

CITY OF GEORGETOWN
ORDINANCE NO. 10-011

AN ORDINANCE RELATED TO AMENDING THE JOB CLASSIFICATION FOR
MAINTENANCE WORKER

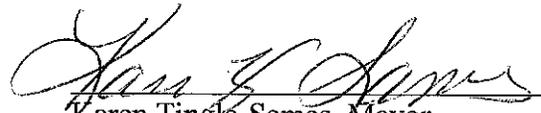
WHEREAS, the City of Georgetown has written job classifications for its employees which includes job and licensing requirements and which are in need of periodic review and changes where necessary,

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL FOR THE CITY OF
GEORGETOWN, KENTUCKY, AS FOLLOWS:

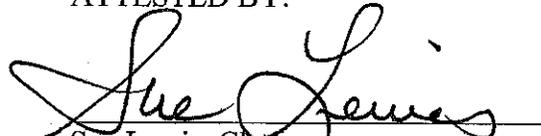
The position of Maintenance Worker shall be hereby amended to Maintenance Worker/Sanitation truck driver. This position shall comply with all duties, qualifications and requirements provided in the position classification, which is attached hereto and made a part hereof.

The foregoing Ordinance was introduced and read for the first time on April 26, 2010 read for the second time adopted and approved at the regular meeting of the Georgetown City Council on May 10, 2010.

APPROVED:


Karen Tingle-Sames, Mayor

ATTESTED BY:


Sue Lewis, Clerk

CITY OF GEORGETOWN

NON-EXEMPT

GROUP CLASSIFICATION

SUPPORT

POSITION CLASSIFICATION: Maintenance Worker/Sanitation Truck Driver

GRADE: 05

DEPARTMENT: Public Works

IMMEDIATE SUPERVISOR: Supervisor of Special Projects/Sanitation

SUPERVISES: None

CHARACTERISTICS OF POSITION: Under supervision, performs skilled, semi-skilled, and/or manual labor work activities in the construction, maintenance and cleanliness of City streets and roads, building and grounds; **operates sanitation truck and assists in the collection, transport and disposal of refuse;** performs related work as required.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: Assists in the construction, maintenance and cleanliness of City streets, roads, bridges, sidewalks, alleys, storm sewers, culverts, manholes, drainage ditches, street signs, barricades, etc. Occasionally operates vehicles and equipment. Performs preventive maintenance duties on vehicles and equipment. Cleans and properly stores equipment and tools after use. Mows grass, cuts trees and tree limbs. Spreads gravel; cleans streets and roads; removes snow and ice from streets and sidewalks when necessary. Cleans out storm sewers and catch basins; pours concrete; makes forms; makes, erects and/or repairs street signs as necessary. Requisitions equipment, tools, supplies and materials. May prepare required reports and records. **May perform duties as Sanitation Truck Driver/Sanitation Worker on scheduled basis.** May perform other duties in department as requested.

Non-essential: None

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: Diploma from elementary school (Eighth grade) and a minimum of one year's work experience requirements in construction and/or maintenance required. Must be able to follow oral and written instructions.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: Knowledge of equipment, materials, methods and techniques used in construction, maintenance and cleanliness of buildings, streets and roads, storm sewers, and related infrastructure. Knowledge of the geography of the City. Knowledge of work hazards and applicable safety precautions associated with equipment, vehicles, tools and procedures.

Skills: Skill in the use of tools associated with the construction and maintenance of City streets and storm sewers.

Revised 04/09/10

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Abilities: Ability to comply with established safety standards. Ability to operate motorized equipment. Ability to perform work activities involving carpentry, mechanics, plumbing, welding, pouring concrete, laying brick, etc. Ability to detect mechanical problems and make minor repairs. Ability to establish and maintain effective working relationships with officers, employees and the general public. Possess mechanical aptitude, manual dexterity and good physical condition.

SPECIAL LICENSING REQUIREMENTS: A valid Kentucky driver's license is required and **must possess a CDL {Class B}**.

ADDITIONAL REQUIREMENTS;

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

Instructions: Detailed and specific.

Processes: Follows standard operating procedures.

Review of Work: Occasional spot-checks work while it is being done.

Analytical Requirement: Analysis based on precedent.

Public/Internal Contact: Public 25%; internal 75%

Mental Effort: **Moderate.**

Interruptions: Few.

Work Environment: Inside and outside.

Physical Demands:

Lifting: Lifts heavy objects of more than 75 lbs on a routine basis. Requires stooping, bending, walking, and standing. Work performed outside in inclement weather.

Use of Equipment: Uses tools and equipment assigned to department.

Vehicle Operations: May operate light, medium and heavy equipment assigned to department. **May operate sanitation vehicle as necessary.**

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 engages in activities related to that work.

Job Description and Workplan

Position Title: Maintenance Worker/Sanitation Driver **Grade** 05 **NON-Exempt**

INSTRUCTIONS: Use simple, non-technical words to describe each duty and responsibility to be performed and the office/maintenance and Police, Fire, and Public Works equipment to be utilized. Use a separate paragraph for each duty/goal (limit to five major duties, if possible), beginning with the duty/goal that takes up most of your time and ending with those duties/goal that are occasion or special assignments. In the column on the left, estimate the percentage of your time spent on each duty.

% of Time	Specific Duties and Responsibilities of Position
25%	Black top, curb and sidewalk repair, storm sewer cleaning and repair.
25%	<u>Sanitation Truck driver/Sanitation Worker</u>
25%	Light repairs, tire changing in garage, weed-eating, mowing and clean-up.
25%	Any work required for general maintenance.
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 Personnel Officer

Date

Revised 04/09/10