

COMMONWEALTH OF KENTUCKY
CITY OF LONDON
ORDINANCE NO. 967

AN ORDINANCE AMENDING ORDINANCE NO 885 ENTITLED "AN
ORDINANCE FOR IMPLEMENTING CLASSIFICATIONS AND
COMPENSATIONS AND PERSONNEL POLICIES"

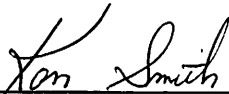
WHEREAS, it has become necessary to amend the present existing personnel ordinance, and

WHEREAS a committee of the City Council and personnel of the City have been engaged for several months in consideration of several proposals and needs for changes in the present existing personnel ordinance, and,

WHEREAS, the City Council has considered the proposal made by the Committee in their recommendations and have decided that these changes should be made for different reasons,

BE IT THEREFORE ORDAINED BY THE CITY COUNCIL OF THE CITY OF LONDON, KENTUCKY, AS FOLLOWS:

1. That the amendments made to the Personnel Policy of the City of London, be and are hereby accepted in their entirety, as presented to the City Council of the City of London, Kentucky.
2. That Ordinance No. 885, entitled "An Ordinance for Implementing Classifications and Compensations and Personnel Policies" be and is hereby amended to incorporate the changes in the Classification and Personnel Policies attached hereto. The changes are reflected by preexisting language being struck through, and new language of the policy being underlined. Otherwise, the language of the Policy remains the same.
3. This Classification and Personnel Policy shall be maintained for public inspection during regular office hours at the office of the City Clerk, City of London, Kentucky.
4. This policy, with the amendments, shall be effective upon publication of this ordinance.



Kenneth Smith, Mayor

ATTESTED:


Connie McKnight, City Clerk

First Reading Date:	November 1, 1999
Second Reading Date:	December 6, 1999
Publication Date:	December 13, 1999

STATEMENT OF PURPOSE

The Mayor and Council of the City of London, Kentucky, recognize that a personnel system which recruits and retains competent, dependable employees is indispensable to effective and efficient city government. These policies and procedures, classification and pay plans and job descriptions have been developed in order to achieve optimum efficiency, economy and equity in the pursuit of the city's goal and the utilization of its human resources.

The policies and procedures set forth hereinafter are intended to implement the personnel ordinance by providing procedures for:

1. Classifying positions in the city service;
2. Recruiting persons for that service;
3. Compensating employees equitably for their service to the city, and
4. Providing for their welfare.

EQUAL EMPLOYMENT OPPORTUNITY

The City of London seeks to provide equal opportunity to all of its employees and applicants for employment and to prohibit discrimination based on race, color, sex, national origin, age, disability, or because the individual is a smoker or nonsmoker. The city promotes equal opportunity in matters of hiring, training, promotion, pay, employee benefits, and other conditions of employment.

EXEMPTIONS

1. The following employees of the City of London are exempt from coverage:
 - A. All elected officials;
 - B. All members of boards and commissions;
 - C. City Attorney
 - D. Consultants, advisors, and counsel rendering temporary professional services;
 - E. Independent contractors;
 - F. Employees occupying non-permanent positions such as part-time, temporary or seasonal employees; and;
 - G. Member of Employees of the London Utility Commission
 - H. Members of volunteer organizations.
2. These policies and procedures apply to all city employees, except in instances when approved departmental regulations or the Kentucky Revised Statutes, supersede.

ADMINISTRATION OF THE PLAN

In Mayor/Council government all executive and administrative power is vested in the Mayor, unless a statute specifies otherwise (KRS 83A. 180 (3)). Under this legislation, the Mayor appoints all city employees, including police officers.

Legislative power in Mayor/Council government is vested in the Council (KRS 83A. 130(11)). Under this statute, the Council establishes all appointive offices and duties and responsibilities of these offices; they may not appoint persons to elected offices. Council establishes the compensation of all elected officers and appointed employees of the city by ordinance (KRS 83A. 070). Although Council establishes the classification and compensation plans by ordinance, the Mayor has sole authority to promote employees and grant raises with the limits established by the plan (OAG-82-385).

Council may not exercise any executive power or perform any executive or administrative functions unless specifically authorized by statute.

The appointing authority noted in these policies is the Mayor.

MAYOR'S ADVICE TO COUNCIL

The Mayor ~~should~~ may advise the City Council of all personnel changes involving the hiring and termination of employees of the City.

ORIENTATION OF NEWLY EMPLOYED PERSONNEL

- 1. An orientation shall be made available to all new employees by the department supervisor on their first day of employment.
- 2. The orientation shall consist of the following elements:
 - A. Explanation of the purpose and goals of the City;
 - B. Overview of management policies, procedures and operations;
 - C. Other elements deemed appropriate by the City.

PERSONNEL RECORDS

- 1. A personnel file shall be maintained for each city employee by the Personnel Officer or person supervised by the Personnel Officer.
- 2. The file may show:
 - A. Copy of application;
 - B. The employee's name address and phone number or phone where employee may be reached;
 - C. Position title;
 - D. Salary;
 - E. Past changes in employment with the City;
 - F. Compliance with EEO-4 requirements
 - G. Federal/state labor law requirements;
 - H. Department assignments;
 - I. Completed I-9 Form (immigration information);
 - J. Commendations/reprimands;
 - K. Drug free statement;
 - L. Certification of receipt of Policy/Procedures of the City of London; and
 - M. Whatever additional information this ordinance or the City Council requires.
- 3. Every Change in the status of the employee shall be recorded in his/her personnel files.
- 4. The personnel file shall be retained by the City in accordance with the state records retention schedule.

CLASSIFICATION OF EMPLOYEES

All employees of the City of London shall be classified as full-time, part-time, or temporary.

- 1. Full-time employees are employees who work thirty-five (35) to forty (40) hours per week on a regularly scheduled basis.

2. Part-time employees are employees who work less than thirty five (35) hours per week, but on a regularly scheduled basis.
3. Temporary employees are employees who work in a position which is of a temporary nature, which may either be full-time or part-time.

Certain employees are made available to the city by other agencies and are not considered full-time, part-time, or temporary employees of the City.

EMPLOYMENT PROCESS

The procedure for filling vacancies in regular positions or additional newly established regular positions shall be as follows:

1. Placement Policy

- A. Appointment to a permanent position with the City shall be made only after the Mayor has determined that the person considered meets all qualifications prescribed in the position for the class in which the appointment will be made.
- B. This policy shall apply to current employees who request a transfer or promotion to a vacant position as well as applicants for employment or reemployment.

2. Announcement of Vacant Positions

- A. All vacant positions may be advertised in a newspaper of real circulation in the City.
 - (1) All announcements can include such information as where to apply, deadline for application, pay range for the position, and position qualifications. All written announcements of vacant positions shall contain the following statement: "An Equal Opportunity Employer."
 - (2) Current employees shall be notified of the vacancy by placing written notice(s) in strategic locations throughout the City offices. Notices posted shall include position title, grade, summary of duties, positions qualifications, and the time limit for applying. Employees who wish to apply for the position must present a completed Employment Applicant Form to the Personnel Officer, thereby indicating his/her interest in the vacant position. The appointing authority may fill the vacancy.
 - (3) The City may list vacant position(s) with the local office of Kentucky Department of Employment Services.

3. Application for position

- A. Employment Applicant Forms supplied by the city and completed by applicants shall include information about the applicant's training and experience and such additional information as required to effectively evaluate the applicant's ability to perform the duties required by the position.
- B. No person may be appointed to a position unless verified information on an official Employment Application Form indicates that he/she meets the qualifications for the position as set forth in the position description.
- C. All Employment Application Forms must be signed and dated by the applicant.
- D. All applicants shall be given a copy of the position description and the required forms to review and complete in order to comply with the Americans With Disability Act.

4. Certification of Eligibility for Position

- A. The qualifications of an applicant for a position shall be ascertained on the basis of one or more of the following:
- (1) Information the applicant supplies on the official Employment Applicant Form;
 - (2) Personal interview.
5. False Credentials:
- A. If it should come to the attention of the Mayor either during their probationary period or thereafter, that an employee was hired on the basis of false information or credentials, said employee will be subject to immediate demotion or dismissal.
6. Miscellaneous
- A. Images presented and statements made by all employees of the City can affect the entire organization; therefore, employees are expected to be friendly, courteous, and appropriately dressed at all times.
- B. The health and safety of all employees is of major importance. Therefore, all employees shall report all hazardous conditions in their work area at once to their immediate supervisor or the Mayor.
- C. An up-to date copy of this ordinance and accompanying ordinances shall be maintained by the Clerk of the City of London, Kentucky, and shall be available for any and all employees of the City to review. Each and all employees shall have responsibility of their own knowledge and/or familiarity with the contents of their ordinance.
- D. All employees shall notify the City Clerk within seven (7) days of any change of address, marital status and any other similar information reasonably requested by the City Clerk.

CONDITIONS OF EMPLOYMENT

PROBATION

1. All persons initially appointed to a regular position shall be on probationary status for six (6) months.
 - A. For the six (6) months probationary period, an employee will not be eligible for any benefits (holiday pay, sick leave, vacation) other than pay for time worked.
 - B. Employees will be eligible for group hospitalization insurance as soon as their appointments can be processed.
2. Any Employee who has served an initial probation period and is promoted from within the city service to a new position shall be on a promotional introductory period of six (6) months in the new position.
3. While on initial probation, an employee may be dismissed at any time.
4. An employee serving a probationary period as a result of promotion may be reinstated to the position from which he/she was promoted or to a position comparable to the one from which he/she was promoted.
5. The probationary period may be extended for a class of positions if it is deemed that a longer period is needed to learn the work and evaluate the effectiveness of the work performed.
 - A. A probationary period extended for a class of positions may be extended for no longer than six (6) months.
6. Prior to the completion of the first ninety (90) days of employment but not less than sixty (60) days, the employee's performance will be evaluated on a preliminary basis by the supervisor or department manager. A determination will be made at the time relevant to continuation of the probationary period.

