

CITY OF DRY RIDGE
POSITION DESCRIPTION

Class Title: Water Superintendent

Department: Public Works/Utilities

Supervisor: Mayor

Supervises: All Personnel Assigned to Water Distribution

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates all water distribution activities and programs; supervises assigned personnel while assisting with performing all required duties; maintains water distribution system; performs construction, maintenance and cleanliness activities of water tower sites, booster stations, and all water-related sites; assists other departments/divisions as requested or required on a continuing basis; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all water distribution activities and programs.
2. Responsible for the daily operation and management of water distribution activities and programs.
3. Supervises assigned personnel and assists in performing all required duties.
4. Supervises and participates in the construction, maintenance and cleanliness of the water distribution system, including water towers, water booster pump station, etc.
5. Makes water taps.
6. Supervises and assists with installation of meters for new services, repairs or replacement of defective meters, etc.
7. Reads and re-reads meters; cuts off service for non-payment; turns on service after receipt of payment.
8. Insures the location of lines, meters, valves, etc., are documented and mapped.
9. Marks water lines for other utility companies or individuals upon request.
10. Meets with public regarding lines/meters when necessary, including problems with low pressure, leak detection, etc.
11. Assists Maintenance Superintendent when needed in construction, installation, maintenance and/or cleanliness of the city buildings, streets and roads, sidewalks, curbs, parks, storm sewers, manholes, culverts, drainage ditches, street signs, barricades, etc.
12. Assists Maintenance Superintendent in removing snow and ice from city streets, bridges, sidewalks, and parking lots.

13. Assists Maintenance Superintendent in cutting grass, brush, trees and limbs on city property as needed.
Water Superintendent, Page 2

14. Maintains adequate inventory of water distribution equipment, spare parts, sampling equipment, materials and supplies.

15. Assists Mayor with budget; administers budget after approval; authorizes purchases within established limits.

16. Prepares and maintains required reports and records.

17. Insures maintenance, including preventive maintenance, on assigned equipment, vehicles and tools.

18. Insures that work areas, vehicles, equipment and tools are cleaned after use.

19. Assists with other duties as requested, including light maintenance and janitorial duties at City Hall and other city buildings, assisting at the city park as needed, office work, etc., as requested.

20. Attends City Council meetings and reports on activities as requested.

21. Supervises all sampling operations; maintains daily, monthly and yearly data and reports.

22. Assists Sewer Superintendent as needed with sewer related activities.

23. Assists Zoning Officer with zoning when needed.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of the methods and equipment used in maintenance activities relating to public works and utilities.

2. Thorough knowledge of materials, methods and techniques utilized in construction, maintenance, operations, and cleanliness of public works and utilities.

3. Thorough knowledge of water distribution system, including lines, meters, water towers, booster pumps, etc.

4. Knowledge of the geography of the city, including location of streets, roads and meters.

5. Knowledge of preventive maintenance requirements for assigned vehicles and equipment.

6. Knowledge of the operating characteristics, occupational hazards, safety precautions, and servicing methods of assigned vehicles and equipment.

Skills:

1. Skill in the use of motorized equipment, vehicles and hand tools.

Abilities:

Water Superintendent, Page 3

1. Ability to supervise assigned personnel while assisting with required duties.
2. Ability to perform maintenance activities relating to public works and utilities.
3. Ability to perform construction and maintenance activities relating to public works and utilities, including lines, taps, meters, lift stations, water booster pumps, water towers, etc.
4. Ability to read meters and record information legibly and accurately.
5. Ability to use assigned tools and equipment.
6. Ability to establish and maintain preventive maintenance program.
7. Ability to establish and maintain effective working relationships with city officials, employees and the general public.
8. Ability to perform manual labor for extended periods of time, often under adverse weather conditions.

ADDITIONAL INFORMATION

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is reviewed through reports.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles used: Vehicle, sweeper, mower, tractor, salt spreader, air compressor, jackhammer, boring machine, ditch-witch, pipe wrench, hand tools.

Physical Requirements of the Job: Work is performed outdoors, regardless of weather conditions, requiring intermittent sitting, standing and walking, stooping; lifting objects weighing more than twenty-five pounds is an accepted requirement of the job; must operate departmental vehicles and equipment regardless of weather conditions as a job requirement.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Availability: Must be able to respond to calls in emergency situations at all hours. Must attend City Council meetings during evening hours.

Training Requirements: (See Certification Requirements.)

Certification Requirements: Must possess appropriate Water Distribution License, or must obtain license within one year after meeting experience requirements; must maintain the license as a condition of continued employment in the class. Possession of Sewer Collection License preferred, but not required.

Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment.

Overtime Provision: Non-exempt.

CITY OF DRY RIDGE
POSITION DESCRIPTION

Class Title: Sewer Superintendent

Department: Public Works/Utilities

Supervisor: Mayor

Supervises: All Personnel Assigned to Sewer Collection

Class Characteristics: Under general administrative direction, plans, organizes, directs, coordinates and evaluates all sewer collection activities and programs; supervises assigned personnel while assisting with performing all required duties; maintains sewer collection system; performs construction, maintenance and cleanliness activities of lift stations and all sewer-related sites; assists other departments/divisions as requested or required on a continuing basis; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Plans, organizes, directs, coordinates and evaluates all sewer collection activities and programs.
2. Responsible for the daily operation and management of sewer collection activities and programs.
3. Supervises assigned personnel and assists in performing all required duties.
4. Supervises and participates in the construction, maintenance and cleanliness of the sewer collection system, including lift stations, sampling sites, etc.
5. Makes sewer taps.
6. Assists Water Superintendent with installation of meters for new services, repairs or replacement of defective meters, etc.
7. Assists Water Superintendent with re-reading and re-reading of meters; cuts off service for non-payment; turns on service after receipt of payment.
8. Insures the location of lines, lift stations, air release valves, etc., are documented and mapped.
9. Marks sewer lines for other utility companies or individuals upon request.
10. Meets with public regarding lines/manholes when necessary, including problems with odor, leak detection, etc.
11. Assists Maintenance Superintendent when needed in construction, installation, maintenance and/or cleanliness of the city buildings, streets and roads, sidewalks, curbs, parks, storm sewers, manholes, culverts, drainage ditches, street signs, barricades, etc.
12. Assists Maintenance Superintendent in removing snow and ice from city streets, bridges, sidewalks, and parking lots.
13. Assists Maintenance Superintendent in cutting grass, brush, trees and limbs on city property as needed.

14. Maintains adequate inventory of sewer collection equipment, spare parts, sampling equipment, materials and supplies.
Sewer Superintendent, Page 2

15. Assists Mayor with budget; administers budget after approval; authorizes purchases within established limits.

16. Prepares and maintains required reports and records.

17. Insures maintenance, including preventive maintenance, on assigned equipment, vehicles and tools.

18. Insures that work areas, vehicles, equipment and tools are cleaned after use.

19. Assists with other duties as requested, including light maintenance and janitorial duties at City Hall and other city buildings, assisting at the city park as needed, office work, etc., as requested.

20. Attends City Council meetings and reports on activities as requested.

21. Supervises all sampling operations; maintains daily, monthly and yearly data and reports.

22. Assists Sewer Superintendent as needed with sewer related activities.

23. Assists Water Superintendent as needed with water-related activities.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of the methods and equipment used in maintenance activities relating to public works and utilities.

2. Thorough knowledge of materials, methods and techniques utilized in construction, maintenance, operations, and cleanliness of public works and utilities.

3. Thorough knowledge of sewer collection system, including lines, lift stations, valves, etc.

4. Knowledge of the geography of the city, including location of streets, roads and meters.

5. Knowledge of preventive maintenance requirements for assigned vehicles and equipment.

6. Knowledge of the operating characteristics, occupational hazards, safety precautions, and servicing methods of assigned vehicles and equipment.

Skills:

1. Skill in the use of motorized equipment, vehicles and hand tools.

Abilities:

1. Ability to supervise assigned personnel while assisting with required duties.
2. Ability to perform maintenance activities relating to public works and utilities.
3. Ability to perform construction and maintenance activities relating to public works and utilities, including lines, taps, meters, lift stations, water booster pumps, water towers, etc.
4. Ability to read meters and record information legibly and accurately.
5. Ability to use assigned tools and equipment.
6. Ability to establish and maintain preventive maintenance program.
7. Ability to establish and maintain effective working relationships with city officials, employees and the general public.
8. Ability to perform manual labor for extended periods of time, often under adverse weather conditions.

ADDITIONAL INFORMATION

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is reviewed through reports.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles used: Vehicle, sweeper, mower, tractor, salt spreader, air compressor, jackhammer, boring machine, ditch-witch, pipe wrench, hand tools.

Physical Requirements of the Job: Work is performed outdoors, regardless of weather conditions, requiring intermittent sitting, standing and walking, stooping; lifting objects weighing more than twenty-five pounds is an accepted requirement of the job; must operate departmental vehicles and equipment regardless of weather conditions as a job requirement.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Availability: Must be able to respond to calls in emergency situations at all hours. Must attend City Council meetings during evening hours.

Training Requirements: (See Certification Requirements.)

Certification Requirements: Must possess appropriate Sewer Collection License, or must obtain license within one year after meeting experience requirements; must maintain the license as a condition of continued employment in the class. Possession of Water Distribution License preferred, but not required.

Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment.

Overtime Provision: Non-exempt.

CITY OF DRY RIDGE
POSITION DESCRIPTION

Class Title: Maintenance Worker II

Department: Public Works/Utilities

Supervisor: ~~Maintenance Superintendent/Zoning Officer~~, Water Superintendent and/
or Sewer Superintendent

Supervises: None

Class Characteristics: Under the general supervision of an assigned Superintendent, performs all duties of the Public Works/Utilities Department, including the construction, maintenance and/or cleanliness of the water distribution system, sewer collection system, city streets, roads, parks, buildings, parking lots, etc.; performs related work as required.

Distinguishing Features of the Class: Employees in this class generally enter the class as a Recruit and advance to Maintenance Worker I and II after meeting departmental requirements, including experience requirements. Advancement is not automatic, and must be recommended by the Superintendent and approved by the Mayor.

General Duties and Responsibilities:

Essential:

1. Participates in the construction, maintenance and cleanliness of water distribution system and sewer collection system, including lift stations, water towers, water booster pumps, etc.
2. Makes water taps.
3. Assists with installation of meters for new services, repairs or replacement of defective meters, etc.
4. Reads and re-reads meters; cuts off service for non-payment; turns on service after receipt of payment.
5. Assists with locating, documenting and mapping of lines, meters, valves, etc.
6. Marks water lines for other utility companies or individuals upon request.
7. Assists customers when necessary, including problems with low pressure, leak detection, etc.
8. Assists with construction, installation, maintenance and/or cleanliness of city buildings, streets and roads, sidewalks, parks, storm sewers, manholes, culverts, curbs, drainage ditches, street signs, barricades, etc.
9. Removes snow and ice from city streets, bridges, sidewalks, and parking lots.
10. Participates in cutting grass, brush, trees and tree limbs on city property as needed.
11. Participates in installation and maintenance of road signs and markers;

paints center and passing lines, school zone signs, and crosswalks.

12. Assists with maintaining an adequate inventory of equipment, spare parts, meters, materials, and supplies for the department.
13. Assists with preparing and maintaining required reports and records.
14. Performs maintenance, including preventive maintenance, on departmental equipment, vehicles and tools.
15. Cleans work area, vehicles, equipment and tools after use.
16. Assists with other duties as requested, including light maintenance and janitorial duties at City Hall and other city buildings, assisting at park as needed, office work, etc., as requested.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years no previous related work experience requirements.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of the methods and equipment used in maintenance activities relating to public works and utilities.
2. Thorough knowledge of materials, methods and techniques utilized in construction, maintenance, operations, and cleanliness of public works and utilities.
3. Thorough knowledge of water distribution and sewer collection systems, including lines, lift stations, meters, water towers, water booster pumps, etc.
4. Thorough knowledge of the geography of the city, including location of streets, roads and meters.
5. Thorough knowledge of preventive maintenance requirements for departmental vehicles and equipment.
6. Thorough knowledge of the operating characteristics, occupational hazards, safety precautions, and servicing methods of departmental vehicles and equipment.

Skills:

1. Skill in the use of motorized equipment, vehicles and hand tools.

Abilities:

1. Ability to supervise assigned personnel while assisting with required duties.
2. Ability to perform maintenance activities relating to public works and utilities.

3. Ability to perform construction and maintenance activities relating to public works and utilities, including lines, taps, meters, lift stations, water booster pumps, Maintenance Worker II, Page 3

water towers, etc.

4. Ability to read meters and record information legibly and accurately.
5. Ability to use departmental tools and equipment.
6. Ability to establish and maintain preventive maintenance program.
7. Ability to establish and maintain effective working relationships with city officials, employees and the general public.

8. Ability to perform manual labor for extended periods of time, often under adverse weather conditions.

ADDITIONAL INFORMATION

Instructions: Instructions are initially very specific, but become more general with added work experience.

Processes: Processes are initially very specific and routine, but become more general with added work experience.

Review of Work: Work is reviewed through reports.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles used: Vehicle, sweeper, mower, tractor, salt spreader, air compressor, jackhammer, boring machine, ditch-witch, pipe wrench, hand tools after receipt of proper training.

Physical Requirements of the Job: Work is performed outdoors, regardless of weather conditions, requiring intermittent sitting, standing and walking, stooping; lifting objects weighing more than twenty-five pounds is an accepted requirement of the job; must operate departmental vehicles and equipment regardless of weather conditions as a job requirement.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's

license.

Availability: Must be able to respond to calls in emergency situations at all hours.

Maintenance Worker II, Page 4

Training Requirements: (See Certification Requirements.)

Certification Requirements: Must possess appropriate Water Distribution License and/or Sewer Collection License prior to appointment to the Maintenance Worker II, must maintain the license(s) as a condition of continued employment in the class.

Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment.

Overtime Provision: Non-exempt.

CITY OF DRY RIDGE
POSITION DESCRIPTION
[Added 5-15]

Class Title: Maintenance Worker I

Department: Public Works/Utilities

Supervisor: Water Superintendent, and/or Sewer Superintendent

Supervises: None

Class Characteristics: Under the general supervision of an assigned Superintendent, performs all duties of the Public Works/Utilities Department, including the construction, maintenance and/or cleanliness of the water distribution system, sewer collection system, city streets, roads, parks, buildings, parking lots, etc.; performs related work as required.

Distinguishing Features of the Class: Employees in this class generally enter the class as a Recruit and advance to Maintenance Worker I and II after meeting departmental requirements, including experience requirements. Advancement is not automatic, and must be recommended by the Superintendent and approved by the Mayor.

General Duties and Responsibilities:

Essential:

1. Participates in the construction, maintenance and cleanliness of water distribution system and sewer collection system, including lift stations, water towers, water booster pumps, etc.
2. Makes water taps.
3. Assists with installation of meters for new services, repairs or replacement of defective meters, etc.
4. Reads and re-reads meters; cuts off service for non-payment; turns on service after receipt of payment.
5. Assists with locating, documenting and mapping of lines, meters, valves, etc.
6. Marks water lines for other utility companies or individuals upon request.
7. Assists customers when necessary, including problems with low pressure, leak detection, etc.
8. Assists with construction, installation, maintenance and/or cleanliness of city buildings, streets and roads, sidewalks, parks, storm sewers, manholes, culverts, curbs, drainage ditches, street signs, barricades, etc.
9. Removes snow and ice from city streets, bridges, sidewalks, and parking lots.
10. Participates in cutting grass, brush, trees and tree limbs on city property as needed.
11. Participates in installation and maintenance of road signs and markers; paints center and passing lines, school zone signs, and crosswalks.

12. Assists with maintaining an adequate inventory of equipment, spare parts, meters, materials, and supplies for the department.
Maintenance Worker I, Page 2

13. Assists with preparing and maintaining required reports and records.
14. Performs maintenance, including preventive maintenance, on departmental equipment, vehicles and tools.
15. Cleans work area, vehicles, equipment and tools after use.
16. Assists with other duties as requested, including light maintenance and janitorial duties at City Hall and other city buildings, assisting at park as needed, office work, etc., as requested.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one year related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of the methods and equipment used in maintenance activities relating to public works and utilities.
2. Knowledge of materials, methods and techniques utilized in construction, maintenance, operations, and cleanliness of public works and utilities.
3. Knowledge of water distribution and sewer collection systems, including lines, lift stations, meters, water towers, water booster pumps, etc.
4. Knowledge of the geography of the city, including location of streets, roads and meters.
5. Knowledge of preventive maintenance requirements for departmental vehicles and equipment.
6. Knowledge of the operating characteristics, occupational hazards, safety precautions, and servicing methods of departmental vehicles and equipment.

Skills:

1. Skill in the use of motorized equipment, vehicles and hand tools.

Abilities:

1. Ability to supervise assigned personnel while assisting with required duties.
2. Ability to perform maintenance activities relating to public works and utilities.
3. Ability to perform construction and maintenance activities relating to public

works and utilities, including lines, taps, meters, lift stations, water booster pumps, water towers, etc.

