

CITY OF OAK GROVE, KENTUCKY

Job Title: Customer Service Representative/Trainee

Department: Utilities

Grade: 33

Report to: Customer Service MGR

FSLA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$31,349.69 - \$43,034.18

Job Summary:

Under the direct supervision of the Customer Service manager, employee, who is a trainee, must learn to project a friendly and courteous attitude to customers. Learn to use a utility computerized billing system and process payments at the counter, drive-up window or by mail. In addition to receiving billing payment, receive application for new customer services, transfer requests, and termination requests. Learn to balance cash drawer and prepare bank deposits. Perform general office clerical duties. Process returned checks from the bank. Receive customer complaints and refer unresolved disputes to the Office manager.

Essential Functions

Learn to identify when water meters appear not to be working correctly and pass information to Office Manager.

Assist with processing customer utility bills on time and assist with collection being processed in a timely manner.

Learn to identify delinquent accounts and report same to Office Manager and assist in proper action to collect.

Learn to maintain a positive attitude to be able to work as a team.

Learn to project a friendly and courteous attitude to customers.

Develop the ability to work extensively with computerized utility billing and collection system.

Improve on the use of desktop computer programs in word processing and spreadsheet databases.

Learn how to handle customer service complaints and report unresolved ones to the Office Manager.

Supervisory Responsibilities

This position does not have supervisory duties but does require significant teamwork.

Educational Requirements

Graduate of accredited high school or GED

Reasoning Ability

Possess the ability to learn to discuss and resolve situations over the phone and in person with the public.

Preferred Skills, Knowledge, or Abilities

Experience in utility billing office is desirable.

Minimum Qualifications

Must be able to read, write and speak English.

Some experience in an office environment.

Some experience with computers.

Knowledge of utility billing system or desire and ability to learn.

Capable of lifting boxes weighing up to forty (40) pounds.

Must have a valid vehicle driver's license.

Work Environment

General office environment is open space with more than one employee in the same room.

Sitting for long periods of time and use of computer keyboards.

Disclaimer

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At-Will Employment

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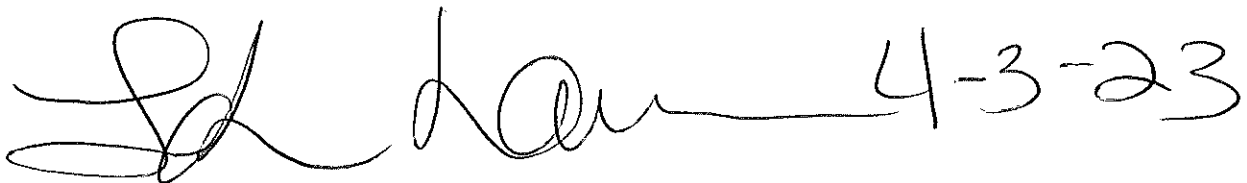
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A handwritten signature in black ink, followed by the date "4-3-23". The signature is cursive and appears to be "J. Dan".

original

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Patrol/Cadet

Department: Police

Grade: 34

Report to: Sergeant/FTO

FLSA: Non-exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$33,324.72- \$45,745.34

Job Summary:

Under direct supervision, perform a variety of civilian field and office law enforcement work in direct support of safety and non-safety personnel.

This is general duty police work in enforcing laws and ordinances. Work involves responsibility for the protection of life and property; for the prevention, detection, and investigation of crimes, and for maintaining law and order. Work involves an element of personal danger and generally is performed in uniform. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures; however, employees must be able to act without direct supervision in meeting emergencies. Work is reviewed through reports, inspections and observation of results obtained.

Essential Functions

Under the direct supervision of an FTO or other qualified sworn officer, patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations. Attend weekend and or evening training sessions.

Educational Requirements

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Ability to lift 73% of their body weight.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state. Least two years' experience.

Disclaimer

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Department: Police

Grade: 34

Report to: Sergeant/FTO

FLSA: Non-exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$33,324.72- \$45,745.34

Job Summary:

Under direct supervision, perform a variety of civilian field and office law enforcement work, in direct support of successful graduation of the Department of Criminal Justice Training (DOCJT). safety and non-safety personnel.

This is general duty police work in enforcing laws and ordinances. Work involves responsibility for the protection of life and property; for the prevention, detection, and investigation of crimes, and for maintaining law and order. Work involves an element of personal danger and generally is performed in uniform. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures; however, employees must be able to act without direct supervision in meeting emergencies. Work is reviewed through reports, inspections and observation of results obtained.

Essential Functions

This position does not have any Essential Functions. Under the direct supervision of an FTO or other qualified sworn officer, patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations. Attend weekend and or evening training sessions.

Educational Requirements

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CITY OF OAK GROVE, KENTUCKY

Job Title: Police Dispatcher- Trainee

Department: Police

Report to: Police Dispatcher Supervisor

Approved by: City Council

Grade: 34

FLSA: Non-Exempt

Approved Date:

Salary Range: \$33,324.72- \$45,745.34

Job Summary:

This is specialized work in receiving and dispatching messages in the police communications center during an assigned shift. Work involves responsibility for operation of telephone, NCIC computer terminal and radio communications equipment and performance of related duties. Work is performed with in department regulations and is reviewed by superiors through observation and reports.

Essential Functions

Answers incoming radio and telephone calls for police. Dispatch police units and other responding units to emergencies. Operate the CAD system and operate NCIC-LINK communications terminals to provide officers with information on wanted persons, license registrations, stolen property, etc. Acts as receptionist for police department; books prisoners; maintains jail records, books citations; performs related work as required. Assists City Clerk in various duties. Related to the office of the city clerk. Attends city council meetings. Receives and preserves evidence.

Educational Requirements

Graduation from an accredited high school or its equivalent GED. Successfully complete basic telecommunications academy.

Preferred Skills, Knowledge, or Abilities

Considerable knowledge of, and skill in, the operation of radio receiving and transmitting equipment. Considerable knowledge of street patterns and locations within the city. Considerable knowledge of departmental practices and rules and regulations. Considerable knowledge of modern office procedures and practices. Ability to understand and carry out oral and written instructions. Ability to speak clearly and concisely. Ability to deal courteously with the public. Ability to establish and maintain effective work relationships with other employees. Possession of a valid driver's license as issued by the Commonwealth of Kentucky. Ability to pass a physical examination. Ability to lift 20 pounds.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have a high school diploma or GED, valid driver licenses, have not been convicted of a any felony and must be able to pass a background investigation.

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revised

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Approved by: City Council

Grade: 34

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CITY OF OAK GROVE, KENTUCKY

Job Title: Water/Roads Operator (Trainee)

Department: Public Works

Grade: 34

Report to: Field Operations Mgr.

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$33,324.72- \$45,745.34

Job Summary:

Under direct supervision of Field Operation Manager participates in the activities and programs in the Public Works Water Distribution Division. This position is normally assigned to a general labor worker who will be in a training mode for a period as determined by the supervisor. This position requires ability to operate light equipment and knowledge of repairing water lines within the City. To properly function in this position the incumbent must have the ability to learn to properly read water meters and to identify meters that need any type of maintenance and properly report same to their supervisor. Participates in the maintenance and management of vehicles and equipment assigned to Water Distribution Division. Assist in performing inventories of equipment, spare parts, and supplies for the Water Distribution Division. May encounter citizens in regard to complaints or desire for information about Water Distribution Division activities. In most cases these issues will be reported to the supervisor. Performs scheduled work and participates in training. Prepares and maintains required reports and records. Participates in the preventive maintenance of vehicles, light and medium equipment and tools.

Essential Functions

- Perform services and repairs specified in work orders
- Acquire any certifications required to function as a water line repair maintenance person
- Assist with street/road repairs
- Assist with grounds keeping
- Assist in locating water lines
- Assist in reading meters
- Daily work orders
- Assist in snow removal and salt applications
- Assist with debris, tree, and brush removal from roadways
- Respond to emergency repair calls and assist

Supervisory Responsibilities

No supervisory role in this position

Educational Requirements

Graduate of accredited high school or GED.

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments.
Possess the ability to discuss and resolve complicated situations with the public.

Preferred Skills, Knowledge, or Abilities

Less than 1 years' experience with municipal water distribution systems

Minimum Qualifications

Possess a valid vehicle driver's license.
Must be able to read, write and speak English.
Work to obtain a Class 1 KENTUCKY Water Distribution License
Must have the physical ability for constant stooping, bending, and lifting 50 pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases. This position requires ambulating over rugged terrain to physically inspect, and repair of various utility water lines. Ability to work under stress for long periods of time is necessary.

At-Will Employment

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Sign: _____

Date: _____

Supervisor: _____

Date: _____

revised

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Sign: _____

Date: _____

Supervisor: Brandy M...

Date: 4-3-23

✓ BM

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POSITION: ADMINISTRATIVE ASSISTANT, CITY OFFICE (Part time)
DEPARTMENT: ADMINISTRATION
FLSA STATUS: NON-EXEMPT
PAY GRADE: 35
SALARY RANGE: \$15.30 per hr.

General Description of Duties

Administrative Assistant to the City Clerk and support staff to the Mayor's office.

Primary Tasks and Responsibilities

- ❖ Assist the City Clerk with copying, filing, etc.
- ❖ Assist the City Clerk with preparing and delivering council packets
- ❖ Assist the City Clerk with open records
- ❖ Assist with phone calls and customers when not busy with other duties
- ❖ Assist City Clerk or Deputy Clerk when the other is on vacation or at lunch
- ❖ Provide notary services
- ❖ Other general office duties as needed

Minimum Education and Training

- High School Diploma or equivalent
- Two years' experience preferred
- Certification: Notary Public

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at a time and to the sole discretion of the City of Oak Grove.

Approved April 16th per City Council

revised

POSITION: ADMINISTRATIVE ASSISTANT, CITY OFFICE (Part time)
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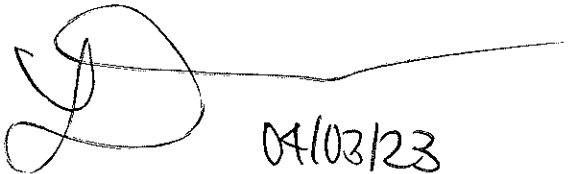
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Approved April 16th per City Council

Reviewed 3/20/23

No changes recommended.

Principella A. Spencer

 04/03/23

CITY OF OAK GROVE, KENTUCKY

Job Title: Assistant Police Records Clerk

Department: Police

Grade: 35

Report to: Assistant Police Chief

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$35,424.17- \$48,627.30

Job Summary:

Provide administrative and secretarial support to Police Records Clerk/Dispatch Supervisor, files and types correspondence, reports, forms, or other materials. Maintains documents through a systematic data entry indexing and retrieving.

Essential Functions

Proofreads correspondence and reports for accuracy. Operates various office machines. Fill all insurance request forms. Prepares weekly and monthly reports and materials for mailing. Assists in the collection of data and making tabulations for charts and or statistical reports. Assists with the management of recycling/destruction of records. Assists with the transmittal of backup diskettes/tapes of stored data. Assists with monitoring quality control guidelines. Aid in the monitoring of supply inventory. Assist in monitoring equipment for service or repair. Performs related duties as required.

Educational Requirements

Secretarial experience to include operation of all office machines and equipment, high school diploma or equivalent.

Preferred Skills, Knowledge, or Abilities

Knowledge of clerical methods used in keeping records, office terminology, procedures, routines, and equipment. Must have above average typing skills and knowledge of business mathematics and English. Must also be able to understand and carry out oral and written directions, get along well with others. Must have good clerical aptitude, mental alertness, good judgment, and accuracy. Ability to lift 20 pounds.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony and can pass a background investigation.

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CITY OF OAK GROVE, KENTUCKY

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Department: Police

Grade: 35

Report to: Assistant Police Chief

FLSA: Non-Exempt

Approved by: City Council

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CITY OF OAK GROVE, KENTUCKY

Job Title: Customer Service Representative

Full Time

Department: Community Center

Grade: 35

Report to: Community Center Dir.

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$35,424.17- \$48,627.30

Job Summary:

Oversee the daily operations of the Community Center; assist with preparing and organize programs; assist with promoting public relations throughout the community and with local businesses; Aid the public and participants in programs offered at the community center

Essential Functions

Assist citizens participating in events at the community center
Staff the customer service desk
Answer telephones and respond to question, comments or complaints
Provide information to guests or program participants
Participate in events located within the facility
Maintain orderliness and cleanliness of the facility
Secure building against unauthorized use

Supervisory Responsibilities

This position does not have and supervisory responsibilities

Educational Requirements

High School Diploma or Equivalent

Reasoning Ability

Being a strong leader and eager to help the City and its citizens

Preferred Skills, Knowledge, or Abilities

Computer skills
Facility Operations
Good communication skills
Strong willed to provide quality services to the City

Minimum Qualifications

High School Diploma

One (1) to Three (3) years' experience in facility operations

Work Environment

This position will require an adamant amount of time sitting at a desk or in front of a computer

Standing on your feet for many hours of the day

Working outside in different weather conditions

Work environment has a degree of risks of exposure to various types of infectious diseases

At-Will Employment

All city employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

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Sign: _____

Date: _____

Supervisor: _____

Date: _____

CITY OF OAK GROVE, KENTUCKY

Job Title: Customer Service Representative

Full Time

Department: Community Center
Report to: Community Center Dir.
Approved by: City Council

Grade: 35
FLSA: Non-Exempt
Approved Date:9/15/2020

Salary Range: \$35,424.17- \$48,627.30

Job Summary:

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Sign: Christine Whitted

Date: March 17, 2023

Supervisor: _____

Date: _____

HELLO MY NAME IS CHRISTINE WHITTED...

I'VE BEEN EMPLOYED WITH THE CITY OF OAK GROVE KY SINCE APRIL 18TH 2018, DURING THIS GREAT EXPERIENCE MY CREATIVITY HAS GROWN TO GREAT HEIGHTS, I'VE BEEN GIVEN THE CHANCE TO EXPRESS MYSELF BEYOND MEASURE BRINGING ONCE IN A LIFETIME NEVER BEFORE SEEN MAGICAL MOMENTS TO OAK GROVE IN REEL TIME, EACH TINY EVENT THAT I WAS ALLOWED TO HOST TRANSFORMED THE RESIDENTS BACK TO THEIR FONDEST CHILDHOOD MEMORY, I CAN'T EXPLAIN IN A LIST BECAUSE IT'S NOT THAT SIMPLE, I CAN PROUDLY SAY THAT FROM BRINGING JOY-&-PEACE TO THE MONTHLY 50+PLUS LUNCHEON CREW LIFTING THEIR SPIRITS ACKNOWLEDGING THAT THEY ARE THE ELDERS OF THE CITY, TO THE CHILDREN OF ALL AGES AND EVERYONE IN BETWEEN, MY WORK DESCRIPTION CAN'T BE NUMBERED FROM ((“1 TO 100”))... I THINK I CAN SAY WITH PRIDE THAT I'M A VALUABLE HARD WORKING FLEXIBLE EMPLOYEE I ADORE MY CITY I LOVE MY WORK FAMILY I HOPE THIS SUMMED UP THE EXTRA DETAILED WORK I PUT INTO BEING A CUSTOMER SERVICE REP SOMETIME CONSULAR, THE CITY'S AUNTIE & ALWAYS FRIEND TO WORK THIS JOB I HAVE TO WEAR SEVERAL HATS & HAVE MANY LISTENING EARS KIND SPIRIT & LOVE FOR THE PEOPLE I'M SERVING HAVE A GOOD DAY...

Ms. Christine Whitted

March 17th 2023

CITY OF OAK GROVE, KENTUCKY

Job Title: Customer Service Rep **Community Center/Part Time**

Department: Community Center
Report to: Community Center Dir.
Approved by: City Council

Grade: 35
FLSA: Non-Exempt
Approved Date: 9/15/2020

Salary Range: \$35,424.17- \$48,627.30

Job Summary:

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Participate in events located within the facility
Maintain orderliness and cleanliness of the facility
Secure building against unauthorized use

Supervisory Responsibilities

This position does not have and supervisory responsibilities

Educational Requirements

High School Diploma or Equivalent

Reasoning Ability

Being a strong leader and eager to help the City and its citizens

Preferred Skills, Knowledge, or Abilities

Computer skills
Facility Operations
Good communication skills
Strong willed to provide quality services to the City

Minimum Qualifications

High School Diploma

One (1) to Three (3) years' experience in facility operations

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Revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Customer Service Rep **Community Center/Part Time**

Department: Community Center

Grade: 35

Report to: Community Center Dir.

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

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CITY OF OAK GROVE, KENTUCKY

Job Title: Customer Service Representative/Utilities

Department: Utility Office

Grade: 35

Report to: Customer Service Mgr.

FLSA: Non-exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$35,424.17- \$48,627.30

Job Summary:

Under the direct supervision of the Customer Service Manager, employee, must learn to project a friendly and courteous attitude to customer. Learn to use a utility computerized billing system to process payments at the counter, drive-up window or by mail. In addition to receiving billing payments, receive application for new customer services, transfer request, and termination request. Learn to balance cash drawer and prepare bank deposits. Perform general office clerical duties. Process returned checks from bank. Receive customer complaints and refer unresolved disputes to Customer Service Manager or Public Works Director.

Essential Functions

Learn to identify when water meters may appear not to be working correctly and pass information to Customer Service Manager.

Set up new utility accounts as well as Final out utility accounts

Assist with processing customer utility bills on time and assist with collections being processed in a timely manner.

Reply to emails, phone calls and systems to efficiently communicate with the outside field staff.

Processing credit card payments and monitor ACH accounts.

Learn to identify delinquent accounts and report same to Customer Service Manager and assist in proper action to collect.

Learn to maintain a positive attitude to be able to work as a team.

Learn to project a friendly and courteous attitude to customers.

Develop the ability to work extensively with computerized utility billing and collection system.

Improve on the use of desktop computer programs in word processing, spreadsheets, and databases.

Learn how to handle customer service complaints and report unresolved ones to Customer Service Manager or Public Works Director.

Supervisory Responsibilities

This position does not have supervisory duties but does require significant teamwork.

Educational Requirements

High School Diploma or Equivalent.

Reasoning Ability

Possess the ability to discuss and resolve situations, over the phone and in person with the public.

Preferred Skills, Knowledge, or Abilities

Experience in Utility Billing office is desirable.
Bilingual is helpful

Minimum Qualifications

Must be able to read, write and speak English.
Some experience in an office environment.
_Some experience with computers.
Knowledge of utility billing system or desire and ability to learn.
Possess a valid vehicle driver's license.
Capable of lifting file boxes weighing up to forty (40) pounds.

Work Environment

General office environment is open space with more than one employee in same room.
Sitting for long periods of time and use of computer keyboards.

At-Will Employment

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_Sign: _____

Date: _____

Supervisor: _____

Date: _____

revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Customer Service Representative/Utilities

Department: Utility Office

Grade: 35

Report to: Customer Service Mgr.

FLSA: Non-exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$35,424.17- \$48,627.30

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Possess a valid vehicle driver's license.
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Work Environment

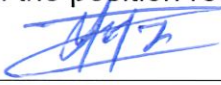
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Sitting for long periods of time and use of computer keyboards.

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_Sign:  _____

Date: 1-3-23 _____

Supervisor: _____

Date: _____

original

CITY OF OAK GROVE, KENTUCKY

Job Title: Water Operator I

Department: Public Works
Report to: Field Operations Mgr.
Approved by: City Council

Grade: 35
FLSA: Non-Exempt
Approved Date: 9/15/2020

Salary Range: \$35,424.17- \$48,627.30

Job Summary:

Under direct supervision of Field Operation Manager assist in the planning, organizing, activities and programs in the Public Works Water Distribution Division. This position requires ability to operate light equipment and knowledge of repairing water lines within the City. To properly function in this position the incumbent must have the ability to properly read water meters and to identify meters that need any type of maintenance and properly report same to their supervisor. To accomplish the assigned task this position may function as a Team player. Participates in the maintenance and management of vehicles and equipment assigned to Water Distribution Division. Assist in performing inventories of equipment, spare parts, and supplies for the Water Distribution Division. Contacts citizens regarding complaints or information about Water Distribution Division activities. Performs scheduled work and participates in training. Participates in the preventive maintenance of vehicles, light and medium equipment and tools.

Essential Functions

Ability to identify, determine proper methods and repair water lines.
Knowledge of a water distribution working map.
Begin taking water samples
Assist in locating water lines
Read radio read meters
Daily work orders
Assist in snow removal and salt applications
Assist with debris, tree, and brush removal from roadways
Assist in valve and hydrant maintenance

Supervisory Responsibilities

No supervisory role in this position

Educational Requirements

Graduate of accredited high school or GED.

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments. Possess the ability to discuss and resolve complicated situations with the public.

Preferred Skills, Knowledge, or Abilities

More than 1 years' experience with municipal water distribution systems

Minimum Qualifications

Possess a valid vehicle driver's license.

Must be able to read, write and speak English.

Class 1 KENTUCKY Water Distribution License

One year of experience with municipal utility operations.

Must have the physical ability for constant stooping, bending, and lifting to 50 pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases.

This position requires ambulating over rugged terrain to physically inspect, and repair of various utility water lines.

Ability to work under stress for long periods of time is necessary.

At-Will Employment

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Sign: _____

Date: _____

Supervisor: _____

Date: _____

REVISED

CITY OF OAK GROVE, KENTUCKY

Job Title: Water Operator I

Department: Public Works
Report to: Field Operations Mgr.
Approved by: City Council

Grade: 35
FLSA: Non-Exempt
Approved Date: 9/15/2020

Salary Range: \$35,424.17- \$48,627.30

Job Summary:

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Supervisory Responsibilities

No supervisory role in this position

Educational Requirements

Graduate of accredited high school or GED.

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments. Possess the ability to discuss and resolve complicated situations with the public.

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Sign: _____

Date: _____

Supervisor: Brandy Moore

Date: 4-3-23

BM

Original

CITY OF OAK GROVE, KENTUCKY

Job Title: ANIMAL CONTROL

Department: Police

Grade: 36

Report to: Major

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$37,655.90 - \$51,690.82

Job Summary:

Maintain public Safety by enforcing animal licensing and humane care regulations. The Animal Control Officer is responsible to locate and retrieve stray animals from the streets or public areas within the city. The Animal Control Officer must have the ability to evaluate a situation, determine the potential threat level to the public and act appropriately. This position requires the Animal Control Officer maintain and project a diplomatic, fair, and calm demeanor to the public during tense situations.

Essential Functions:

Capture and impound dangerous or stray animals, investigate cases of animal cruelty, enforce licensing laws and other state, county, and city laws and regulations that are applicable to the animal control program, provide expert testimony in court cases, rescue trapped animals, write incident reports, provide humane care to animals under City supervision, interact with members of the public, issue citations and warnings, provide education to the public on animal welfare and animal-related laws, may assist in the relocation of wildlife.

Supervisory Responsibilities:

This position does not have supervisory duties

Educational Requirements:

High school diploma or GED, three to five years' experience.

Reasoning Ability:

Ability to interpret regulations and statutes from local, state, and federal governments

Preferred Skills, Knowledge, or Abilities:

Possess a working knowledge of municipal government, possess skill in the safe and effective use of animal control equipment.

Minimum Qualifications:

Must be able to read, write and speak English, demonstrate proficiency in standard office computer programs, posses a valid drivers license, knowledge of OSHA guidelines for the workplace, physical ability to be capable of climbing, crawling, kneeling on uneven surfaces and must be able to lift and carry weigh of up to fifty (50) pounds.

Work Environment:

General office environment but mostly fieldwork within the city. Work environment has a degree of risk of exposure to infectious disease, and weather conditions.

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Sign: _____

Date: _____

Supervisor: _____

Date: _____

revised

CITY OF OAK GROVE, KENTUCKY

Job Title: ANIMAL CONTROL

Department: Police

Grade: 36

Report to: Major

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$37,655.90 - \$51,690.82

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Supervisory Responsibilities:

This position does not have supervisory duties

Educational Requirements:

High school diploma or GED, three to five years' experience.

Reasoning Ability:

Ability to interpret regulations and statutes from local, state, and federal governments

Preferred Skills, Knowledge, or Abilities:

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Sign: _____

Date: _____

Supervisor: _____

Date: _____

original

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Dispatcher

Department: Police

Grade: 36

Report to: Dispatch Supervisor

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$37,655.90 - \$51,690.82

Job Summary:

This is specialized work in receiving and dispatching messages in the police communications center during an assigned shift. Work involves responsibility for operation of telephone, NCIC computer terminal and radio communications equipment and performance of related duties. Work is performed with in department regulations and is reviewed by superiors through observation and reports.

Essential Functions

Answers incoming radio and telephone calls for police and dispatches police unit and other first responders to emergencies. Receive emergency and non-emergency calls and record significant information. Operates the CAD system daily to handle all radio and phone call traffic. Operates NCIC-LINK communications terminals to provide officers with information on wanted persons, license registrations, stolen property, etc. Monitor the route and status of answering units to coordinate and prioritize responses. Acts as receptionist for police department; books citations; performs related work as required. Assists City Clerk in various duties related to the office of the city clerk. Receives and preserves evidence.

Educational Requirements

Graduation from an accredited high school or its equivalent GED. Must complete basic telecommunication academy.

Preferred Skills, Knowledge, or Abilities

Considerable knowledge of, and skill in, the operation of radio receiving and transmitting equipment. Considerable knowledge of street patterns and locations within the city. Considerable knowledge of departmental practices and rules and regulations. Considerable knowledge of modern office procedures and practices. Ability to understand and carry out oral and written instructions. Ability to speak clearly and concisely. Ability to deal courteously with the public. Ability to

establish and maintain effective work relationships with other employees. Possession of a valid driver's license as issued by the Commonwealth of Kentucky. Ability to pass a physical examination. Ability to lift 20 pounds.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony and can pass a background investigation. Two to five years' experience.

Disclaimer

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Sign: _____

Date: _____

REVISED

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Dispatcher

Department: Police

Grade: 36

Report to: Dispatch Supervisor

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$37,655.90 - \$51,690.82

Job Summary:

This is specialized work in receiving and dispatching messages in the police communications center during an assigned shift. Work involves responsibility for operation of telephone, NCIC computer terminal and radio communications equipment and performance of related duties. Work is performed with in department regulations and is reviewed by superiors through observation and reports.

Essential Functions

Answers incoming radio and telephone calls for police and dispatches police unit and other first responders to emergencies. Receive emergency and non-emergency calls and record significant information. Operates the CAD system daily to handle all radio and phone call traffic. Operates NCIC-LINK communications terminals to provide officers with information on wanted persons, license registrations, stolen property, etc. Monitor the route and status of answering units to coordinate and prioritize responses. Acts as receptionist for police department; books citations; performs related work as required. Assists City Clerk in various duties related to the office of the city clerk. Receives and preserves evidence.

Educational Requirements

Graduation from an accredited high school or its equivalent GED. Must complete basic telecommunication academy. (within one year of employment)

Preferred Skills, Knowledge, or Abilities

Considerable knowledge of, and skill in, the operation of radio receiving and transmitting equipment. Considerable knowledge of street patterns and locations within the city. Considerable knowledge of departmental practices and rules and regulations. Considerable knowledge of modern office procedures and practices. Ability to understand and carry out oral and written instructions. Ability to speak clearly and concisely. Ability to deal courteously with the public. Ability to

establish and maintain effective work relationships with other employees. Possession of a valid driver's license as issued by the Commonwealth of Kentucky. Ability to pass a physical examination. Ability to lift 20 pounds.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony and can pass a background investigation. Two to five years' experience.

Disclaimer

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At-Will Employment

All city employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

Sign: _____

Date: _____

Original

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Patrol Officer Trainee

Department: Police

Grade: 36

Report to: Lieutenant

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$37,655.90 - \$51,690.82

Job Summary:

Has already successfully completed the 800-hour police academy at DOCJT and is on a 90-day training period. This is general duty police work in enforcing laws and ordinances under direct supervision. Work involves responsibility for the protection of life and property; for the prevention, detection, and investigation of crimes, and for maintaining law and order. Work involves an element of personal danger and generally is performed in uniform. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures; however, employees must be able to act without direct supervision in meeting emergencies.

Essential Functions

Under the direct supervision of an FTO or other qualified sworn officer, patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations. Must attend meetings, in-service training, and technical or professional classes, seminars, or conferences to improve technical or professional skills. Testify in civil and criminal court proceedings or give dispositions.

Educational Requirements

Must have a high diploma or GED. Must have successfully completed an 800--hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Ability to lift 73% of their body weight.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state.

Disclaimer

This position description does not constitute a contract between City of Oak Grove, the Oak Grove Police Department, and the employee, and is subject to change by the City/Police Department as the needs of the City and the requirements of the position change.

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revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Patrol Officer Trainee

Department: Police

Grade: 36

Report to: Lieutenant

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$37,655.90 - \$51,690.82

Job Summary:

Has already successfully completed the 800-hour police academy at DOCJT and is on a 90-day training period. This is general duty police work in enforcing laws and ordinances under direct supervision. Work involves responsibility for the protection of life and property; for the prevention, detection, and investigation of crimes, and for maintaining law and order. Work involves an element of personal danger and generally is performed in uniform. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures; however, employees must be able to act without direct supervision in meeting emergencies.

Essential Functions

Under the direct supervision of an FTO or other qualified sworn officer, patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations. Must attend meetings, in-service training, and technical or professional classes, seminars, or conferences to improve technical or professional skills. Testify in civil and criminal court proceedings or give dispositions.

Educational Requirements

Must have a high diploma or GED. Must have successfully completed an 800--hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Ability to lift 73% of their body weight.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state.

Disclaimer

This position description does not constitute a contract between City of Oak Grove, the Oak Grove Police Department, and the employee, and is subject to change by the City/Police Department as the needs of the City and the requirements of the position change.

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Original

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Records Clerk

Department: Police

Grade: 36

Report to: Assistant Police Chief

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$37,655.90 - \$51,690.82

Job Summary:

Provide administrative and secretarial support to Police and Dispatch Departments, files and types correspondence, reports, forms, or other materials. Supervises the document storage and retrieval system.

Essential Functions

Proofreads correspondence and reports for accuracy. Operates various office machines. Fill all insurance request forms. Prepares weekly and monthly reports and materials for mailing. Assists in the collection of data and making tabulations for charts and or statistical reports. Plans, coordinates, and manages all Oak Grove Police Department documents through a systematic data entry indexing and retrieving operation. Trains and evaluates performance of staff and make recommendations concerning promotions, reclassifications, etc. Provides technical and procedural assistance to the agency in records management techniques including records retention, records flow and equipment recommendations. Coordinates agency records center to include the transmittal of backup diskettes/tapes of stored data. Reviews statutes and performs research of laws, regulations for information on records retention guidelines. Manages the recycling/destruction of records when eligible and the hard copy retrieval from diskettes/tapes storage as agency, state and federal courts demand. May recommend records policy and/or change. Establishes and monitors quality control guidelines. Coordinates maintenance and service of equipment with vendor and maintains and monitors a supply inventory. Performs related duties as required.

Educational Requirements

Two (2) years of professional experience in records management to include supervision of a document storage and retrieval system and operation of all office machines and equipment. High school diploma or equivalent. Certification in LINK/NCIC from the Department of Criminal Justice Training is preferred.

Preferred Skills, Knowledge, or Abilities

Knowledge of clerical methods used in record keeping, office terminology, procedures, routines, and equipment. Must have above average typing skills and knowledge of business mathematics and English. Must also be able to understand and carry out oral and written directions, get along well with others. Must have good clerical aptitude, mental alertness, good judgment, and accuracy. Ability to lift 20 pounds.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have a high school diploma or GED, valid driver licenses, have not been convicted of a any felony and must be able to pass a background investigation.

Disclaimer

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At-Will Employment

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revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Records Clerk

Department: Police

Grade: 36

Report to: Assistant Police Chief

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$37,655.90 - \$51,690.82

Job Summary:

Provide administrative and secretarial support to Police and Dispatch Departments, files and types correspondence, reports, forms, or other materials. Supervises the document storage and retrieval system.

Essential Functions

Proofreads correspondence and reports for accuracy. Operates various office machines. Fill all insurance request forms. Prepares weekly and monthly reports and materials for mailing. Assists in the collection of data and making tabulations for charts and or statistical reports. Plans, coordinates, and manages all Oak Grove Police Department documents through a systematic data entry indexing and retrieving operation. Trains and evaluates performance of staff and make recommendations concerning promotions, reclassifications, etc. Provides technical and procedural assistance to the agency in records management techniques including records retention, records flow and equipment recommendations. Coordinates agency records center to include the transmittal of backup diskettes/tapes of stored data. Reviews statutes and performs research of laws, regulations for information on records retention guidelines. Manages the recycling/destruction of records when eligible and the hard copy retrieval from diskettes/tapes storage as agency, state and federal courts demand. May recommend records policy and/or change. Establishes and monitors quality control guidelines. Coordinates maintenance and service of equipment with vendor and maintains and monitors a supply inventory. Performs related duties as required.

Educational Requirements

Two (2) years of professional experience in records management to include supervision of a document storage and retrieval system and operation of all office machines and equipment. High school diploma or equivalent. Certification in LINK/NCIC from the Department of Criminal Justice Training is preferred.

Preferred Skills, Knowledge, or Abilities

Knowledge of clerical methods used in record keeping, office terminology, procedures, routines, and equipment. Must have above average typing skills and knowledge of business mathematics and English. Must also be able to understand and carry out oral and written directions, get along well with others. Must have good clerical aptitude, mental alertness, good judgment, and accuracy. Ability to lift 20 pounds.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have a high school diploma or GED, valid driver licenses, have not been convicted of a any felony and must be able to pass a background investigation.

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CITY OF OAK GROVE, KENTUCKY

Job Title: Utility Maintenance Technician/Floater

Department: Public Works

Grade: 36

Report to: Field Operations Mgr.

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$37,655.90 - \$51,690.82

Job Summary:

Under general supervision of the Field Operations Manager, within the Utilities Department, perform tasks in support of the city's system of roadways, water system, storm water management, buildings and grounds maintenance and acting as a liaison between the water department as well as the roads and grounds.

Essential Functions

Locate and Repair leaks in water lines
Install and replace water meters
Read water meters
Assist with grounds keeping at City facilities and Right-of-Ways
Assist with road repairs
Operate and maintain lawn care equipment
Operate and maintain tractors and bush hogs
Operate line locating equipment
Operate leak detection equipment
Daily water sampling
Daily utility work orders

Supervisory Responsibilities

This position does not have any supervisory responsibilities

Educational Requirements

Graduate of accredited high school or GED.

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments. Possess the ability to discuss and resolve complicated situations with the public.

Preferred Skills, Knowledge, or Abilities

Prior mowing/bush hogging experience preferred.

Minimum Qualifications

A minimum of 6 months years of prior experience in operating and maintenance of light to heavy maintenance equipment preferred.

Possess a valid Kentucky commercial drivers license.

Possess mathematical skills to be able to add, subtract, divide and multiple whole numbers.

Ability to read, write and speak English.

Able to lift items weighing at least fifty (50) pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases. This position requires entrance into confined spaces and ambulating over rugged terrain to physically inspect conditions of various roads and city property. Must have the physical ability for constant stooping, bending, and lifting of 50 pounds. Ability to work under stress is necessary.

At-Will Employment

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Disclaimer

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revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Utility Maintenance Technician/Floater

Department: Public Works

Grade: 36

Report to: Field Operations Mgr.

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$37,655.90 - \$51,690.82

Job Summary:

Under general supervision of the Field Operations Manager, within the Utilities Department, perform tasks in support of the city's system of roadways, water system, storm water management, buildings and grounds maintenance and acting as a liaison between the water department as well as the roads and grounds.

Essential Functions

Locate and Repair leaks in water lines
Install and replace water meters
Read water meters
Assist with grounds keeping at City facilities and Right-of-Ways
Assist with road repairs
Operate and maintain lawn care equipment
Operate and maintain tractors and bush hogs
Operate line locating equipment
Operate leak detection equipment
Daily water sampling
Daily utility work orders

Supervisory Responsibilities

This position does not have any supervisory responsibilities

Educational Requirements

Graduate of accredited high school or GED.

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments. Possess the ability to discuss and resolve complicated situations with the public.

Preferred Skills, Knowledge, or Abilities

Prior mowing/bush hogging experience preferred.

Minimum Qualifications

A minimum of 6 months years of prior experience in operating and maintenance of light to heavy maintenance equipment preferred.

Possess a valid Kentucky commercial drivers license.

Possess mathematical skills to be able to add, subtract, divide and multiple whole numbers.

Ability to read, write and speak English.

Able to lift items weighing at least fifty (50) pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases. This position requires entrance into confined spaces and ambulating over rugged terrain to physically inspect conditions of various roads and city property. Must have the physical ability for constant stooping, bending, and lifting of 50 pounds. Ability to work under stress is necessary.

At-Will Employment

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[Handwritten signature] 4/3/23

[Handwritten signature]

Brandy Moore
4-23-23

original

CITY OF OAK GROVE, KENTUCKY

Job Title: Water Operator (II)

Department: Public Works
Report to: Field Operations Mgr.
Approved by: City Council

Grade: 36
FLSA: Non-Exempt
Approved Date: 9/15/2020

Salary Range: \$37,655.90 - \$51,690.82

Job Summary:

Under direct supervision of Field Operation Manager assist in the planning, organizing, activities and programs in the Public Works Water Distribution Division. This position requires ability to operate light equipment and knowledge of repairing water lines within the City. To properly function in this position the incumbent must have the ability to properly read water meters and to identify meters that need any type of maintenance and properly report same to their supervisor. To accomplish the assigned task this position may function as a Team Leader. Participates in the maintenance and management of vehicles and equipment assigned to Water Distribution Division. Assist in performing inventories of equipment, spare parts, and supplies for the Water Distribution Division. Contacts citizens regarding complaints or information about Water Distribution Division activities. Performs scheduled work and participates in training. Prepares and maintains required reports and records. Participates in the preventive maintenance of vehicles, light and medium equipment and tools.

Essential Functions

Ability to identify, determine proper methods and repair water lines.
Knowledge of a water distribution working map.
Collect water samples
Operate heavy equipment
Locate water lines
Read radio read meters
Implement Emergency Repairs
Respond and verify utility account discrepancies
Assist in snow removal and salt applications
Assist with debris, tree, and brush removal from roadways
Perform Valve and hydrant maintenance
Ability to implement an Emergency Action during service interruptions.
Ability to conduct daily water testing and report results to authorities as required.
Maintain any certifications required to function as a water line repair maintenance person.

Supervisory Responsibilities

No supervisory role in this position

Educational Requirements

Graduate of accredited high school or GED.

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments.
Possess the ability to discuss and resolve complicated situations with the public.

Preferred Skills, Knowledge, or Abilities

More than two years' experience with municipal water distribution systems
Knowledge of Geographic Information Systems (GIS).

Minimum Qualifications

Possess a valid vehicle driver's license.
Must be able to read, write and speak English.
Class 2 KENTUCKY Water Distribution License
Working knowledge of heavy equipment selection and operations.
Two years' experience with municipal utility operations.
Must have the physical ability for constant stooping, bending, and lifting 50 pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases.
This position requires ambulating over rugged terrain to physically inspect, and repair of various utility water lines.
Operating medium to heavy equipment continuously for periods of two hours or more may be required.
Ability to work under stress for long periods of time is necessary.

At-Will Employment

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verified

CITY OF OAK GROVE, KENTUCKY

Job Title: Water Operator (II)

Department: Public Works
Report to: Field Operations Mgr.
Approved by: City Council

Grade: 36
FLSA: Non-Exempt
Approved Date: 9/15/2020

Salary Range: \$37,655.90 - \$51,690.82

Job Summary:

Under direct supervision of Field Operation Manager assist in the planning, organizing, activities and programs in the Public Works Water Distribution Division. This position requires ability to operate light equipment and knowledge of repairing water lines within the City. To properly function in this position the incumbent must have the ability to properly read water meters and to identify meters that need any type of maintenance and properly report same to their supervisor. To accomplish the assigned task this position may function as a Team Leader. Participates in the maintenance and management of vehicles and equipment assigned to Water Distribution Division. Assist in performing inventories of equipment, spare parts, and supplies for the Water Distribution Division. Contacts citizens regarding complaints or information about Water Distribution Division activities. Performs scheduled work and participates in training. Prepares and maintains required reports and records. Participates in the preventive maintenance of vehicles, light and medium equipment and tools.

Essential Functions

Ability to identify, determine proper methods and repair water lines.
Knowledge of a water distribution working map.
Collect water samples
Operate heavy equipment
Locate water lines
Read radio read meters
Implement Emergency Repairs
Respond and verify utility account discrepancies
Assist in snow removal and salt applications
Assist with debris, tree, and brush removal from roadways
Perform Valve and hydrant maintenance
Ability to implement an Emergency Action during service interruptions.
Ability to conduct daily water testing and report results to authorities as required.
Maintain any certifications required to function as a water line repair maintenance person.

Supervisory Responsibilities

No supervisory role in this position

Educational Requirements

Graduate of accredited high school or GED.

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments. Possess the ability to discuss and resolve complicated situations with the public.

Preferred Skills, Knowledge, or Abilities

More than two years' experience with municipal water distribution systems
Knowledge of Geographic Information Systems (GIS).

Minimum Qualifications

Possess a valid vehicle driver's license.
Must be able to read, write and speak English.
Class 2 KENTUCKY Water Distribution License
Working knowledge of heavy equipment selection and operations.
Two years' experience with municipal utility operations.
Must have the physical ability for constant stooping, bending, and lifting 50 pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases.
This position requires ambulating over rugged terrain to physically inspect, and repair of various utility water lines.
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Ability to work under stress for long periods of time is necessary.

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Branely more
4-3-23

BM

Original

CITY OF OAK GROVE, KENTUCKY

Job Title: CODE ENFORCEMENT & ZONING INSPECTOR

Department: Public Works
Report to: Public Works Director
Approved by: City Council

Grade: 36
FLSA: Non-exempt
Approved Date: 12/7/2021

Salary Range: \$40,028.22 - \$54,947.35

Job Summary:

Enforce all City Ordinances applicable to ensure the health, safety, and beautification of the city and its residents.

Essential Functions:

Enforce requirements of State and Local Ordinances, respond to citizen complaints, coordinate, and chair meetings of the Code Enforcement Board, inspect properties to assure compliance with all applicable codes, maintain files of ordinances, inspections, inspection findings, and violations, post citations, maintain files to document remediation of violations, assure City is compensated for the costs of abatement by placing liens on properties. Interpret zoning provisions and district boundaries, provide such clerical, technical, and consultative assistance as may be required by the Board of Zoning Adjustment, the Mayor, and City Council, and other boards, commissions and officials as needed, assist the Zoning Administrator in the review process of all zoning applications, coordinate the review of permits and applications under the requirements of the Oak Grove Zoning Ordinance, the Kentucky Building Code, and the Kentucky Residential Code as needed, conduct inspections on structures, lands, and uses thereof to determine compliance with this Ordinance, investigate and resolve zoning violations and to take appropriate enforcement actions as may be necessary,

Supervisory Responsibilities:

This position does not have supervisory duties.

Educational Requirements:

High School Diploma, three to five years' experience

Reasoning Ability:

Must be able to determine if a property is dangerous or safe
Must be able to remain calm and collected during tense situations

Must be able to manage time in an efficient manner

Preferred Skills, Knowledge, or Abilities: _____

Understanding of law or ordinances, knowledgeable on how to write, issue, and process citations, ability to communicate professionally with citizens. Ability to lift 50 pounds.

Minimum Qualifications: _____

High school diploma, three to five years' experience, computer skills, valid driver's license

Work Environment: _____

Office setting for administrative duties and case file documentation, outside in various environmental conditions such as cold, heat, rain, tall grass, etc.

Disclaimer _____

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At-Will Employment _____

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Sign: _____

Date: _____

Supervisor: _____

Date: _____

revised

CITY OF OAK GROVE, KENTUCKY

Job Title: CODE ENFORCEMENT & ZONING INSPECTOR

Department: Public Works
Report to: Public Works Director
Approved by: City Council

Grade: 36
FLSA: Non-exempt
Approved Date: 12/7/2021

Salary Range: \$40,028.22 - \$54,947.35

Job Summary:

Enforce all City Ordinances applicable to ensure the health, safety, and beautification of the city and its residents.

Essential Functions:

Enforce requirements of State and Local Ordinances, respond to citizen complaints, coordinate, and chair meetings of the Code Enforcement Board, inspect properties to assure compliance with all applicable codes, maintain files of ordinances, inspections, inspection findings, and violations, post citations, maintain files to document remediation of violations, assure City is compensated for the costs of abatement by placing liens on properties. Interpret zoning provisions and district boundaries, provide such clerical, technical, and consultative assistance as may be required by the Board of Zoning Adjustment, the Mayor, and City Council, and other boards, commissions and officials as needed, assist the Zoning Administrator in the review process of all zoning applications, coordinate the review of permits and applications under the requirements of the Oak Grove Zoning Ordinance, the Kentucky Building Code, and the Kentucky Residential Code as needed, conduct inspections on structures, lands, and uses thereof to determine compliance with this Ordinance, investigate and resolve zoning violations and to take appropriate enforcement actions as may be necessary,

Supervisory Responsibilities:

This position does not have supervisory duties.

Educational Requirements:

High School Diploma, three to five years' experience

Reasoning Ability:

Must be able to determine if a property is dangerous or safe
Must be able to remain calm and collected during tense situations

Must be able to manage time in an efficient manner

Preferred Skills, Knowledge, or Abilities: _____

Understanding of law or ordinances, knowledgeable on how to write, issue, and process citations, ability to communicate professionally with citizens. Ability to lift 50 pounds.

Minimum Qualifications: _____

High school diploma, three to five years' experience, computer skills, valid driver's license

Work Environment: _____

Office setting for administrative duties and case file documentation, outside in various environmental conditions such as cold, heat, rain, tall grass, etc.

Disclaimer _____

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At-Will Employment _____

All city employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

Sign: _____

Date: _____

Supervisor: _____

Date: _____

original

CITY OF OAK GROVE, KENTUCKY

Job Title: Customer Service Manager

Department: Utilities

Grade: 37

Report to: Public Works Director

FLSA: Non-exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$40,028.22 - \$54,947.35

Job Summary:

Under the general supervision of the Public Works Director assures the Administration and Billing division of the Public Works Department is operated in an accurate, professional, and courteous manner to assure that all utility customers are billed, and the account receivables are collected in a timely and accurate manner. Incumbent must be skilled in training Customer Service Representatives (CSR).

Essential Functions

Assure that all customer utility bills are sent out on time and collections are processed in a timely manner.

Able to maintain a positive attitude to be able to work as a team.

Project a friendly and courteous attitude to customers.

Compile and analyze financial information to send to the Finance Director.

Ability to work extensively with computerized utility billing and collection system.

Use of desktop computer programs in word processing, spreadsheets, and databases.

Maintain office filing system for proper retention of documentation for financial transactions.

Work closely with City's accounts payable manager to assure timely and accurate payments of the City's bills.

Assure customer service complaints are resolved and perform follow-up on those handled to promote customer goodwill.

Promote good public and customer relations.

Supervisory Responsibilities

Supervise, direct, and evaluate customer service staff by processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. This position requires extensive knowledge in supervisory skills.

Educational Requirements

Graduate of an accredited high school or GED.

Reasoning Ability

Ability to interpret complex regulations, policy papers, statutes from local, state, and federal governments. Possess the ability to discuss and resolve complicated situations, over the phone and in person with the public.

Preferred Skills, Knowledge, or Abilities

Experience in Utility Billing office is desirable. An advanced supervisory training and customer relation training is desirable.

Minimum Qualifications

Must be able to read, write and speak English.

Five (5) years' experience in an office environment.

Five (5) years' experience with computers.

Possess a valid vehicle driver's license.

Demonstrate knowledge of utility billing system.

Capable of lifting file boxes weighing up to forty (40) pounds.

Possess a valid vehicle driver's license.

Work Environment

General office environment is open space with more than one employee in same room. Sitting for long periods of time and use of computer keyboards.

At-Will Employment

All city employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

Disclaimer

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The functions listed herein are illustrative only and are not intended to cover all the job duties and responsibilities. The omission of specific statements of duties and responsibilities does not exclude them from the position requirements if the work is similar, related, or logical assignment to the position.

Sign: _____

Date: _____

Dept. Head: _____

revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Customer Service Manager

Department: Utilities
Report to: ~~Public Works Director~~ *MAYOR*
Approved by: City Council

Grade: 37
FLSA: Non-exempt
Approved Date: 9/15/2020

Salary Range: \$40,028.22 - \$54,947.35

Job Summary:

Under the general supervision of the Public Works Director assures the Administration and Billing division of the Public Works Department is operated in an accurate, professional, and courteous manner to assure that all utility customers are billed, and the account receivables are collected in a timely and accurate manner. Incumbent must be skilled in training Customer Service Representatives (CSR).

Essential Functions

- Assure that all customer utility bills are sent out on time and collections are processed in a timely manner.
- Able to maintain a positive attitude to be able to work as a team.
- Project a friendly and courteous attitude to customers.
- Compile and analyze financial information to send to the Finance Director.
- Ability to work extensively with computerized utility billing and collection system.
- Use of desktop computer programs in word processing, spreadsheets, and databases.
- Maintain office filing system for proper retention of documentation for financial transactions.
- Work closely with City's accounts payable manager to assure timely and accurate payments of the City's bills.
- Assure customer service complaints are resolved and perform follow-up on those handled to promote customer goodwill.
- Promote good public and customer relations.

Supervisory Responsibilities

Supervise, direct, and evaluate customer service staff by processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. This position requires extensive knowledge in supervisory skills.

Educational Requirements

Graduate of an accredited high school or GED.

Reasoning Ability

Ability to interpret complex regulations, policy papers, statutes from local, state, and federal governments. Possess the ability to discuss and resolve complicated situations, over the phone and in person with the public.

Preferred Skills, Knowledge, or Abilities

Experience in Utility Billing office is desirable. An advanced supervisory training and customer relation training is desirable.

Minimum Qualifications

Must be able to read, write and speak English.

Five (5) years' experience in an office environment.

Five (5) years' experience with computers.

Possess a valid vehicle driver's license.

Demonstrate knowledge of utility billing system.

Capable of lifting file boxes weighing up to forty (40) pounds.

Possess a valid vehicle driver's license.

Work Environment

General office environment is open space with more than one employee in same room. Sitting for long periods of time and use of computer keyboards.

At-Will Employment

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Sign: _____

Date: _____

Dept. Head: _____

Original

CITY OF OAK GROVE, KENTUCKY

Job Title: Heavy Equipment Operator

Department: Public Works
Report to: Crew Leader
Approved by: City Council

Grade: 37
FLSA: Non-Exempt
Approved Date: 9/15/2020

Salary Range: \$40,028.22 - \$54,947.35

Job Summary:

Under general supervision of Crew Leader assist in the planning, organizing, directing activities and programs of the roads and grounds division performs maintenance and of vehicles and equipment assigned to Roads and Grounds Division. Assists in the maintenance and/or cleanliness of all city building, streets and roads, sidewalks, storm sewers, culverts, drainage ditches, and street signs. Contacts citizens regarding complaints or information about Roads and Grounds Division activities. Performs scheduled work and participates in training. Prepares and maintains required reports and records. Insures preventive maintenance on vehicles, light and medium equipment and tools. Attends special meetings as requested.