TRANSFERS

Any employee occupying a permanent position may request, in writing to the appointing authority, a transfer from one position to a comparable position provided the position to which the employee is transferred is one for which he/she possesses the appropriate minimum qualifications and provided that the position applied for is vacant.

A full-time employee occupying a permanent position will be given all due consideration for transfer, however, if the appointing authority deems that the best interest of the City lie outside the city service, the position may be filled by appointment of a person from outside the government.

PROMOTION

1. When a vacancy occurs in a position above the entrance level, preference shall be given to promotion of present employees. If, however, the appointing authority deems that the best interests of the City lie outside the city service, the position may be filled by appointment of a person from outside the government.
2. An employee occupying a permanent position may be promoted from one position to a higher position only if he/she possess the minimum qualifications for the higher position and the position is vacant.

3. When a vacancy occurs, the names of all persons who qualify for promotion to the vacant position shall be transmitted to the Mayor by the department supervisor for consideration in filling the vacancy by promotion.

DISCIPLINARY ACTION(S) (Progressive Discipline)

1. The policy of the City is to be patient, fair and consistent in the administration of the organization and its employees. When problems arise, emphasis is on improvement and/or correction rather than punishment. However, willful, continued or inexcusable infractions of city employment rules must be dealt with firmly under a uniform policy which applies to all employees.
2. When an employee fails to follow any rule, regulations, operating procedure or job requirement, one of the following measures shall apply, depending upon the circumstances involved and the severity of the offense.

RESIGNATIONS

1. An employee wishing to resign shall inform his/her Department Director of the intended resignation as soon as possible after the decision is made. The notice shall be in writing and shall include the effective date of the resignation. Failure to give at least two weeks notice may be cause for denying future employment with the city and may be cause for the refusal to give a positive recommendation if contacted by other employer(s).
2. An employee's resignation and its attending reasons, if noted, shall be recorded in the employee's personnel folder.
3. The employment date of any employee who resigns and is reinstated will be the latest date of employment unless specified otherwise by the Mayor.

LAYOFFS

1. The Mayor may lay off an employee or employees because of lack of work or funds. The order of layoff shall be determined by the needs of the City.
2. Consideration shall be given to both the seniority and merit of persons being considered for layoff.
3. Temporary, seasonal, and probationary employees shall be laid off before employees occupying permanent positions within class(es) affected by layoff.
4. Two weeks before the effective date of the layoff of any employee occupying a permanent position, the appointing authority shall notify the employee of the layoff in writing. The notice shall explain the reason(s) for the layoff and certify whether the employees service has been satisfactory.
5. An employee who has given satisfactory service and is laid off shall be eligible for reemployment in other positions provided that he/she meets the qualifications for the position and that the position is vacant.

REINSTATEMENT

1. The Mayor may reemploy any former employee who has resigned from the City with a satisfactory employment records or who has been laid off because of lack of work or funds.
2. The Mayor shall reinstate into the former position or a comparable position any employee who fails during the probationary period to serve satisfactorily in a

position to which he/she has been promoted. The reinstated employee shall receive at least the rate of pay which was received at the time of promotion.

3. The Mayor shall reinstate any employee who has been demoted, suspended, or dismissed for a reason prohibited by local, state, or federal employment regulations.

RETIREMENT

The City does not have a mandatory retirement age for its employees.

POLITICAL ACTIVITY

1. No employee, as a condition of employment or continued employment, shall be required to contribute to or campaign for any candidate for political office.
2. No employee of the City shall engage in political activity during his/her assigned duty hours or while in uniform, or on city property.

COMPENSATION PLAN

~~All positions in the City's classification plan shall be compensated in accordance with the City's pay plan. The assignment of classes to a pay grade shall be based upon the relative level of difficulty of the duties and responsibilities of the class, the prevailing rates of pay for the work involved in comparable, competitive public and private labor markets, and other pertinent salary and economic data. The schedule of salary rates and ranges and the pay plan adopted or subsequently modified shall be recommended by the Mayor and approved by the City Council by separate ordinance.~~

~~The pay plan which shall be adopted by separate ordinance, shall prescribe for each class a minimum rate of pay and whatever immediate rates the Council deems equitable. Upon the adopting of the pay plan, the Council shall assign each class to one of the pay ranges for which the plan provides. An employee who, at the time of the adoption of the pay plan, is receiving more than the minimum salary shall continue to receive at least that salary. An employee whose salary at the time the plan is adopted is below the minimum salary for the class to which his/her position is allocated shall from that time receive at least that minimum.~~

~~At least once each fiscal year the Mayor or his designee shall compare the salary rates, the compensation policies, and personnel developments of the city with those of other employers, public and private, in the community, analyze fluctuations in the cost of living, examine the salary range for each class of positions in the classified service to ascertain whether minimum salaries should be raised or lowered for a particular position or class during the succeeding twelve months and upon the basis of the comparison, analysis, and examination, submit to the Council his/her recommendation for amendment of the pay plan.~~

~~Reclassification of an employee's position from one class to another of comparable pay range shall effect no change of salary for the employee. An employee whose position is reclassified from one class to a higher class shall enter the higher class at its minimum salary, unless this minimum is lower than his/her salary at the time the reclassification is effected. If that salary exceeds the minimum, he/she shall continue to receive at least his present salary.~~

~~Whenever the Mayor submits to the Council that a position be reclassified to a class that requires a higher salary, he/she shall likewise submit with it an estimate of the financial requirements of the salary increase that the reclassification would entail.~~

~~————— In the event that an employee enters a higher class by promotion, the salary in the higher class shall be the minimum salary for that class, unless that minimum is lower than, or the same as, the salary at the time of the promotion. In that event, the Mayor shall determine what salary the employee shall receive within the pay range of the higher class.~~

~~————— In the event an employee is demoted, the Mayor shall set a salary range of the class to which he as been demoted.~~

~~————— An employee transferred from one position in one class to position in an equivalent class, shall effect no change in rate of pay.~~

At least once each fiscal year, the Mayor or his/her designate shall review the performance of each employee for the purpose of granting individual merit salary adjustments. Such a recommendation shall be based on the quality and tenure of service of the employee.

An appointee to a new position shall receive the minimum salary for the class to which the position is allocated, except that the Mayor may cause the appointment to be

~~made at a salary above the minimum, for the class in the event that there is unusual difficulty in filling the position or in hiring exceptionally well qualified personnel.~~

In no case will an employee be paid in advance for work time.

~~All part time employees shall be compensated according to the grade allocated to the established classification and receive all fringe benefits, except the vacation and sick leave will be accrued on a promotional basis.~~ but shall not receive any fringe benefits.

~~All temporary employees will be compensated at the minimum pay level of the particular allocated grade for the classification and receive only those fringe benefits required by law.~~

HOURS OF WORK

1. The standard work week for City employees shall be forty (40) hours per week.
2. Specific department work schedules shall be prescribed by the department supervisor with the approval of the Mayor. Work schedules for temporary and part-time employees shall be specified by department supervisors according to the needs of the City and rules and schedules stipulated for regular employees.
3. Employees shall be at their places of work in accordance with prescribed schedules. All departments shall maintain daily attendance records of all employees. It shall be the duty and responsibility of the department supervisor to make certain that such attendance records are maintained.
4. Full-time employees will be allowed two (2) rest periods of ten (10) minutes each per day, one in the morning and one in the afternoon. Lunch and rest periods may not be used to shorten working hours, alter the time of arrival or departure, accrue vacation, or count as overtime if not taken. The supervisor of each department shall ensure that rest period times and regulations are enforced. An hourly employee who works more than four (4) consecutive hours, is entitled to one ten (10) minute break; hourly employees working less than four (4) consecutive hours are not entitled to a break.

OVERTIME

1. Employees shall receive overtime pay at the rate of 1.5 times the hourly wages for actual hours worked in excess of forty (40) hours in any work week.
2. Accumulated sick leave used during the work week shall not be considered as hours worked for overtime pay purposes.
3. Advance work scheduling shall be performed by supervisors with the goal of keeping overtime work and pay at a minimum consistent with the maintenance of essential services and City's financial resources.
4. Overtime work, when absolutely needed, shall be approved in advance by the employee's immediate supervisor unless there are extenuating circumstances to the contrary.

BENEFITS

Employee benefits constitute a basic ingredient in personnel administration. They have been termed the "Hidden Pay Check" because they constitute an ever increasing portion of an employee's pay and the City's contribution to the employee's well-being. Benefits provided by the City of London to all full-time employees occupying permanent positions include the following:

HOLIDAY

The City reserves the right to require an employee to work on a holiday if, in its judgment, this will be necessary to meet scheduling requirements and assure efficient and uninterrupted services. Each employee must work the scheduled day before and after the holiday in order to receive pay for holiday.

If an employee who has been scheduled to work on a holiday fails to report for work, unless the absence is authorized or excused, such an employee will not be paid for the holiday, unless approved by the employee's supervisor, pursuant to (3) below.

In the event an employee's day off falls on a holiday, the employee will be given a substitute day within thirty (30) days before or after the holiday.

When a holiday falls during the employee's vacation, one day may be added to the employee's vacation period or a substitute day will be given within thirty (30) days before and after the holiday.

