station under the general direction of the Sanitation Operations Manager. Must be able to spot trailers using the solid waste spotter truck.

ESSENTIAL ELEMENTS: Under the general direction of the Sanitation Operations Manager, performs duties listed above. Also receives direction from the Public Works Director as needed.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school.

Special Necessary Requirements: Valid commercial driver's license (CDL) and Kentucky driver's license.

Special Knowledge, Skills and Abilities: Leadership abilities, planning skills, people-oriented.

CLASS TITLE: Sanitation Driver I

CHARACTERISTICS OF THE CLASS: Under general supervision, drives front-load garbage trucks over a scheduled route; may drive rolloff truck on dispatched compactor/open-top dumping. Street personnel working on a temporary basis are not considered to be a part of this classification.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.) Drives front-load sanitation equipment equipped with packing and dumping devices; Drives roll-off sanitation truck equipped with cable hoist; manipulates control mechanisms that control packing or loading of containers. Will also on occasion be required to drive rear-load route truck.

ESSENTIAL ELEMENTS: Under the general direction of the Sanitation Operations Manager, performs duties listed above. Also receives direction from the Public Works Director as needed.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school.

Special Necessary Requirements: Valid commercial driver's license (CDL) and Kentucky driver's license.

Special Knowledge, Skills and Abilities: Leadership abilities, planning skills, people-oriented.

CLASS TITLE: Sanitation Driver II

CHARACTERISTICS OF THE CLASS: Under general supervision, drives rear-load garbage trucks over a scheduled route, may supervise laborers working on the equipment and does related work as required. Street personnel working on a temporary basis are not considered to be a part of this classification.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.) Drives rear-load sanitation equipment equipped with packing and dumping devices; manipulates control mechanisms that control pack

ESSENTIAL ELEMENTS: Under the general direction of the Sanitation Operations Manager, performs duties listed above. Also receives direction from the Public Works Director as needed.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school.

Special Necessary Requirements: Valid commercial driver's license (CDL) and Kentucky driver's license.

Special Knowledge, Skills and Abilities: Leadership abilities, planning skills, people-oriented.

CLASS TITLE: Sanitation Loader I

CHARACTERISTICS OF THE CLASS: Under driver supervision, performs unskilled labor involved in the collection, transporting, and disposal of garbage and trash. Does related work as required.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.)

ESSENTIAL ELEMENTS: Under the general direction of the Sanitation Operations Manager, performs duties listed above. Also receives direction from the Public Works Director as needed. Collects garbage and deposits in rear-load garbage trucks. Participates in citywide clean-up campaigns by collecting above normal amounts of yard trash and discarded household items.

NON-ESSENTIAL ELEMENTS: Performs any and all other job related duties that may be assigned by supervisor. This employee must possess a commercial driver's license and be capable of driving rear-load truck if the need arises.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school.

Special Necessary Requirements: Valid commercial driver's license (CDL) and Kentucky driver's license.

Special Knowledge, Skills and Abilities: Ability to perform heavy manual labor for extended periods, often under adverse weather conditions. Physical strength and agility sufficient to handle refuse containers effectively and safely. Ability to understand and follow specific oral and written instructions. Ability to follow safety rules and regulations, particularly in regard to weight lifting and hydraulic system operations. Ability to establish and maintain effective working relationships with employees, officials, and the general public.

CLASS TITLE: Sanitation Loader II

CHARACTERISTICS OF THE CLASS: Under driver supervision supervision, performs unskilled labor involved in the collection, transporting, and disposal of garbage and trash. Does related work as required.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.)

ESSENTIAL ELEMENTS: Under the general direction of the Sanitation Operations Manager, performs duties listed above. Also receives direction from the Public Works Director as needed. Collects garbage and deposits in rear-load garbage trucks. Participates in citywide clean-up campaigns by collecting above normal amounts of yard trash and discarded household items.

NON-ESSENTIAL ELEMENTS: Performs any and all other job related duties that may be assigned by supervisor.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school.