4. Ability to read meters and record information legibly and accurately.
5. Ability to use departmental tools and equipment.

Maintenance Worker I, Page 3

6. Ability to establish and maintain preventive maintenance program.
7. Ability to establish and maintain effective working relationships with city officials, employees and the general public.

8. Ability to perform manual labor for extended periods of time, often under adverse weather conditions.

ADDITIONAL INFORMATION

Instructions: Instructions are initially very specific, but become more general with added work experience.

Processes: Processes are initially very specific and routine, but become more general with added work experience.

Review of Work: Work is reviewed through reports.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles used: Vehicle, sweeper, mower, tractor, salt spreader, air compressor, jackhammer, boring machine, ditch-witch, pipe wrench, hand tools after receipt of proper training.

Physical Requirements of the Job: Work is performed outdoors, regardless of weather conditions, requiring intermittent sitting, standing and walking, stooping; lifting objects weighing more than twenty-five pounds is an accepted requirement of the job; must operate departmental vehicles and equipment regardless of weather conditions as a job requirement.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: Must be able to respond to calls in emergency situations at all hours.

Training Requirements: (See Certification Requirements.)

Certification Requirements: Possession of Water Distribution License and/or Sewer Collection License not required for appointment to Maintenance Worker I, but Maintenance Worker I, Page 4

must possess appropriate Water Distribution License and/or Sewer Collection License before appointment to Maintenance Worker II.

Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment.

Overtime Provision: Non-exempt.

CITY OF DRY RIDGE
POSITION DESCRIPTION

[Added 5-15]

Class Title: Maintenance Worker (Recruit)

Department: Public Works/Utilities

Supervisor: Water Superintendent and/or Sewer Superintendent

Supervises: None

Class Characteristics: Under the general supervision of an assigned Superintendent, performs all duties of the Public Works/Utilities Department, including the construction, maintenance and/or cleanliness of the water distribution system, sewer collection system, city streets, roads, parks, buildings, parking lots, etc.; performs related work as required.

Distinguishing Features of the Class: Employees in this class generally enter the class as a Recruit and advance to Maintenance Worker I and II after meeting departmental requirements, including experience requirements. Advancement is not automatic, and must be recommended by the Superintendent and approved by the Mayor.

General Duties and Responsibilities:

Essential:

1. Participates in the construction, maintenance and cleanliness of water distribution system and sewer collection system, including lift stations, water towers, water booster pumps, etc.
2. Makes water taps.
3. Assists with installation of meters for new services, repairs or replacement of defective meters, etc.
4. Reads and re-reads meters; cuts off service for non-payment; turns on service after receipt of payment.
5. Assists with locating, documenting and mapping of lines, meters, valves, etc.
6. Marks water lines for other utility companies or individuals upon request.
7. Assists customers when necessary, including problems with low pressure, leak detection, etc.
8. Assists with construction, installation, maintenance and/or cleanliness of city buildings, streets and roads, sidewalks, parks, storm sewers, manholes, culverts, curbs, drainage ditches, street signs, barricades, etc.
9. Removes snow and ice from city streets, bridges, sidewalks, and parking lots.
10. Participates in cutting grass, brush, trees and tree limbs on city property as needed.
11. Participates in installation and maintenance of road signs and markers; paints center and passing lines, school zone signs, and crosswalks.

12. Assists with maintaining an adequate inventory of equipment, spare parts, meters, materials, and supplies for the department.
Maintenance Worker (Recruit), Page 2

13. Assists with preparing and maintaining required reports and records.

14. Performs maintenance, including preventive maintenance, on departmental equipment, vehicles and tools.

15. Cleans work area, vehicles, equipment and tools after use.

16. Assists with other duties as requested, including light maintenance and janitorial duties at City Hall and other city buildings, assisting at park as needed, office work, etc., as requested.

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent; no previous work experience requirements.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of, or ability to learn, the methods and equipment used in maintenance activities relating to public works and utilities.

2. Knowledge of, or ability to learn, materials, methods and techniques utilized in construction, maintenance, operations, and cleanliness of public works and utilities.

3. Knowledge of, or ability to learn, water distribution and sewer collection systems, including lines, lift stations, meters, water towers, water booster pumps, etc.

4. Knowledge of, or ability to learn, the geography of the city, including location of streets, roads and meters.

5. Knowledge of, or ability to learn, preventive maintenance requirements for departmental vehicles and equipment.

6. Knowledge of, or ability to learn, the operating characteristics, occupational hazards, safety precautions, and servicing methods of departmental vehicles and equipment.

Skills:

1. Skill in the use of motorized equipment, vehicles and hand tools.

Abilities:

1. Ability to supervise assigned personnel while assisting with required duties.

2. Ability to perform maintenance activities relating to public works and

utilities.

3. Ability to perform construction and maintenance activities relating to public works and utilities, including lines, taps, meters, lift stations, water booster pumps, water towers, etc.

Maintenance Worker (Recruit), Page 3

4. Ability to read meters and record information legibly and accurately.

5. Ability to use departmental tools and equipment.

6. Ability to establish and maintain preventive maintenance program.

7. Ability to establish and maintain effective working relationships with city officials, employees and the general public.

8. Ability to perform manual labor for extended periods of time, often under adverse weather conditions.

ADDITIONAL INFORMATION

Instructions: Instructions are initially very specific, but become more general with added work experience.

Processes: Processes are initially very specific and routine, but become more general with added work experience.

Review of Work: Work is reviewed through reports.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles used: Vehicle, sweeper, mower, tractor, salt spreader, air compressor, jackhammer, boring machine, ditch-witch, pipe wrench, hand tools after receipt of proper training.

Physical Requirements of the Job: Work is performed outdoors, regardless of weather conditions, requiring intermittent sitting, standing and walking, stooping; lifting objects weighing more than twenty-five pounds is an accepted requirement of the job; must operate departmental vehicles and equipment regardless of weather conditions as a job requirement.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: Must be able to respond to calls in emergency situations at all hours.

Training Requirements: (See Certification Requirements.)

Certification Requirements: Possession of Water Distribution License and/or Sewer Collection License not required for appointment to Maintenance Worker I, but must possess appropriate Water Distribution License and/or Sewer Collection License before appointment to Maintenance Worker II.

Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment.

Overtime Provision: Non-exempt.

CITY OF DRY RIDGE
POSITION DESCRIPTION

Class Title: ~~Maintenance Superintendent/Zoning Officer~~

Department: ~~Public Works/Utilities~~

Supervisor: ~~Mayor~~

Supervises: ~~All Personnel Assigned to Public Works~~

Class Characteristics: ~~Under general direction, plans organizes, directs, coordinates and evaluates all public works activities and programs; supervises assigned personnel and assists in performing all public works duties; performs construction, maintenance and cleanliness activities for city streets, parks, buildings, etc.; administers and enforces zoning ordinances and related ordinances and codes; assists with repair/maintenance of water distribution system and sewer collection system; performs related work as required.~~

General Duties and Responsibilities:

Essential:

1. ~~Maintenance:~~
 - ~~a. Plans, organizes, directs, coordinates and evaluates all public works activities and programs.~~
 - ~~b. Responsible for daily operation and management of public works activities and programs.~~
 - ~~c. Supervises public works personnel and assists in performing all required duties.~~
 - ~~d. Participates in the construction, maintenance and cleanliness of water distribution system and sewer collection system, including lift stations, water towers, water booster pumps, etc.~~
 - ~~e. Makes water taps.~~
 - ~~f. Participates in the maintenance and cleanliness of the water distribution system, including water towers, booster stations, etc.; assists Water Superintendent as requested.~~
 - ~~g. Participates in the maintenance and cleanliness of the sewer collection system, including lift stations; assists Sewer Superintendent as requested.~~
 - ~~h. Supervises and participates in removing snow and ice from city streets, bridges, sidewalks, and parking lots.~~
 - ~~i. Supervises and participates in cutting grass, brush, trees and tree limbs on city property as needed.~~
 - ~~j. Responsible for construction, installation, maintenance and/or cleanliness of city buildings, streets and roads, sidewalks, parks, storm sewers, manholes, culverts, curbs, drainage ditches, street signs, barricades, etc.~~
 - ~~k. Reads and re-reads meters; cuts off service for non-payment; turns~~

on service after receipt of payment.

~~l. Supervises and participates in installation and maintenance of road signs and markers.~~

Maintenance Superintendent/Zoning Officer, Page 2

~~m. Prepares and maintains required reports and records.~~

~~n. Insures maintenance, including preventive maintenance, on equipment, vehicles and tools; insures tools and work area are cleaned after use.~~

~~o. Assists Mayor with preparation of budget; administers budget after approval; authorizes purchases within established limits.~~

~~p. Attends City Council meetings and reports on activities as requested.~~

~~q. Maintains adequate inventory of public works equipment, spare parts, materials, and supplies.~~

~~r. Assists other departments/divisions on a regular basis as required or requested.~~

2. Zoning:

a. Performs field inspections.

b. Inspects buildings, signs, related structures and sites to insure that contractors and/or owners have complied with zoning ordinances, related ordinances and codes.

~~c. Checks streets, yards, buildings, signs and related structures and/or uses to ensure proper maintenance in compliance with zoning ordinances.~~

~~d. Investigates complaints regarding violations of zoning ordinances, related ordinances and codes.~~

~~e. Prepares letters and reports for legal actions against violators of zoning ordinances, related ordinances and codes.~~

~~f. Compiles and prepares, after research, changes and modifications needed in zoning ordinances, related ordinances and codes and assists in recommending changes in same.~~

~~g. Attends Planning and Zoning Commission, Board of Adjustments, and other meetings as required.~~

Non-essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of the methods and equipment used in maintenance activities relating to public works and utilities.

2. Thorough knowledge of materials, methods and techniques utilized in

~~construction, maintenance, operations, and cleanliness of public works and utilities.~~

~~3. Knowledge of water distribution and sewer collection systems.~~

~~4. Knowledge of the geography of the city, including location of streets, roads and meters.~~

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~~5. Knowledge of preventive maintenance requirements for vehicles and equipment.~~

~~6. Knowledge of the operating characteristics, occupational hazards, safety precautions, and servicing methods of vehicles and equipment.~~

~~7. Knowledge of, or ability to learn, local zoning ordinances and other local ordinances relating to zoning administration and codes enforcement.~~

~~8. Knowledge of, or ability to learn, inspection procedures.~~

~~9. Knowledge of, or ability to learn, enforcement procedures.~~

Skills:

~~1. Skill in the use of motorized equipment, vehicles and hand tools.~~

~~2. Good computer skills.~~

~~3. Good communication skills.~~

~~4. Good interpersonal skills.~~

Abilities:

~~1. Ability to supervise assigned personnel while assisting with required duties.~~

~~2. Ability to perform maintenance activities relating to public works and utilities.~~

~~3. Ability to perform construction and maintenance activities relating to public works and utilities, including lines, taps, meters, lift stations, water booster pumps, water towers, etc.~~

~~4. Ability to read meters and record information legibly and accurately.~~

~~5. Ability to read and interpret plans, specifications and blueprints quickly and accurately, and to compare them with construction.~~

~~6. Ability to detect deviations from zoning ordinances, related ordinances and codes.~~

~~7. Ability to enforce codes, including the enlistment of property owners/contractors in securing compliance with zoning and related ordinances and codes.~~

~~8. Ability to prepare clear and accurate reports, and to maintain an effective filing system.~~

~~9. Ability to work with civic groups and citizen groups.~~

~~10. Ability to communicate effectively, orally and in writing.~~

~~11. Honesty; integrity; self-motivation.~~

~~12. Ability to use assigned tools and equipment.~~

~~13. Ability to establish and maintain preventive maintenance program.~~

~~14. Ability to establish and maintain effective working relationships with city~~

officials, employees and the general public.

~~15.— Ability to perform manual labor for extended periods of time, often under adverse weather conditions.~~

ADDITIONAL INFORMATION

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Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is reviewed through reports.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles used: Vehicle, sweeper, mower, tractor, salt spreader, air compressor, jackhammer, boring machine, ditch witch, hand tools; normal office equipment (computer hardware and software, telephone, copier, etc.)

Physical Requirements of the Job: Work is performed outdoors, regardless of weather conditions, requiring intermittent sitting, standing and walking, stooping; lifting objects weighing more than twenty five pounds is an accepted requirement of the job; must operate assigned vehicles and equipment regardless of weather conditions as a job requirement.

Contacts: Public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Availability: Must be able to respond to calls in emergency situations at all hours. May be required to attend City Council meetings during evening hours.

Training Requirements: (See Certification Requirements.)

Certification Requirements: Must possess appropriate Water Distribution License,

~~or must obtain license within one year after meeting experience requirements; must maintain the license as a condition of continued employment in the class.~~

~~Additional Requirements: Must participate in required drug/alcohol testing as a condition of continued employment. Must attend evening/weekend meetings.~~

~~Overtime Provision: Non-exempt.~~