1. The following days are declared paid holidays at the regular rate of pay for all City employees:
 - A. New Year's Day
 - B. Martin Luther King's Birthday
 - C. President's Day
 - D. Good Friday
 - E. Memorial Day
 - F. Independence Day
 - G. Labor Day
 - ~~H. Columbus Day~~
 - I. Veterans Day
 - J. Thanksgiving and following Friday
 - K. One half (1/2) day Christmas Eve and Christmas Day
2. When any holiday listed above falls on Saturday, the preceding business day shall be considered the holiday. When any holiday listed above falls on Sunday, the following business day shall be considered the holiday.
3. When it is essential for an employee to work on a declared holiday, the compensation for each hour of work shall be at twice their regular rate of pay for that holiday.

ANNUAL VACATION LEAVE

1. All full-time employees occupying established regular positions shall be granted vacation leave on their anniversary date at full pay at the current salary rate. The anniversary date is the date of employment.

2. Employees occupying established permanent positions shall accrue vacation leave for years worked as follows:

After First Year - Five (5) work days or forty (40) work hours

After Second & Through Ten Year - Ten (10) working days or eighty (80) work hours

After ~~Eleventh~~ Tenth Year & Through Fifteen Years - Fifteen (15) working days or one hundred and twenty (120) work hours.

After ~~Sixteenth~~ Fifteenth Year - Twenty (20) working days or one hundred and sixty (160) work hours.

3. ~~After six (6) months of service and if any employee has successfully completed the initial introductory period, the employee may take one half (1/2) of his/her first week of vacation. The remainder will have to be taken after the first year of service.~~
4. Employees in a promotional introductory period may take accrued vacation leave. The promotional introductory period will be extended by the amount of accrued vacation time taken.
5. Vacation leave shall be requested in advance. Each January the supervisor shall request a vacation schedule to be submitted for the year. Preference will be given to seniority. Vacation leave may be disapproved if the city requires the employee's service at the requested time.
6. Earned vacation days not taken for the current year will be paid to an employee upon his/her leaving the City service, not to exceed thirty (30) days.
7. ~~When a former employee is reemployed, the latest date of employment shall be considered the official date of employment for vacation leave purposes. No~~ employee shall carry over more than 40 hours vacation days to the next calendar year.
8. Employees absent because of sickness or off-duty injury or disability may use accrued vacation leave during the time off after accrued sick leave has been exhausted.
9. The department supervisor shall insure that records are kept for vacation leave allowance, vacation leave taken and current accrued leave for each employee.

This shall be limited to the current amount accrued. In case of an excessive work load or emergency, the employee's department supervisor may request in writing to the Mayor that the vacation be carried over into the next year.

SICK LEAVE

1. All full-time employees occupying regular positions shall accumulate sick leave with pay at the rate of one (1) working day for each month of service. An employee will earn sick leave pay eligibility for the first month of employment if employment started on or before the 15th of the month.

2. Sick leave may be utilized by employees when they are unable to perform their duties because of:
 - A. Sickness or injury;
 - B. Medical/Dental/Optical examination and/or treatment;
 - C. Required care of a sick or injured member of his/her immediate family which includes brother, sister, mother, father, children, spouse, and step children.
3. A physician's statement is required for all absences of three (3) days or more. The supervisor of the particular department may require a physician's statement for sick leave of less than three (3) days.
4. An employee on sick leave shall inform his/her supervisor of the fact and the reason prior to work time. Failure to do so by the beginning of the work shift of the first day of illness may be cause for denial of sick leave for the period of absence.
5. Sick leave shall be chargeable in hours.
6. Each supervisor shall keep records of sick leave taken, and balances of sick leave allowances for individual employees. This will be reported to the payroll clerk weekly. An employee fraudulently obtaining sick leave or a supervisor falsely certifying sick leave allowance for absence from work will be suspended or dismissed.
7. Sick days are not computed for overtime purposes. They are paid in terms of straight pay.
8. No portion of accrued sick pay benefits is payable upon termination.

FUNERAL LEAVE

Leave for a death in the employee's immediate family is limited to three (3) work days or a reasonable extension of time at the discretion of the appointing authority. Immediate family shall include parents, grandparents, spouse, children, brothers, sisters, immediate in-laws and step children.

EDUCATIONAL / PROFESSIONAL LEAVE

On written request of an employee of the City, the Mayor and the City Council may grant leave (without pay) for up to one year for educational or professional purposes. Leave may be granted in such circumstances for full time attendance by said employee at a university or other training or professional activities approved by the City Council when those activities, training, or education are related to the employee's job or to other jobs a employee might hold in the City. Leave shall not be granted for part time educational activities.

Written application for Educational/Professional leave must be made at least sixty(60) days before the leave is to begin.

Employees in Educational/Professional Leave shall notify the Mayor in writing of their intended date of return to the City at least fourteen (14) days prior to the date of expected return to employment.

Employees taking an Educational/Professional Leave will be entitled upon return to comparable position for which they are qualified.

Educational expenses for such an employee during educational for professional leave shall not be paid by the City.

SPECIAL LEAVE

In addition to authorized leaves, the Mayor may authorized an employee to be absent without pay for personal reasons for a period or periods not to exceed ten (10)

working days in any calendar year. The Mayor may authorize special leaves of absence with or without pay for full-time employees for any period or periods for any purpose or purposes that are deemed to be beneficial to the City. All employee benefits remain in effect during the period of absence.

MILITARY LEAVE (KRS 61)

1. All employees of the City who are members of the National Guard or any Reserve Component of the Armed Forces of the United States, or of the Reserve Corps of the United States Public Health Service, shall be entitled to a leave of absence with full pay for a period not exceeding fifteen (15) calendar days in any one calendar year for the purpose of attending annual mandatory training (KRS 61.392, 61-396).
2. If an employee who is a member of the National Guard or any Reserve Component of the United States, or of the Reserve Corps of the United States Public Health Service is called to active duty, he/she must be granted a leave of absence without pay for the period of that duty up to six (6) years (KRS 38.238).
3. The employee must request active military leave in writing to his/her supervisor.
4. Upon returning from active duty, the employee must be reinstated in the position he/she held prior to being called up or to a position of like seniority and pay.

RETIREMENT/COUNTY EMPLOYEES RETIREMENT SYSTEM (CERS)

The City does not have a mandatory retirement age. It does provide for an employee's retirement through the County Employees Retirement System (CERS).

DISABILITY LEAVE

Disability leave is provided for employees who suffer job-related or non-job related illness or injuries, with specific limitations.

1. In the case of Worker's Compensation claims, the following shall apply:
 - A. Any job-related injury or illness must be reported immediately to the supervisor.
 - B. If the injury or illness justifies the payment of Workers' Compensation as determined by the insurance carrier, the employee shall retain the entire Workers' Compensation check(s) received. The employees will receive his/her normal pay for the interim between the date of injury or first day the employee is unable to work and the first day Workers' compensation starts to pay, provided the employee has accumulated sick leave or vacation leave to use for this purpose.
 - C. The employee would continue to accumulate vacation and sick leave credit during the period of the authorized disability leave, only while drawing from the City and not the disability plans.
2. In exceptional cases where the illness or injury has been accompanied by personal heroism or unusual service in the protection and saving of life and property, the Mayor may authorize disability leave at full or half pay in excess of the limitations prescribed herein, but not to exceed regular salary.
3. In any event, the employee shall immediately notify the department supervisor or Mayor of the work related injury or condition. The employee shall notify the

Mayor in writing of the employee's election to pay under sick leave, vacation leave, or Worker's Compensation no later than two (2) weeks of the date of the injury or accident; if no notice is given, it shall be presumed that the employee's choice or election is to proceed under Worker's compensation. If, for any reason, payments are made under sick leave or vacation leave and the employee proceeds under the Kentucky Worker's compensation Act, the City shall be entitled to credit for payments made under sick and/or vacation leave.

FICA (SOCIAL SECURITY)

The City of London, Kentucky, participates in the FICA program. The employees contribution is matched by the City.

HEALTH AND HOSPITAL INSURANCE

All full-time employees of the City shall be provided with a health and hospital insurance coverage plan as provided by the Council and paid by the City. If the employee desires to have family plan coverage, he/she will be required to pay any additional charges for the family coverage.

UNEMPLOYMENT INSURANCE

The City pays the full amount of Worker's Compensation insurance.

LIFE INSURANCE

All full-time employees of the City shall be provided with a life insurance policy in the face amount of ~~\$10,000.00~~ \$15,000.00 at the expense of the City, as provided by the Council.

PAYROLL DEDUCTIONS

At least ten (10) employees must participate in a withheld deduction before the City will become involved in the deduction.

TRAINING AND CAREER DEVELOPMENT

It is the responsibility of the department supervisor to see that each new employee is given an orientation on his job relating to the nature of his/her work and the purpose of the particular department as well as to advise him/her generally concerning the administrative and operational policies adopted by the City.

1. In service training of regular full-time employees shall be provided by the Mayor, department supervisors, or their designated representatives.
2. The department supervisors, with the Mayor's concurrence, may require or direct the attendance of employees at meetings, conferences, schools, work shops, or seminars; the purpose of such attendance is intended to improve the knowledge abilities and skills of the particular city employees. Acceptance of such training by an employee is a condition of employment.
3. The department supervisors, with the Mayor's concurrence, may release an employee from his regular duties during work days to attend classes at a recognized institution of learning if, in the department supervisor's judgment, such classes contribute favorably to the City's goals and objectives and the career development of the employee.

PERFORMANCE EVALUATION

1. The Mayor and department supervisors are responsible for appraising the performance and merit of personnel under their respective jurisdiction.
2. The following elements may be considered in each evaluation:
 - A. Job proficiency - An employee's ability to perform job tasks are to be evaluated by the department supervisor.
 - B. Harmonious work relationships - Willingness to accept and to carry out directions, as well as the ability to get along well with others is important in an employee's work relationship with his fellow employees. The supervisor shall so appraise the factor.
 - C. Absenteeism or Tardiness - The punctuality and consistency of attendance of an employee in his job is an important consideration. Excessive absenteeism and/or tardiness are grounds for an unfavorable evaluation and disciplinary action.
 - D. Error or Accidents - Errors in work and/or accidents attributable to improper performance of job tasks shall be noted and evaluated.
 - E. Failure to follow Rules and Regulations - Any employee may receive an unfavorable evaluation if he/she disregards written or oral rules, directions, and regulations of which he/she is or should be reasonably aware.
 - F. Relationships with the Public - Relations are an important part of the duties of every employee. Each supervisor shall appraise the manner in which the employees within this department deal with the public. Discourteous treatment or other misconduct in dealing with the public are valid reasons for an unfavorable evaluation or dismissal.
 - G. Each department supervisor shall evaluate the employees within his/her particular department by other criteria other than those specifically enumerated herein above. All appraisals shall be conducted in a fair and equitable manner taking into consideration only elements relevant to the consideration of the particular department.
3. The Mayor shall prescribe the form, frequency, and manner for performance evaluations. Performance evaluations shall be made at least annually, thirty (30) days prior to the date an employee would ordinarily be considered for a pay increase.
4. Each employee evaluation shall be placed in the personnel file of that employee after having been made by his supervisor.
5. None of the above criteria are intended in any manner to detract, limit, or in any respect effect the authority granted to the chief executive officer of the City as defined by the Kentucky Revised Statutes or other applicable Kentucky law with regard to his authority to hire or dismiss employees of the City.

INCLEMENT WEATHER

In the event of occurrence of weather conditions in which travel to and from work may jeopardize the safety of employees, city offices may be closed at the direction of the Mayor or his/her designee. Employees will be notified appropriately of this action.

Where individual circumstances exist, such as longer-than-average distance of travel to and from the work place, the employee must notify his/her supervisor, and may exercise his/her own judgment in not reporting for work. If city offices are not

subsequently closed, the time off will be charged against annual leave or leave without pay at the employee's discretion.

POLITICAL ACTIVITY

City employees are encouraged to support the government in our federal system in an appropriate fashion and in accordance with the constitution, laws, ordinances, and court decisions of our nation and state.

1. No employee, as a condition of employment or continued employment, shall be required to contribute to or campaign for any candidate for political office.
2. No employee of the City shall engage in political activity during his/her assigned duty hours or while in uniform.
3. Any questions relating to contemplated political activity should be directed to the Department Supervisor in advance of the activity contemplated.

EXPENSE REIMBURSEMENT

1. Any employee of the City incurring expense for prior approved City-connected business or travel outside the City shall be reimbursed, fees, mileage, allowance, storage, packing, tolls, lodging, meals, air or rail tickets are examples of items that will be reimbursed. Travel will be reimbursed at ~~twenty-five (.25)~~ twenty-seven (.27) cents per mile if private vehicle is used. Receipts for all expenditures are to be obtained and attached to the request for reimbursement which must be completed as soon as possible upon completion of travel.

2. All requests for reimbursement shall be signed by the supervisor and the employee
on forms provided by the City Clerk.

3. SUBSISTENCE

Eligibility for subsistence of meals while on travel status requires absence at a destination 40 miles from the City of London, Kentucky during the authorized mealtime.

For travel subsistence reimbursement to cover meals, taxes and tips shall not exceed:

Breakfast - \$5.00

Employee must be on travel status the entire period between 6:30 a.m. to 9:00 a.m. to claim reimbursement for breakfast.

Lunch - \$6.00

Employee must be on travel status the entire period between 11:00 a.m. to 2:00 p.m. to claim reimbursement for lunch.

Dinner - \$14.00

Employee must be on travel status the entire period between 5:00 p.m. to 9:00 p.m. to claim reimbursement for dinner.

Reimbursement for meals while on travel status within 40 miles of the City of London, Kentucky shall not be reimbursed.

4. AUTHORIZATION FOR TRAVEL

Travel by any employee of the City of London, Kentucky shall be authorized by the Mayor. Requests for travel should be forwarded to the Mayor and be received there at least ten working days prior to travel to allow sufficient time for authorization from the Mayor.

5. LODGING OF EMPLOYEES ON TRAVEL STATUS

Only the cost of lodging for the employee(s) will be paid for by the City of London, Kentucky by use of a credit card supervised by the City Clerk who will make travel arrangements. Lodging costs will be for single occupancy only.

unless it is necessary for more than one employee to share a room. All purchases made with the credit card must be authorized by the Mayor of the City of London, Kentucky. Receipts will be maintained for all purchases and will be turned in to the City Clerks with 30 days upon return to normal work duty. Lodging cost within forty miles of the City of London, Kentucky shall not be paid by the City.

6. **TRANSPORTATION**

Mileage claims for the use of privately owned vehicles may be disallowed if a city vehicle was available, its use was feasible, but it was not used.

7. **PARKING AND TOLLS**

Parking and toll charges are reimbursable

SUGGESTION SYSTEM

City employees are encouraged to submit suggestions that could allow the government to operate more efficiently and effectively. Suggestions should be submitted to the Mayor. The Mayor may make recommendation/s to the City Council for approval or disapproval. Employees who submit suggestions that are implemented will receive recognition at the time the suggestion is implemented.

DRUG-FREE WORK PLACE POLICY

POLICY STATEMENT

The City of London, Kentucky approved a policy to maintain a drug-free work place in compliance with the Drug-Free Work Place Act of 1988 (pf 100-690, Title V, Subtitle D). The purpose of this statement is to outline prohibited, on-the-job employee conduct, to make employees aware of the dangers of on-the-job use of drugs and to advise employees of available sources of drug counseling, rehabilitation and employee assistance programs.

TERMS USED THROUGHOUT SHALL BE DEFINED AS FOLLOWS:

“CONTROLLED SUBSTANCES” means an illegal drug or controlled substance as defined in attached schedule 1-V in Section 812 of Title 21 and as supplemented from time-to-time.

“CONVICTION” means a finding of guilt (including a plea of nolo contendere) or imposition of service, or both, by any judicial body charged with the responsibility to determine violations of the federal and state criminal drug statutes;

“CRIMINAL DRUG STATUTE” means a criminal statute involving manufactured, distribution, dispensation, use of possession of any controlled substance;

“EMPLOYEE” means any individual on the payroll of the City of London, Kentucky working on full-time or part-time basis.

PROHIBITED EMPLOYEES CONDUCT AND PENALTIES

The policy states that employees shall not engage in the lawful manufacture, distribution, dispensation, possession, or use of controlled substance or alcohol on the job, or report to work under the influence of alcohol or controlled substances.

Each employee shall notify his/her supervisor via “confidential” correspondence of any conviction under a criminal drug statute for a drug related violation no later than five (5) days after such conviction. Within thirty (30) days after receipt of such notice of conviction or upon determination in accordance with personnel policies and procedures of on-the-job use of alcohol or controlled substances, the executive authority of the City of London shall:

1. Take appropriate action against such employee, up to and including termination from employment; or
2. Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency at the expense of the employee.

FAILURE OF ANY EMPLOYEE TO REPORT SUCH CONVICTIONS SHALL BE CAUSE FOR IMMEDIATE DISMISSAL FROM EMPLOYMENT.

Employees reporting to work on medication prescribed by their personal physician, which impairs their job performance, are to immediately notify their supervisor of such. They should indicate, via a doctor’s note, how the medication would affect the performance of their duty and/or the health and safety of others. Appropriate steps should be taken by supervisors to alleviate any hazards.

DRUG-FREE WORK PLACE POLICY

PROHIBITED EMPLOYEES CONDUCT AND PENALTIES

Except as is stated hereinabove, no City employee shall report to work while under the influence of any controlled substance or alcohol. Each City employee either upon their initial hiring or at the time of the passage of this Personnel Policy, shall sign a statement acknowledging their obligation to refrain from the use, possession or influence of any controlled substance or alcoholic beverage during any time said employee reports to work for the City of London.

DRUG-FREE AWARENESS PROGRAM

The City of London hereby establishes a Drug-Free Program to inform employees about:

1. The dangers of drug abuse in the work place; and
2. Available drug counseling, rehabilitation, and employee assistance programs.

GRIEVANCE PROCEDURE FOR COMPLAINTS RELATING
TO SUSPECTED OR ALLEGED DISCRIMINATION
ON BASIS OF HANDICAPPED, STATUS IN THE
CITY OF LONDON, KENTUCKY

Any person (employee or citizen) who believes that he or she has been subjected to discrimination as prohibited by the federal revenue sharing program regulations and Section 504 of the Rehabilitation Act of 1973, may personally or by a representative, file a complaint with the office of the Mayor, London, Kentucky. A person who has not personally been subjected to discrimination may also file a complaint.

When a person (citizen, applicant, or employee) who believes he or she has been adversely affected by an act or decision by the City of London, Kentucky, and that such act or decision was based on handicapped status shall have the right to process a complaint or grievance in accordance with the following procedure.

STEP ONE

An aggrieved person must submit a written statement to the Mayor of London setting forth the nature of the discrimination alleged and facts upon which the allegation is based.

STEP TWO

The Mayor shall contact the complainant no later than fifteen (15) days after receiving the written statement to establish an informal meeting with the objective of resolving the matter informally. However, in no case shall the informal meeting be conducted sooner than five (5) days nor more than forty-five (45) days after receiving the written statement.

STEP THREE

Within fifteen (15) days of the informal meeting, if no decision has been made by the Mayor or the decision of the Mayor does not satisfy the complainant, he or she may file a complaint with the Human Rights Commission.

SEXUAL HARASSMENT POLICY

The City of London is aware of all the federal and state equal opportunity laws which make it illegal for sexual harassment to occur within the work place. EEOC defines sexual harassment as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature" which constitute unlawful sex discrimination when:

1. Submission to such conduct is either explicit or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment;

If you feel you have been sexually harassed by anyone within city government, please report the situation to your department head immediately. If the person harassing you is your department head, report the situation to the Mayor. Corrective actions will then be taken.

SEVERABILITY

If any provision of these policies and procedures or any provisions of their subsequent application is held invalid, such invalidation does not affect the remainder of this ordinance or its application.

DISCLAIMER

1. Information included in these personnel policies and procedures, classification and compensation plans is not intended to represent a contract, and may be changed by Council without notice.
2. The term "Regular Full-Time Position" indicates the position(s) in each class created by ordinance. The class(s) and/or number of positions in each may be changed by the Council without notice, and employee(s) occupying the position(s) may be affected by such changes.

CLASSIFICATION PLAN

Each position created under this ordinance shall, on the basis of the duties and responsibilities of the position, be allocated to an appropriate class. A class may include either a single description or two (2) or more positions. Each class shall have a specification that includes a concise descriptive title, a description of the duties and responsibilities of each position in the class, and a statement of the minimum and desirable qualifications for each position. All positions in a single class, concise general description of the duties of each position in a class, a description of the same qualifications for each position, and shall apply the same pay range to each position.

The Mayor may, at his discretion, review the duties and responsibilities of each class and recommend to the Council of the City of London, on the basis of the review, a reclassification of positions if deemed necessary, the creation of one or more new classes if deemed necessary, and the abolishment of one or more existing classes if deemed necessary.

SALARIED EMPLOYEES:

Salaried Employees are exempt individuals who are employed in a bone fide executive, administrative, supervisory or professional capacity or as an "outside salesman," or "outside collector," from the minimum wage and overtime requirements of KRS 337.275 and 337.285. The salaried positions for the City of London are as follows:

City Clerk
Building Inspector
Street Foreman
Sanitation Foreman
Chief of Police
Police Captain
Two Police Lieutenants
Community Center Worker
Public Works Director
Risk Management/Safety Officer

All other positions are hourly wage employees.

CITY OF LONDON

CLASSIFICATION PLAN

The City of London has determined the need to develop a classification plan for each occupational position within its operation and control. There are five (5) basic departments within the City of London. These departments are as follows:

- (1) City Clerk Department
- (2) Building Inspection Department
- (3) Police Department
- (4) Fire Department
- (5) Public Works Department

All Departments operate under the direct supervision of the Mayor's Office. Each of the above departments have no divisions and employees of each department work under the supervision of the Head of their department except for the Police Department. There are generally two (2) divisions within the City of London Police Department. These are (1) Operations Division and (2) Technical and Support Services Division. Each division is commanded by a Division Commander holding a rank of no less than Lieutenant. The Commander of each division is generally responsible for close on-site supervision and job assignments of personnel assigned to their division.

- A. Operations Division. Includes particularly, but not limited to all areas of patrol, traffic, and criminal investigation.
- B. Technical and Support Division. Includes particularly, but not limited to all technical functions of the Police Department. These functions include maintenance of department records, I.C.A.P. computer functions, securing evidence and maintaining records of same, and other technical services and special services for the efficient operation of the department.

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

CITY CLERK DEPARTMENT

CITY OF LONDON

POSITION DESCRIPTION

CLASS TITLE: City Clerk

CHARACTERISTICS OF THE CLASS: Under general legislative and executive direction, is responsible for maintaining City records including custody of the seal of the City; prepares requests for customer-requested licenses, permits, organizes, directs, coordinates, and evaluates the financial management program and staff of the city and 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: Pursuant to KRS 83A.085, the office of City Clerk is an appointed, non-elected position that is required of the City of London. The duties of the City Clerk, pursuant to Kentucky law, shall include, but not be limited to, maintenance and safe keeping of the permanent records of the City; performance of the duties of the "official custodian" or "custodian" pursuant to KRS 61.870 to 61.882; possession of the seal of the city; and performance of all duties and responsibilities required of the City Clerk by statute of ordinance.

Otherwise, the City Clerk shall be the fiscal officer for the city and thereby maintain cash receipts, and cash disbursement journals and a general ledger for the city. The clerk shall

be responsible for all related duties with regard to bank statements and shall prepare financial reports required by the City Council and shall otherwise be required to maintain accurate balances of each bank account, report on expenditures relating to funds, and shall report on each departmental budget when requested by either the Mayor or City Council.

The City Clerk shall attend all Council meetings, and shall be responsible for recording the minutes of said Council meeting and the recording of all ordinances in the official records of the city.

The City Clerk shall prepare notices and shall collect monies relative to licenses, privilege licenses, parking stickers, franchise taxes, bank share taxes, payment in lieu of taxes, insurance licenses tax fees, utility franchise taxes, base court revenue, arrest fees, parking meter fines, and garbage collection fees as well as any and all other revenue producing taxes, franchises, fees, or fines. The City Clerk shall be authorized to send notices related to the collection of any fees for any purpose as authorized by ordinance, the City Council, or the Mayor.

The City Clerk shall have responsibility for compiling reports as may be periodically required by law relating to retirement, insurance, state tax, federal tax and withholding reports, unemployment insurance, social security, and Worker's Compensation. The City Clerk shall compute the payroll for all employees within the City of London as well as compiling yearly tax reports, federal taxes (W-2 forms), state tax forms and W-4 forms for each employee. The City Clerk shall pay monthly bills of the City by issuing checks, and otherwise assist with tax bill preparation as needed. From time to time, questionnaires and reports are required by various agencies of the state, county and federal government. The City Clerk shall have responsibility for preparing such questionnaires and reports when so requested by other branches of the state, federal or county government. Any and all statements by the City including but not limited to requests of the school board or fiscal courts to share in expenses of the operation of City Hall shall be made by courts to share in expenses of the operation of City Hall shall be made by the City Clerk. The collection of all bonds and coupons on industrial accounts, school accounts, and the maintenance of records thereof shall be the responsibility of the City Clerk. The City Clerk shall collect funds related to fees paid for building permits. On newspaper publications required by law to be made by advertisement shall be made by the City Clerk. The City Clerk may delegate duties to other employees of the City Clerk's Office, but may not delegate responsibilities or the performance of those duties.

NON-ESSENTIAL ELEMENTS: Performs other duties as required.

MINIMUM QUALIFICATIONS:

TRAINING AND EXPERIENCE:

Graduation from an accredited high school or equivalent (GED) supplemented by five (5) years of directly related work experience. (Statutory requirements of KRS)

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the organizational functions, principles and practices of municipal government and of the principles and practices of city finance administration, accounting, and budgeting. Thorough knowledge of legal requirements relating to preparation, preservation, and maintenance of Council minutes and records and other City records and documents. Thorough knowledge of the laws and ordinances relating to the handling and accounting of municipal and government funds. Thorough knowledge of data processing systems. Ability to plan, assign, supervise, and evaluate the work of personnel engaged in a variety of financial, clerical, and related activities. Ability to develop sound fiscal systems and procedures. Supervisory ability. Analytical ability. Ability to interpret various federal, state, and local laws, statutes and ordinances. Ability to prepare clear and accurate, written and oral, reports on complex subjects. Ability to

maintain records efficiently and accurately. Ability to establish and maintain effective working relationships with City officials, employees, and the general public. Initiative. Dependability. Resourcefulness. Sound judgment. Accuracy.

CLASS TITLE: Assistant City Clerk

CHARACTERISTICS OF THE CLASS: Under general supervision of the City Clerk, performs clerical, cashiering and account keeping work; may serve as receptionist and secretary; and 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: Receives and disburses monies as authorized. Serves as a cashier receiving sums of money for taxes, licenses, fees, permits, and miscellaneous services. Makes bank deposits. Balances daily collections and disbursements and prepares reports as instructed. Furnishes information to the public on a variety of matters. Prepares financial statements of receipts and disbursements. Operates standard office machine and equipment. Maintains files. Answer phone. Greets visitors. Receives inquires and complaints and attends to their disposition. Notifies and processes delinquent accounts. Posts payroll and accounts payable.

NON ESSENTIAL ELEMENTS: Performs other duties as required.

DESIRABLE QUALIFICATION:

TRAINING AND EXPERIENCE: Graduation from an accredited high school or equivalent (GED) supplemented by three (3) years of responsible clerical or bookkeeping experience and/or training.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of modern office methods, techniques, and equipment. Ability to make arithmetic computations with reasonable speed and accuracy. Ability to establish and maintain effective working relationships with other employees, officials, and the general public. Typing ability. Ability to keep confidential information. Accuracy. Thoroughness. Neatness. Courtesy. Tact. Firmness. Integrity. Computer literate. Supervisory ability.

Class Title: Deputy City Clerk

CHARACTERISTICS OF THE CLASS: Under general supervision, performs specialized and responsible clerical work relating to the collection and recording of property taxes and occupational fees; may prepare correspondence for the City Clerk; and 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: Collects city property taxes, calculates penalties, and collects delinquent property taxes. Process unpaid tax bills. Issues vehicle stickers. Issues business licenses. List delinquent business licenses. Answer telephone and take messages for Building Inspector, Mayor, Supervisor, and makes appointments. Receives parking ticket monies and posts in ledger. Writes receipts for parking ticket monies for Police Department. Makes bank deposits. Serves as receptionist.

NON-ESSENTIAL ELEMENTS: Performs other duties as required.

DESIRABLE QUALIFICATIONS:

Training and Experience; Graduation from an accredited high school or equivalent (GED) supplemented by one (1) year of previously responsible clerical experience. Two (2) years of business and/or office training are preferred, including bookkeeping.

Special Knowledge, Skills and Abilities: Considerable knowledge of modern clerical practices. Working knowledge of professional accounting practices. Ability to follow complex oral and written directions and to prepare fiscal reports and records. Working knowledge of the principles underlying state and local financial policies pertaining to occupational fees and license and property taxes. Ability to plan work. Ability to establish and maintain effective working relationships with employees, city officials, and the public. Initiative. Resourcefulness. Neatness. Tact. Firmness. Accuracy. Dependability. Computer literate.

The above description applies to both full-time and part-time Deputy City Clerks.

BUILDING INSPECTION DEPARTMENT

CLASS TITLE: Building Inspector

CHARACTERISTICS OF THE CLASS: Under executive supervision, performs essential functions in field inspection and as a gas inspector; performs office inspections and enforcement of building, zoning and related codes and ordinances.

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

ESSENTIAL ELEMENTS: Inspects construction after permits have been issued. Inspects existing housing. Issues building permits: responsible for the collection of fees incidental to the issuance of building permits. Visits and inspects proposed building sites. Initiates criminal actions against non-complying individuals. Performs functions required of him/her by the London Board of Adjustments. Directs correspondence to all individuals that are necessary to assure compliance with London City ordinances and the laws of the Commonwealth. Performs duties required by him/her by the London City Council. The Building Inspector is the Administrative Aide for the London Board of Adjustments. Serves as Zoning Officer. Assists in formulating annual and long-range plans. This includes being the contact person for personnel involved in updating the Comprehensive Plan for London. Assists in interpretation of zoning ordinances.

NON-ESSENTIAL ELEMENTS: Does related work as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited high school or equivalent (GED.) State requirement of KRS.

Special necessary Requirements: Valid driver's license.

Special Knowledge, Skills and Abilities: Considerable knowledge of all types of building construction, materials and methods and all stages of construction when possible violation and defects may most easily be observed and corrected. Considerable knowledge of national, state and local building and zoning codes and related laws and ordinances. Skill in making engineering and mathematical calculations necessary for the adequate checking of plans. Ability to read and accurately interpret plans, specifications, or other pertinent data and to compare them with construction in progress. Ability to establish and maintain satisfactory working relationships with building owners, architects, contractors, municipal authorities, other employees and the general public. Ability to communicate effectively, orally and in writing. Initiative. Resourcefulness. Sound judgment. Tact. Diplomacy. Integrity.

POLICE DEPARTMENT

CLASS TITLE: Police Chief

CHARACTERISTICS OF THE CLASS: Under general direction, 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; and 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: Plans, directs and exercises general supervision over the work of the entire department. Plans work schedules. Formulates and enforces rules and regulations, work methods and procedures. Makes or reviews all reports of officers. Enforces disciplinary measures when necessary. Ascertains that recruits and regular officers receive adequate training in modern police methods and procedures, first aid, and related procedures. Directs the preparation and maintenance of police records and files. Directs the investigation of major criminal offenses. Cooperates with state and federal officers in the apprehension of wanted persons. Sees that periodic and special reports are prepared for various agencies and groups such as National Safety Council, Federal Bureau of Investigation, local governments, and other agencies. Prepares budget estimates and controls the expenditures of all department funds, keeping expenditures within the approved departmental budget. Drafts correspondence, requisitions supplies, and recommends the purchase of necessary equipment. Meets with and answers questions for the public, and meets with various commissions and citizen groups. Performs public relations functions for the department.

NON-ESSENTIAL ELEMENTS: Performs other duties as required.

DESIRABLE QUALIFICATIONS:

Training and Experience: Graduation from an accredited high school or equivalent (GED) supplemented by five (5) to ten (10) years of progressively responsible experience as a police officer, including supervisor experience. A degree in police administration is preferred. Training in first aid procedures.

Special Necessary Requirement(s): Successful completion of required training. Possession of a valid driver's license as issued by the Commonwealth of Kentucky. Ability to pass a physical examination.

Special Knowledge, Skills and Abilities: Thorough knowledge of modern police administration and of police methods. Thorough knowledge of scientific methods of crime detection, criminal identification and radio communication. Thorough knowledge of controlling laws and ordinances. Demonstrated ability to lead and direct the activities of police officers. Skill in the use of firearms. Administrative and analytical abilities. Ability to establish and maintain effective work relationships with officials, employees and the general public. Ability to pass a physical examination. Resourcefulness. Sound judgment. Dependability. Firmness. Tact. Integrity.

CLASS TITLE: Police Captain

CHARACTERISTICS OF THE CLASS: Under administrative direction, performs

supervisory and technical police work in overseeing a major phase of police operations and does related work as required.

EXAMPLES OF DUTIES: On an assigned shift may check businesses and residential areas. May patrol streets and alleys. Issues citations; makes arrests when necessary. May be responsible for police vehicles. Patrols with other officers to ensure that they are familiar with the entire city. Answers complaints. In the absence of the Chief, assumes charge of police activities on the scene in the case of fires, riots, or other major emergencies.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from an accredited high school or equivalent (GED) supplemented by five (5) years of progressively responsible police experience, including one (1) year in supervisory capacity.

Special Necessary Requirement's: Successful completion of required initial and inservice training. Valid Kentucky driver's license.

Special Knowledge, Skills and Abilities: Considerable knowledge of the rules and regulations of the police department and of approved principles, practices, and procedures of modern police work. Considerable knowledge of pertinent federal and state laws and city ordinances, and of modern methods and practices of criminal investigation and identification. Considerable knowledge of the geography of the city and the location of important buildings. Skill in the use of firearms. Ability to analyze complex police problems and situations and to adopt quick, effective and reasonable course's of action with regard to surrounding hazards and circumstances. Excellent physical condition. Ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relations. Ability to establish effective working relationships with employees, officials and the general public. Ability to communicate effectively, orally and in writing. Supervisory ability. Analytical ability. Initiative. Resourcefulness. Sound judgment. Participation in individual and group educational and training programs.

CLASS TITLE: Police Lieutenant

CHARACTERISTICS OF THE CLASS: Under general administrative direction, performs supervisory and technical police work in overseeing a major phase (i.e. shift) of police operations; may be required to perform detective work; or serve as instructor; and 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: Serves as supervisor on an assigned shift; may check businesses and residential areas. May patrol streets and alleys. Issues citations; makes arrests when necessary. May be responsible for police vehicles. Patrols with other officers to ensure that they are familiar with the entire city. Answers citizens complaints. Writes grants. Until relieved of officer command by a superior officer, assumes charge of police activities on the scene in case of fires, riots, calls involving weapons, or other major emergencies. Serves on task forces: assists in developing M.A.D.D. and similar groups. May serve as detective, investigation, processing and following up on all cases. Supervises other detectives, including Internal Affairs unit. Must be trained in and able to perform first aid. Conducts investigations concerning drugs, stolen property, vice,

and white collar crimes. Validated NCIC-LINK entries. Presents criminal cases to the grand jury. May perform property room duties or serve as instructor.

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

DESIRABLE QUALIFICATIONS:

Training and Experience: Graduation from an accredited high school or equivalent (GED) supplemented by four (4) years of progressively responsible police experience, including one (1) year of supervisory experience. Two years of college are preferred, supplemented by two years of professional police experience, including one (1) year of supervisory experience.

Special Necessary Requirement's Successful completion of required initial and in-service training. Valid driver' license. Subject to weekend, holiday, shift work, and call-back duty.

Special Knowledge, Skills and Abilities: Considerable knowledge of the rules and regulations of the Police Department and of approved principles, practices, and procedures of modern police work. Considerable knowledge of pertinent federal and state laws and city ordinances, and of modern methods and practices of criminal investigations and identification. Considerable knowledge of the geography of the city and the location of important buildings. Skill in the use of firearms. Ability to analyze complex police problems and situations and to adopt to quick, effective, and reasonable courses of action with regard to surrounding hazards and circumstances. Ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relations. Ability to establish and maintain effective working relationship with employees, officials, and the general public. Physical strength and agility necessary to do police work, including the ability to work outdoors in all weather conditions and exposure to hazards. Participation in group educational and training programs. Ability to communicate effectively, orally, and in writing. Supervisory ability. Analytical ability. Initiative. Resourcefulness. Sound judgment. Integrity.

CLASS TITLE: Police Sergeant

CHARACTERISTICS OF THE CLASS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be performed.)

ESSENTIAL ELEMENTS: Supervises, directs, and assists patrol officers on duty; patrols if needed. Ensures that patrol officers check all businesses for breaking and entering. Receives and issues orders to patrol officers to work funerals, school crossings, and other assignments. Serves warrants and court summons. Spot checks traffic and reports traffic lights out of order, traffic signs that are down and any other irregularities. Checks all reports turned in by the patrol officers on their shifts. As Detective Sergeant, may serve in the absence of the detective. May perform property room and photo lab services.

NON-ESSENTIAL ELEMENTS: Does related work as required.

DESIRABLE QUALIFICATIONS:

Training and Experience: Graduation from an accredited high school or equivalent (GED), supplemented by three (3) years of progressively

responsible experience in police work. Completion of two (2) years of college is preferred, supplemented by one (1) year of professional experience in police work.

Special Knowledge, Skills, and Abilities: Considerable knowledge of departmental rules and regulations, and of pertinent federal, state and local laws and ordinances. Considerable knowledge of first aid and its principles and skills in application. Skill in the use of firearms. Ability to understand and carry out oral and written instructions, prepare clear and comprehensive reports. Ability to establish and maintain effective working relationships with employees, officials, and the general public. Ability to analyze situations surrounding hazards and circumstances. Supervisory ability. Participation in group education and training programs. Physical strength and agility necessary to do police work. Including the ability to work outdoors in all weather conditions and exposure to hazards. Dependability. Initiative. Resourcefulness. Sound judgment. Integrity.

CLASS TITLE: Detective

CHARACTERISTICS OF THE CLASS: Under general direction of the Sergeant, Assistant Chief, or Chief of Police, conducts specialized investigations of criminal offenses occurring within the city limits; assists other agencies as directed by the Chief of Police; and does related work as required.

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

ESSENTIAL ELEMENTS: Ascertains information or secures evidence for the arrest of persons alleged to have committed a crime. Visits the scenes of crimes; searches for and apprehends violations; preserves evidence; investigates and follows up clues; searches for and apprehends violators. Interviews suspects, prisoners, complainants, and witnesses to obtain information about crime. Investigates reports of burglaries, deaths and other reports as assigned. Photographs scenes of accidents and crimes. Fingerprints and photographs prisoners. Prepares written reports of investigations. Performs background checks as required. Assists in developing the plans, programs, and procedures of the Police Department. Assists other agencies as directed by the Chief of Police.

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

DESIRABLE QUALIFICATIONS:

Training and Experience: Graduation from an accredited high school or equivalent (GED) supplemented by six (6) years of progressively responsible experience as a police officer.

Special Necessary Requirements: Successful completion of required basic training and the forty (40) hours required in-service training per year. If available, this in-service training will consist of investigation or related courses. Must be able to work irregular hours on shift as assigned by the Chief of Police. Standby duty may be required on an assigned basis. Must possess a valid Kentucky Driver's license.

Special Knowledge, Skills, and Abilities: Thorough knowledge of modern methods and practices of criminal investigation and identification. Thorough knowledge of police rules and regulations. Thorough knowledge of pertinent federal and state laws. Keen sense of observation and ability to remember names, faces, and details. Working knowledge of the geography of the City. Ability to understand and execute difficult oral and written directions and

to prepare clear and comprehensive reports. Ability to deal firmly, but courteously with the public. Willingness to work long hours. Skill in the use of firearms. Alertness. Resourcefulness. Sound judgment. Integrity.

CLASS TITLE: Police Officer

CHARACTERISTICS OF THE CLASS: Under general supervision, performs general duty police work in the protection of life and property through the enforcement of laws and ordinances; and 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: Patrols of designated area of the city on foot, or in a radio equipped car to preserve law and order, to prevent and discover the commission of crime, to direct traffic at school crossings and street intersections, and to enforce motor vehicles operation and parking regulations. Answers calls and complaints involving automobile accidents and robberies, and other misdemeanors and felonies. At the scene of a crime conducts preliminary investigations, gathers evidence, obtains witnesses and makes arrests. Takes prisoners to jail. Testifies as a witness in court. Serves court papers such as warrants, summons and subpoenas. Provides escort services, home and business security checks. Conducts public awareness programs on drugs, child abuse and identification. Arrests, processes, and refers juveniles. Provides assistance to motorists. At the scene of automobile accidents, interviews witnesses and gathers information and prepares reports. Interviews persons with complaints and inquiries and attends to their proper disposition.

NON-ESSENTIAL ELEMENTS: Performs other duties as required.

DESIRABLE QUALIFICATIONS:

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

Special Necessary Requirements: Successful completion of required training. Possession of a valid driver's license as issued by the Commonwealth of Kentucky. Ability to pass a physical examination.

Special Knowledge, Skills and Abilities: Ability to learn modern approved principles, practices, and procedures of police work. Some knowledge of state laws and city ordinances. Some knowledge of the geography of the city and the location of important buildings. Ability to understand and carry out oral and written instructions. Skill in the use of firearms. Ability to deal courteously but firmly with the general public. Ability to react quickly and calmly in emergency conditions. Physical strength and agility. Ability to establish and maintain effective working relationships with other employees, officials, and the public. Dependability. Resourcefulness. Accuracy. Sound judgment. Integrity.

CLASS TITLE: Police Records Clerk/Typist

CHARACTERISTICS OF THE CLASS: Under the general direction of the Chief of Police, keeps records for the London City Police Department; and 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: Receives, types, and files various reports, letters, memoranda and other documents as prescribed. Prepares master indices. Keeps court dockets, time sheets. Provides statistics, reports and other data as the Chief may prescribe for compilation of the Police Department Annual Report, the Uniform Crime Report (UCR) and any other related information the Chief may require for the efficient and economical operation of the Police Department. Maintains all records the Chief may deem necessary. Maintains confidentiality of all police records and reports.

NON-ESSENTIAL ELEMENTS: Performs other duties as required.

DESIRABLE QUALIFICATIONS:

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

Special Knowledge, Skills and Abilities: Considerable knowledge and application of federal, state and local laws and ordinances. Considerable knowledge of the principles and practices of modern police organization, operations, and administration. Considerable knowledge of the use of all public records and their application to the solution of police problems. Typing ability. Ability to express ideas clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with employees, other officials, and the general public. Firmness. Tact. Accuracy. Thoroughness. Neatness. Sound judgment. Integrity. Computer literacy.

~~CLASS TITLE: Director of Risk Management/Safety Officer~~

DIRECTOR OF RISK MANAGEMENT/SAFETY OFFICER

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

ESSENTIAL ELEMENTS: Performs professional and administrative work of complex difficulty in planning, establishing, coordinating, directing and monitoring the governments overall risk management and safety program addressing specifically the general liability and worker's compensation. Is responsible for administering the safety and loss control functions for the City of London employees and the general public exposed to hazards associated with London City Government operations. Performs professional work of considerable difficulty in the investigation, evaluation and processing of worker's compensation, general liability, automobile and property claims for the City of London. Performs professional work in planning, organizing, implementing and conducting various safety training programs and eliminating and controlling workplace hazards presented throughout the London City Government. Develops Risk Management Information Systems (RMIS) policies and procedures to ensure the accomplishment of stated objectives. Participates in the evaluation of RMIS audits to verify compliance with existing policy and procedures, and the accuracy of data. Oversees the identification appraisal of accident and loss producing conditions and practices, evaluates the urgency and severity of the condition and evaluates recommendations for corrections. Performs job safety analyses and reviews City operations and procedures to ensure government compliance with federal, state and local regulations, guidelines, laws, policies and procedures. Reviews and monitors safety training and employee safety orientation programs. Participates in the identification and evaluation of risk exposures and the development of methods for elimination, treatment and savings. Provides reports to the Mayor and Council concerning abatement and modifications necessary for complying with federal, state and local Government laws, regulations, and guideline as they relate to safety and health hazards. Responds to and resolves employee safety complaints when necessary. Reviews, follows and

adheres to safety policies, procedures and concerns to include but not limited to attending safety meetings. Develops and implements accident prevention and loss control methods, procedures and programs. Develops and recommends new safety loss control policies, codes, standards, and procedures for the City of London. Participates in monthly accident reviews with City officials in addressing losses and methods of control. Submits required reports concerning injuries, property damage, occupational diseases and liability accidents which facilitates the identification of causative factor and determines trends.

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

CHARACTERISTICS OF THE CLASS: Performs work under the direction of the Mayor. The employee is expected to work independently to plan job activities, work flow schedules, and develop and implement City programs and procedures in accordance with current policies in response to the changing needs of the City of London. Employee is also responsible to coordinate daily activities with department head as designated by the Mayor. Provides immediate to general supervision of individuals involved with projects as assigned.

SPECIAL KNOWLEDGE OF SKILLS AND ABILITIES: Considerable knowledge of the theory, principles, laws and regulations pertaining to occupational safety and loss control. Considerable knowledge of safety and health compliance training as required by rules, laws and regulations. Considerable knowledge of London City Government operations and organizations. Considerable knowledge of photography techniques and procedures under varying conditions to include the use of photographic documentation that can be entered in a court as legal evidence. Good knowledge of accident investigation techniques and methods. Ability to conduct inspections, gather information, and recommend solutions. Ability to communicate both orally and in writing. Ability to develop and conduct specialized training programs. Ability to maintain effective work relationships with London City employees, loss control consultants, federal, state, and regulatory agencies and the general public. Ability to analyze policies and procedures and recommend changes as needed. Ability to review and analyze blueprints, constructions designs and plans to determine compliance with all safety requirements. Ability to operate London City Government equipment and vehicles in a safe, prudent and responsible manner. Ability to identify potential loss exposures and develop proposals to minimize or eliminate them.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with major course work in risk management, loss control engineering, business or public administration or a related field. (Any equivalent combination of training and experience which provides the required knowledge, skills and abilities may be substituted for the education requirement.)

Special Necessary Requirements: Must be available (on call) twenty-four (24) hours a day, seven (7) days a week to report to serious accident scenes. Must be able to operate London City Government equipment and vehicles in a safe, prudent and responsible manner. May be required to possess a valid Kentucky driver's license.

PUBLIC WORKS DEPARTMENT

class TITLE: Director of Public Works

CHARACTERISTICS OF THE CLASS: Under general direction, supervises the construction, maintenance, and repair of the municipal street system; vehicle maintenance; refuse collection; and related activities. Does related work as required.

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

ESSENTIAL ELEMENTS: Plans, organizes and participates in a continuing maintenance, repair and construction program for municipal streets involving surface treatment, grading, graveling, asphalt, concrete maintenance and construction. Makes inspections for drainage and related problems and determines appropriate steps to be taken. Directs the maintenance and reconstruction of storm sewers and culverts. Supervises the collection and disposal of garbage. Reviews time and materials records and prepares reports regarding work progress; requisitions equipment. Prepares budget recommendations.

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

DESIRABLE QUALIFICAIONS:

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 commercial driver's license (CDL) and 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 program 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 the public. Ability to express ideas effectively, orally, and in writing. Thorough knowledge of the 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 TITLE: Administrative Assistant

CHARACTERISTICS OF THE CLASS: Under the direction of the Director of Public Works, maintains records and purchase request.

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

ESSENTIAL ELEMENTS: Prepare purchase order for street, sanitation, and police department vehicles. Keeps records of all purchases and records to operating budget for all three departments. Record attendance record of employees time card and clocks. Prepares accident reports, maintenance work

orders , and keeps a record of vehicle maintenance. Answers telephone and routes calls to appropriate people.

NON-ESSENTIAL ELEMENTS: Does related work as required.

DESIRABLE QUALIFICATIONS:

Training and Experience: Graduate from an accredited high school or its equivalent (GED) or vocational school supplemented by two (2) years of progressively responsible experience in related field.

Special Necessary Requirements: Typing skills. Computer knowledge.

Special Knowledge, Skills and Abilities: Good public relations skills. This position has continuous contact with the public by telephone. Good oral communication ability.

CLASS TITLE: Sanitation Truck Driver.

CHARACTERISTICS OF THE CLASS: Under supervision, drives specialized sanitation equipment over a scheduled route, may supervise laborers working on the equipment and does related work as required

EXAMPLE OF DUTIES: Drives sanitation equipment equipped with packing and dumping devices; manipulates control mechanisms that control packing and dumping operations. May drive other small and heavy trucks if necessary. Maintains a schedule over a specified route. Participates in collection work; may carry garbage in containers to truck. Assists with routine maintenance work on sanitation vehicles. May supervise others assigned to equipment to assist in collection. Observes and practices all safety rules and regulations. May attend individual and group training activities.

DESIRABLE QUALIFICATIONS:

Training and Experience: Completion of eight grade, supplemented by two (2) years of responsible experience in the operation of sanitation equipment, including the operation of heavy trucks.

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

Special Knowledge, Skills and Abilities: Supervisory ability. Working knowledge of the practices, techniques, machinery and equipment involved in the operation and care of specialized sanitation equipment. Working knowledge of the layout of the city streets. Working knowledge of the regulations applicable to the operation of vehicles in city traffic. Ability to deal courteously with the public. Ability to maintain effective working relationships with other employees.

CLASS TITLE: Sanitation Truck Drive I, II

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises and/ or participates in driving for garbage and trash collection activities for the City; and does related work as required.

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

EXAMPLES OF DUTIES: Supervises and/or drives the garbage truck in garbage

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pickup. Unloads garbage truck at landfill. Maintains and supervises the maintenance of equipment. Purchases gasoline, tires, keeps truck washed and sanitized.

NON-ESSENTIAL ELEMENTS: Does related work as required.

Training and Experience: Ability to read and write.

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

Special Knowledge, Skills and Abilities: Supervisory ability. Ability to establish and maintain effective work relationship with officials, employees, and the public. Ability to perform work under adverse working and weather conditions. Mechanical ability. Alertness. Resourcefulness. Thoroughness. Tact. Integrity.

SANITATION TRUCK DRIVER II: Operates mechanical loader type truck.

CLASS TITLE: Mechanic II.

CHARACTERISTICS OF THE CLASS: Under general direction, performs skilled mechanical maintenance on automotive and heavy equipment on all city-owned automotive equipment; maintains records of work performed, material and parts used, inventory of material and parts in stock; and does related work as required.

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

ESSENTIAL ELEMENTS: Performs general overhaul and repair work of all city-owned automotive equipment, including automobiles, trucks, tractors, and specialized construction equipment with gasoline engines. Maintains shop area and tools in a clean, neat and orderly condition. Makes tests to locate malfunctions or defects in equipment operation, and checks repair work before returning equipment to active service. Prepares accurate job sheets for work performed including department to which the vehicle is assigned, hours of labor and parts used. Maintains a perpetual inventory of parts. In cooperation with proper authorities submits a monthly report on labor and parts on condition of equipment worked upon. Observes and practices all safety rules and regulations. Participates in individual and group educational and training activities.

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

DESIRABLE QUALIFICATIONS:

Training and Experience: Graduation from an accredited high school or equivalent (GED) supplemented by a minimum of two (2) years of previously responsible experience as a mechanic.

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

Special Knowledge, Skills and Abilities: Considerable knowledge of the standard practices and equipment used in the automotive mechanic trade. Considerable knowledge of fleet records maintenance. Considerable knowledge of the occupational hazards and safety precautions of the trade. Considerable knowledge of and experience in the principles of operation of

gasoline and diesel engines, and of mechanical repair methods applicable to heavy trucks and construction equipment. Ability to submit clear and concise reports covering all time and parts applicable to each piece of equipment worked on. Ability to understand and to carry out oral and written instructions. Skill in the use and care of tools and equipment. Mechanical ability. Initiative. Resourcefulness. Dependability. Judgment. Integrity.

CLASS TITLE: Refuse Collector.

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

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

ESSENTIAL ELEMENTS: Collects garbage and trash and deposits it in collection trucks. Participates in city-wide clean-up campaigns by collecting above normal amounts of yard trash and discarded household items. Cleans and maintains collection vehicles.

NON-ESSENTIAL ELEMENTS: Performs any and all other job related duties that may be assigned by supervisor, including occasionally driving the packer-type refuse truck.

DESIRABLE QUALIFICATIONS:

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

Special Necessary Requirements: Possession of a commercial driver's license (CDL) and a valid driver's license.

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

CLASS TITLE: Laborer I

CHARACTERISTICS OF THE CLASS: Under direct supervision, performs routine work consisting of unskilled manual tasks; and does related work as required.

ESSENTIAL ELEMENTS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be performed.)

Cleans gutters, catch basins, culverts, storm sewers and other drainage structures. Loads and unloads stone, gravel, dirt, asphalt, timber, trash and heavy mechanical equipment. Manually sweeps streets, sidewalks, gutters and alleys. Loads dirt from streets into a truck. Mows lawns and cleans grounds. Plants, waters and assists in the care of shrubs, flowers, trees and grass. Performs a variety of manual work in connection with the maintenance and construction of sidewalks, streets, and storm sewers.

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

DESIRABLE QUALIFICATIONS:

Training and Experience: Graduation from an accredited high or its equivalent (GED). Ability to read and write.

Special Necessary Requirements: None.

Special Knowledge, Skills and Abilities: Willingness to perform routine manual work. Ability to lift heavy articles. Ability to understand simple oral instructions. Ability to perform manual labor for extended times under adverse weather conditions. Ability to establish and maintain effective working relationships with officials, employees and the public. Appreciation of preventive maintenance. Some knowledge of occupational hazards and proper safety precautions. Initiative. Stamina. Dependability. Integrity.

CLASS TITLE: Laborer II

Same as above: may supervise Laborer I. Laborer II operates trucks and heavy equipment.

FIRE DEPARTMENT

CLASS TITLE: Firefighter/Maintenance Man

CHARACTERISTICS OF THE CLASS: Under general supervision of the Chief, Assistant Chief, Captain, and Lieutenant shall maintain effective relationships within the city, general public, and particularly the other members of the fire department, including members of the volunteer fire department.

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: The firefighter/maintenance man shall participate in fire suppression activities, assist in the determination of fire origin and cause, and exercise considerable initiative and self-supervision in the performance of his/her duties as assigned by the Fire Chief. Shall conduct presentations for special interest groups, schools, hospitals, etc. Shall work a specific shift which shall be determined by the Chief and shall be immediately supervised by the Chief and /or Assistance Chief. Shall possess extensive knowledge of mechanics so as to be capable of repairing and maintaining fire apparatus and equipment. Should be capable of maintaining records, reports, written communications, and other documents and records related to fire apparatus and equipment at the direction of the Chief or Assistant Chief. Shall be responsible for the maintenance, minor repairs, and custodial duties of the fire buildings. Shall also be responsible for maintaining records, equipment and maintaining supply purchase orders and basic clerical duties as are required of him/her.

NON-ESSENTIAL ELEMENTS: Performs other duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Knowledge of modern fire fighting techniques, fire service communications and fire prevention.

Special Necessary Requirements: Possession of a valid driver's license issued by the Commonwealth of Kentucky. Valid certificate of Firefighter issued by the Commission on Fire Protection Personnel standards and Education of Kentucky with a minimum of 400 hours of education or shall be able to obtain the same within a reasonable time. The level of entry shall depend on paid or volunteer status (450 hours to be paid and 150 hours in volunteer.) Shall be able to obtain the certificate within a reasonable time of his/her employment or service conditional upon the completion of said program within a reasonable time and shall otherwise qualify for the firefighter's incentive program. Ability to pass a physical examination.

This description is intended to include both the full-time and part time employees.