Special Necessary Requirements: Valid Kentucky driver's license.

Special Knowledge, Skills and Abilities: Ability to perform heavy manual labor for extended periods, often under adverse weather conditions. Physical strength and agility sufficient to handle refuse containers effectively and safely. Ability to understand and follow specific oral and written instructions. Ability to follow safety rules and regulations, particularly in regard to weight lifting and hydraulic system operations. Ability to establish and maintain effective working relationships with employees, officials, and the general public.

(CLASS TITLES FOR MAINTENANCE DEPARTMENT)

CLASS TITLE: Mechanic Senior

CHARACTERISTICS OF THE CLASS: Must have abilities of Mechanic I & Mechanic II. Must have the ability to schedule vehicle maintenance of all Public Works vehicles and equipment, including compactors owned by the City of London. Periodic maintenance should include inspection of safety devices on all equipment to determine whether they are operational. Shall have full knowledge of all electrical operations pertaining to trucks, compactors, and other equipment.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.)

ESSENTIAL ELEMENTS: Under the general direction of the Public Works Director, performs duties listed above.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school.

Special Necessary Requirements: Valid commercial driver's license (CDL) and Kentucky driver's license.

CLASS TITLE: Mechanic I

CHARACTERISTICS OF THE CLASS: Must have all knowledge and abilities of Mechanic II. Must have knowledge of hydraulics, air brakes, diesel engine operation/maintenance, truck applications, and wiring. Should be able to adjust and replace brake shoes and drums. Should have ability to weld and use oxygen/acetylene torch. Should have skills in repair of small engines, such as grass trimmers, lawn mowers, and chain saws.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.)

ESSENTIAL ELEMENTS: Under the general direction of the Mechanic Senior, performs duties listed above. Also receives direction from the Public Works Director as needed.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school.

Special Necessary Requirements: Valid commercial driver's license (CDL) and Kentucky driver's license.

CLASS TITLE: Mechanic II

CHARACTERISTICS OF THE CLASS: Must be able to perform simple maintenance tasks such as oil change/lube, flat tire repairs, battery replacement, and alternator/starter replacement.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.)

ESSENTIAL ELEMENTS: Under the general direction of the Mechanic Senior, performs duties listed above. Also receives direction from the Public Works Director as needed.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school.

Special Necessary Requirements: Valid commercial driver's license (CDL) and Kentucky driver's license.

(CLASS TITLES FOR ADMINISTRATIVE DEPARTMENT)**CLASS TITLE: Administrative Assistant/ Safety Coordinator**

CHARACTERISTICS OF THE CLASS: Should have good written and verbal communication skills. Good computer skills.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.)

ESSENTIAL ELEMENTS: Under the general direction of the Public Works Director, performs duties listed above. Keeps Employee time. Order parts and equipment. Conducts periodic safety meetings with all departments. Monitors work areas in garbage

area and transfer station for safe work environment and safe work habits by employees. Coordinates with Public Work Director and department supervisors as to any needed changes or improvements for work safety.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school, supplemented by five (5) years of progressively responsible experience in related work.

Special Necessary Requirements: Valid Kentucky driver's license.

CLASS TITLE: Secretary

CHARACTERISTICS OF THE CLASS: Under the general supervision of the Director of Public Works, answers telephone, prepares purchase orders, maintains expenditure records and money remaining in fiscal budget. Dispatches orders for rolloff/compactor pickups and bills these on a monthly basis. Good computer and typing skills. Does light cleaning.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor does the listed examples include all tasks which may be performed.)

ESSENTIAL ELEMENTS: Under the general direction of the Public Works Director, performs duties listed above.

NON-ESSENTIAL ELEMENTS: Performs all other related duties as required.

Training and Experience: Graduation from an accredited high school or its equivalent (GED) or vocational school.

Special Necessary Requirements: Valid Kentucky driver's license.

Special Knowledge, Skills and Abilities: