

**CITY OF GEORGETOWN
ORDINANCE NO. 14- 015**

**AN ORDINANCE AMENDING SECTION 2-111(c) OF THE CODE OF ORDINANCES TO CREATE THE
POSITION OF ENGINEERING TECHNICIAN**

SUMMARY

SECTION ONE

Amends section 2-111(c) of the Code of Ordinances, which sets forth the classifications, associated pay grades and authorized positions for each department, to establish the position of Engineering Technician, grade 8, within the General Government department; to add one Public Works Maintenance Worker/Driver position and eliminate one Public Works Maintenance Worker position; and to add one Sanitation Worker/Driver position and eliminate one Sanitation Worker position.

SECTION TWO

Provides that any and all existing ordinances inconsistent with this ordinance are repealed.

SECTION THREE

Provides that if any portion of this Ordinance is for any reason held invalid or unlawful such portion shall be deemed a separate provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION FOUR

Provides that this ordinance shall take effect after its passage and publication according to law.

The full text of Ordinance 14-015 is available for examination in the City Clerk's Office, 100 North Court Street, Georgetown, Kentucky 40324 or at www.georgetownky.gov.

INTRODUCED AND PUBLICLY READ FIRST TIME: July 14, 2014

PUBLICLY READ SECOND TIME AND PASSED: July 28, 2014

APPROVED: _____


Everette Varney, Mayor

ATTEST: Tracie Hoffman
Tracie Hoffman, City Clerk

I, Andrew S. Hartley, hereby certify I am an Attorney licensed to practice law in the Commonwealth of Kentucky. My office is located at 100 North Court Street, Georgetown, Kentucky 40324. I further certify the foregoing Summary of Ordinance 14-015, of the City of Georgetown, Kentucky, was prepared in accordance with the requirements of KRS 83A.060(9), and is a true and accurate summary of the contents of said Ordinance.

Andrew S. Hartley
Andrew S. Hartley

**CITY OF GEORGETOWN
ORDINANCE NO. 14- 015**

AN ORDINANCE AMENDING SECTION 2-111(c) OF THE CODE OF ORDINANCES TO CREATE AND REMOVE CERTAIN POSITIONS

SPONSOR: Council Member Brad Penn

WHEREAS, Section 2-111(c) of the Code of Ordinances is being amended to create and remove certain positions,

NOW, THEREFORE, Be it ordained by the City of Georgetown, Kentucky:

SECTION ONE

Section 2-111(c) of the Code of Ordinances is hereby amended to read as follows:

GENERAL GOVERNMENT

Mayor (This is statutory and not being created by this ordinance)		1
City Clerk (This is statutory and not being created by this ordinance)		1
Administrative Assistant	Grade 7	1
City Attorney	Grade 11	1
Legal/HR Assistant	Grade 7	1
Human Resources Director	Grade 11	1
Deputy Clerk	Grade 6	1
City Engineer	Grade 11	1
Engineering Technician	Grade 9	1
Finance Director	Grade 11	1
Finance Specialist	Grade 7	1
Payroll Administrator	Grade 8	1
Computer Specialist	Grade 9	1

BUILDING INSPECTION

Chief Building Inspector	Grade 10	1
Building Inspector	Grade 8	3

POLICE

Police Chief	Grade 11	1
Captain	Grade 9	2
Lieutenant	Grade 8	4
Sergeant	Grade 7	8
Police Officer II	Grade 6	37
Administrative Secretary	Grade 6	1
Secretary	Grade 5	1
Receptionist	Grade 4	1
PTS Safety Officer		1
PTS Crossing Guard		8
Code Enforcement Officer	Grade 8	1

FIRE

Fire Chief	Grade 11	1
Assistant Fire Chief	Grade 10	1
Battalion Chief	Grade 9	3
Fire Marshal	Grade 9	1
Fire Inspector	Grade 8	1
Captain	Grade 8	12
Firefighter/EMT	Grade 6	36

DISPATCH

Coordinator	Grade 10	1
Assistant Coordinator	Grade 7	1
TAC Officer	Grade 6	1
Shift Supervisor	Grade 6	2
Dispatcher	Grade 5	15
PPT Dispatcher		2

PUBLIC WORKS

Director of Public Works/Sanitation	Grade 11	1
Supervisor of Public Works/Sanitation	Grade 9	1
Crew Leader	Grade 6	1
Secretary	Grade 5	1
Maintenance/Driver	Grade 5	4-5
Maintenance Worker	Grade 4	1
Equipment Operator	Grade 5	3

SANITATION

Sanitation Worker/Driver	Grade 5	9-10
Sanitation Worker	Grade 4	4-3
Sanitation Driver	Grade 5	1
Maintenance Worker	Grade 4	1
Diesel Mechanic	Grade 8	1
Mechanic	Grade 6	1

RECYCLING

Recycling Supervisor	Grade 8	1
Recycling Worker	Grade 5	1
PPT Recycling Worker		1

CEMETERY

Sexton	Grade 8	1
Equipment Operator	Grade 5	1
PPT Maintenance		1

REVENUE

Revenue Commission Director	Grade 11	1
Occupational Tax Compliance Analyst	Grade 6	3
Occupational License Officer	Grade 5	1

TOTAL CITY OF GEORGETOWN POSITIONS **~~198~~ 199**

SECTION TWO

Any and all existing ordinances inconsistent with this ordinance are repealed.

SECTION THREE

If any section, subsection, sentence, clause, or phrase of this ordinance is held unconstitutional or otherwise invalid, such infirmities shall not affect the validity of the remaining portions of this ordinance.

SECTION FOUR

This ordinance shall take effect after its passage and publication according to law.

