



Thursday April 13, 2023
Special Committee Meeting-Job Descriptions
Oak Grove Council Chambers
8505 Pembroke Oak Grove Rd Oak Grove, Kentucky 42262

The Oak Grove Committee for Job Descriptions met in Special Session on April 13, 2023, at 9:12 a.m. The meeting was held in the Oak Grove Council Chambers located at 8505 Pembroke Oak Grove Road Oak Grove, Kentucky. Present for the meeting were: Chairman/Council Member Janet Edwards, Council Member John Campbell, and Council Member Richard Baker. Also present for the meeting were Mayor Jacqueline Oliver, Finance Director Bobbie Crawford, Police Chief Dennis Cunningham, Assistant Public Works Director Clint Anderson, Fields Operation Manager Brandy Moore, Human Resources Hailey Bamford, and City Clerk Lorelynn Fisher. There were approximately 0 individuals present at the meeting.

CALL TO ORDER

City Clerk Lorelynn Fisher called the meeting to order at 9:12 a.m.

Council Member John Campbell made a motion to elect Janet Edwards as Chairperson. Council Member Richard Baker seconded the motion. There was no discussion. A voice vote was taken with all in favor; the motion carried.

AGENDA

Job Descriptions-Committee to examine job descriptions which include the job title, department, supervisor, grade, FLSA status, salary range, and job details: The following descriptions were reviewed:

1. **Public Works Director:** Under the Job Summary the committee recommended changing the position from management to executive. Under Essential Functions the committee recommended deleting "inspect all new utility construction", "interview job applicants", "Assure all city IT work is properly managed and maintained", "Assure routine water tank inspections", add language that says, "Respond to emergency utility/grounds situations in the city as needed". Under Supervisory Responsibilities change wording to say, "Supervises the Utility Office Manager and Personnel, the Water Department's Department Head and Personnel, the Roads and Ground's Department Head and Personnel, the Code Enforcement Department, and the City Maintenance Supervisor Department and Personnel". Under Educational requirements the committee recommended adding "A bachelor's degree-construction management, engineering or related field but can be substituted for 5 years' experience in utility municipality operations". Under Reasoning ability, no changes were made. Under Preferred Skills, Knowledge, or Abilities, the committee recommended deleting "10 years of experience with municipal water distribution systems" and adding "Ability to obtain a Commercial Driver License". Under Minimum Qualifications the committee recommended changing the years of experience for utility operations from 10 to 5, delete class 3 Kentucky water distribution license, delete knowledge of pipeline repairs, add 5 years' experience of zoning and permitting, and add 5 years' experience of stormwater regulations. No other changes or additions were made.

2. Assistant Public Works Director: Under Essential Functions the committee recommended adding “responsible for evaluating the testing of water meters and water meter changeout program”, delete “maintenance and testing of fire suppression systems”. Under Minimum Qualifications, the committee recommended adding “Possess a Commercial Driver’s License”. The committee asked to have the stormwater licensing requirements looked into. No other changes or additions were made.
3. Field Operations Manager: Under report to, the committee recommended changing to “Assistant Public Work’s Director”. Under Minimum Qualifications, the committee recommended adding “Possess a Commercial Driver’s License”. The committee asked to have the stormwater licensing requirements looked into. No other changes or additions were made.
4. Crew Leader, Roads, and Grounds: Under Preferred Skills, Knowledge, or Abilities the committee recommended adding “Ability to obtain a Commercial Driver License”. Under Minimum Qualifications, the committee recommended adding “Possess an Herbicide License”, no other changes or additions were made.
5. Water Operator III: Under Preferred Skills, Knowledge, or Abilities, the committee recommended changing “More than 5 years’ experience with municipal water distribution systems” to “More than 3 years’ experience with municipal water distribution systems”, no other changes or additions were made.
6. Water Operator II: No changes were made to this job description.
7. Water Operator I: No changes were made to this job description.
8. Heavy Equipment Operator: No changes were made to this job description.
9. Water/Roads Operator (Trainee): No changes were made to this job description.
10. Utility Maintenance Technician/Floater: The Committee recommended the grade of the position to be lowered from 36 to 34. Under Minimum Qualifications the committee recommended deleting “6 years’ experience” to “6 months experience” and changing “Possess a valid Kentucky Commercial Driver’s License” to “Possess a valid Commercial Driver’s License”.
11. City Maintenance Supervisor: Under report to, the committee recommended changing “Report to Mayor/City Clerk” to “Public Works Director”. Under Job Summary, the committee recommended changing “Under general supervision of City Mayor/City Clerk” to “Under general supervision of the Public Works Director”. Under Minimum Qualifications, the committee recommended deleting “Possess a valid Kentucky Commercial Driver’s License” to “Possess a valid Driver’s License”. Under Work Environment, the committee recommended adding the word “may” to “This position requires entrance into confined spaces and ambulating over rugged terrain to physically inspect conditions of various roads and city property”. The committee decided to terminate the proposed version for this position and keep the current one with said changes/additions. No other changes or additions were made.
12. Code Enforcement and Zoning Inspector: Under Educational Requirements, the committee recommended deleting “High School Diploma” and adding “associate degree in business preferred or may be substituted for at least 3 years’ experience in reading, understanding, and applying regulations, policies, and ordinances or at least 3 years of Military Experience”. Under Minimum Qualifications, the committee recommended mirroring what was recommended under the Educational Requirements but keep “possess a valid driver’s license”, and “experience in computer skills”, and add “must be able to pass a background and credit check”.
13. Administrative Assistant to P/W Director and Accounts Payable Clerk: Under Job Summary, the committee recommended adding “receive and distribute incoming mail”. Under Minimum Qualifications, the committee recommended changing “2-5 years’ experience of accounts payable

and public works” to “Minimum of 3 years’ experience of accounts payable and public works”. No other changes or additions were made.

14. Customer Service Manager: Under report to, the committee recommended keeping “Report to Public Works Director”. Under Essential Function, the committee recommended adding “Meter Reads”. Under Minimum Qualifications, the committee recommended adding “3 years’ experience in Management/Supervisor Position” and “This position requires being bonded”. No other changes or additions were made.
15. Customer Service Representative/Utilities: No changes were made to this job description.
16. Customer Service Representative/Trainee: No changes were made to this job description.
17. City Clerk: The committee agreed that this position should be in the Executive Level ban. The council passed this position two years ago with the description titling the position as executive but a grade 44 with the clerk being salaried. Under Job Summary, the committee recommended changing “The City Clerk shall be responsible for writing grant request” to “The City Clerk shall assist in grants”. Under Supervisory Responsibilities, the committee recommended adding “Supervises the Administrative Assistant”. The committee agreed to bring this position and the salary range to the budget committee.
18. Deputy City Clerk: Under Supervisory Responsibilities, it was requested to add “This position is in charge of the city when the Mayor and City Clerk are absent”. No other changes or additions were made.
19. Administrative Assistant, City Office: The committee requested the salary range be written like all the other descriptions. No other changes were made to this position.

The committee scheduled another meeting on April 24, 2023, at 9:00am.

ADJOURN

Chairperson/Council Member Janet Edwards made a motion to adjourn the meeting. Council Member John Campbell seconded the motion. There was no discussion. The meeting was adjourned at approximately 11:41am.

APPROVED:

Chairman/Council Member Janet Edwards

DATE

Council Member John Campbell

DATE

Council Member Richard Baker

DATE

ATTEST:

Lorelynn Fisher, City Clerk, City of Oak Grove, Kentucky

DATE

DRAFT