PUBLICLY INTRODUCED AND READ FIRST TIME: July 14, 2014

PUBLICLY READ SECOND TIME AND PASSED: July 28, 2014

APPROVED:


Everette L. Varney, Mayor

ATTEST:


Tracie Hoffman, City Clerk

Position Classification: Engineering Technician

Non-Exempt

Department: Public Works

Immediate Supervisor: City Engineer

Supervises: Facility maintenance crews, and outside contractors working on City construction Projects.

Characteristics of Position: Design/manage various projects and programs related to the City infrastructure. Provide administrative, technical, and engineering support to the City Engineer, and limited support to related government agencies. Represent the City in various aspects and perform related duties as required.

General Duties and Responsibilities:

Essential:

- Supports the City Engineer in determining (through self or coordination with others) areas of City infrastructure that warrant a capital improvement. Researches methods, materials, and standard engineering practice relating to each individual capital improvement. Provides initial cost estimates, engineering drawings/plans/reports/specifications (if design to be completed in-house), prepares request for proposals including outlining the scope/specifications, and advertises the requests.
- Assists the City Engineer in overseeing the work of outside contractors and architect/engineering consultants that work on capital projects and special programs for the City. Maintains the project and program records. Inspects projects for completion and adherence to related codes, regulatory requirements, and good engineering practice.
- Handles administrative functions of project and program management including processing of contracts, invoices, change orders, grant documentation, and related documents.
- Assists the City Engineer in all aspects of the City's MS4 Phase II Stormwater permit which may include: investigating illicit discharges, sampling, facility inspections, BMP inspections, public education and outreach activities, and all other requirements of the permit.
- Seeks grant funding for programs and projects if applicable.
- Provides technical support and oversight to the Public Works Department on the construction, operation, and maintenance of the City's road and storm sewer infrastructure.
- Coordinates mapping of City infrastructure assets with the Georgetown Scott County Planning Commission GIS staff.

- Inspects all new City street, sidewalk, traffic control, and storm sewer infrastructure before recommending acceptance into the City's official street map system.
- Maintains asset management programs for all City infrastructure systems including: streets, sidewalks, traffic control devices, storm sewers, street lights, and street sign retroreflectivity.
- Manages the City's Encroachment (Street Cut) and Land Disturbance permitting programs.
- Oversees the street light ordinance and manages the construction of new lights and maintenance of existing lights.
- Performs traffic studies using pneumatic and radar devices.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Attends conferences and training seminars, network with other professionals, and to represent the City on the local, regional, state, and national levels.
- May attend Council meetings and other committee meetings.
- Responds to other duties as assigned by the City Engineer.

Non-essential: None

Minimum Qualifications/Requirements:

Training and/or Experience: Completion of an associate's degree in drafting, civil engineering, GIS, or a related field; Bachelor's Degree in Civil Engineering from an accredited program preferred, Engineer in Training (EIT) preferred, and at least two (2) years of experience performing sub-professional engineering or GIS related work relative to the area of assignment; or equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Special Knowledge, Skills, and Abilities:

Knowledge: Knowledge of civil engineering, environmental engineering, and land surveying principles, techniques, policies, and procedures as applied to municipal governments and related agencies. Experience with the design and construction of roads, storm sewers, utilities, parking lots, retaining walls, structural engineering, buildings, and commercial and residential subdivisions. General knowledge of the local Planning and Zoning Commission policies and procedures, floodplain management, and geography of the service area. Knowledge of applicable Federal, State, and local laws, codes, and regulations.

Skills: Must be proficient in the use computer programs including: AutoCAD, storm water programs, ESRI GIS input and mapping, traffic data analysis software, asset management programs, and Microsoft Office software (Word, Excel, Outlook, Powerpoint, etc.).

Abilities: Ability to plan, design, develop, and implement the engineering plans and specifications. Prepare project specifications, bid documents, advertisements, and cost estimates. Communicate effectively, both orally and in writing. Establish and maintain an effective working relationship with other city departments, department heads, employees, and the general public. Develop and maintain a variety of filing, record keeping, and tracking systems.

Special Licensing Requirements: Valid Kentucky drivers license required.

Additional Requirements:

Instructions: General

Processes: Complex

Review of Work: General. Must report exceptions to the City Engineer.

Analytical Requirement: Directly affects the policies of the City.

Public/Internal Contact: Public 60%; Internal 40%

Mental Effort: Heavy

Interruptions: Frequent

Work Environment: Inside and outside.

Physical Demands:

Lifting: May lift objects weighing up to fifty pounds.

Use of Equipment: Normal office equipment (cell phone, telephone, email, fax, computer, copier, etc.), GIS/GPS equipment, PDA, Radar Recorder, TRAX Apollyon, other measuring devices.

Vehicle Operations: Must drive automobile.

Drug Free Workplace Policy: All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engaged in activities related to that work.

Job Description and Workplan

Position Title: Engineering Technician **Grade 8** **Non-Exempt**

% of Time	Specific Duties and Responsibilities of Position
25	Maintenance of City Infrastructure Asset Management Programs and Mapping
25	Citizen Complaints
15	Stormwater Management
10	Capital Projects Design and Administration
10	Public Works Projects Design and Administration
7	Street Cut Permitting – Street Light Program
6	Traffic Engineering
2	GIS Coordination and Support
100%	Note: PERFORM OTHER RELATED DUTIES ASSIGNED BY SUPERVISOR

Complete Lower Portion After Employment

I hereby certify that I have read and understand the above described position, including the duties and responsibilities which I have been employed to fulfill.

Employee's Typed Name

Employee's Signature

Date

I hereby certify that I have discussed the duties and responsibilities of this position with the employee and he/she has received a copy.

Department Director or Director of Human Resources

Date