Essential Functions

Knowledge of materials, methods and techniques utilized in maintenance and operation of Roads and Grounds.

Knowledge of work hazards and applicable safety precautions associated with operation of Roads and Grounds Division equipment, vehicles, tools.

Assist in the formulation of an effective and efficient City

Communicate effectively, orally and in writing.

Assist in the maintaining of an effective working relationship with city officials, city employees, and the public.

Operate mowers, snowplow, boom mower, chainsaw, and other equipment

Mow, weed eat, and trash pickup of Abatement lots

Storm damage debris removal

Salt roads during inclement winter weather

Maintain and service all equipment within the department

Traffic control

Pick up trash and debris on Right-of-Ways

Operate lawn mowers

Operate bush hog and other heavy equipment

Provide mutual aid to the water department in emergencies

Supervisory Responsibilities

This position does not have any supervisory responsibilities

Educational Requirements

Graduate of accredited high school or GED.

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments.

Possess the ability to discuss and resolve complicated situations with the public.

Preferred Skills, Knowledge, or Abilities

Prior mowing/bush hogging experience required.

Minimum Qualifications

A minimum of 6 months years of prior experience in operating and maintenance of light to heavy maintenance equipment preferred.

Possess a valid Kentucky commercial driver's license.

Posses mathematical skills to be able to add, subtract, divide and multiple whole numbers.

Ability to read, write and speak English.

Able to lift items weighing at least fifty (50) pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases.

This position requires entrance into confined spaces and ambulating over rugged terrain to physically inspect conditions of various roads and city property.

Must have the physical ability for constant stooping, bending, and lifting to 50 pounds.

Ability to work under stress is necessary.

At-Will Employment

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Disclaimer

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VENISON

CITY OF OAK GROVE, KENTUCKY

Job Title: Heavy Equipment Operator

Department: Public Works
Report to: Crew Leader
Approved by: City Council

Grade: 37
FLSA: Non-Exempt
Approved Date: 9/15/2020

Salary Range: \$40,028.22 - \$54,947.35

Job Summary:

Under general supervision of Crew Leader assist in the planning, organizing, directing activities and programs of the roads and grounds division performs maintenance and of vehicles and equipment assigned to Roads and Grounds Division. Assists in the maintenance and/or cleanliness of all city building, streets and roads, sidewalks, storm sewers, culverts, drainage ditches, and street signs. Contacts citizens regarding complaints or information about Roads and Grounds Division activities. Performs scheduled work and participates in training. Prepares and maintains required reports and records. Insures preventive maintenance on vehicles, light and medium equipment and tools. Attends special meetings as requested.

Essential Functions

Knowledge of materials, methods and techniques utilized in maintenance and operation of Roads and Grounds.

Knowledge of work hazards and applicable safety precautions associated with operation of Roads and Grounds Division equipment, vehicles, tools.

Assist in the formulation of an effective and efficient City

Communicate effectively, orally and in writing.

Assist in the maintaining of an effective working relationship with city officials, city employees, and the public.

Operate mowers, snowplow, boom mower, chainsaw, and other equipment

Mow, weed eat, and trash pickup of Abatement lots

Storm damage debris removal

Salt roads during inclement winter weather

Maintain and service all equipment within the department

Traffic control

Pick up trash and debris on Right-of-Ways

Operate lawn mowers

Operate bush hog and other heavy equipment

Provide mutual aid to the water department in emergencies

Supervisory Responsibilities

This position does not have any supervisory responsibilities

Educational Requirements

Graduate of accredited high school or GED.

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments.

Possess the ability to discuss and resolve complicated situations with the public.

Preferred Skills, Knowledge, or Abilities

Prior mowing/bush hogging experience required.

Minimum Qualifications

A minimum of 6 months years of prior experience in operating and maintenance of light to heavy maintenance equipment preferred.

Possess a valid Kentucky commercial driver's license.

Posses mathematical skills to be able to add, subtract, divide and multiple whole numbers.

Ability to read, write and speak English.

Able to lift items weighing at least fifty (50) pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases.

This position requires entrance into confined spaces and ambulating over rugged terrain to physically inspect conditions of various roads and city property.

Must have the physical ability for constant stooping, bending, and lifting to 50 pounds.

Ability to work under stress is necessary.

At-Will Employment

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F.H.L. 4/3/23

✓ BM Branely more

~~400 BM~~ 4-3-23

Original

CITY OF OAK GROVE, KENTUCKY

Job Title: CREW LEADER, Roads and Grounds

Department: Public Works

Grade: 38

Report to: Field Operations Mgr.

FLSA: Non-exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$42,550.00 - \$58,409.03

Job Summary:

Under general supervision of Field Operations Manager, assist in the planning, organizing, directing activities and programs of the roads and grounds division develops schedules for maintenance and management of vehicles and equipment assigned to roads and grounds division. Assists in the maintenance and/or cleanliness of all city building, streets and roads, sidewalks, storm sewers, culverts, drainage ditches, and street signs. Perform inventories of equipment, spare parts, and supplies for the Roads and Grounds Division. Assist in the preparation of budget for the Roads and Grounds Division. Contacts citizens regarding complaints or information about Roads and Grounds Division activities. Performs scheduled work and participates in training. Prepares and maintains required reports and records. Insures preventive maintenance on vehicles, light and medium equipment and tools. Attends special meetings as requested.

Essential Functions

Knowledge of materials, methods and techniques utilized in maintenance and operation of Roads and Grounds.

Knowledge of the geography of the city.

Knowledge of work hazards and applicable safety precautions associated with operation of Roads and Grounds Division equipment, vehicles, tools.

Assist in the formulation of an effective and efficient Roads and Grounds Division
Communicate effectively, orally and in writing. Assist in the maintaining of an effective working relationship with city officials, employees, and the public.

Repair roadways, inspect and maintain storm water system

Operate mowers, snowplow, boom mower, chainsaw, and other equipment

Storm damage debris removal

Salt roads during inclement winter weather, install and or replace signage in the City, on call for Weather/storm emergencies, maintain and service all equipment within the department, traffic control, pick up trash and debris, operate lawn mowers, operate bush hog and other heavy equipment.

Provide mutual aid to the water department in emergencies

Supervisory Responsibilities

This position may supervise one (1) to three (3) personnel to effectively accomplish assigned tasks.

Educational Requirements

Graduate of accredited high school or GED.

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments.

Possess the ability to discuss and resolve complicated situations with the public.

Preferred Skills, Knowledge, or Abilities

Prior mowing/bush hogging experience required.

Minimum Qualifications

A minimum of 5 years of prior experience in operating and maintenance of light to heavy Roads and Grounds equipment.

Possess a valid Kentucky commercial drivers license.

Possess mathematical skills to be able to add, subtract, divide and multiple whole numbers.

Ability to read, write and speak English.

Able to lift items weighing at least fifty (50) pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases.

This position requires entrance into confined spaces and ambulating over rugged terrain to physically inspect conditions of various roads and city property.

Must have the physical ability for constant stooping, bending, and lifting to 50 pounds.

Ability to work under stress is necessary.

At-Will Employment

All city employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

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revised

CITY OF OAK GROVE, KENTUCKY

Job Title: CREW LEADER, Roads and Grounds

Department: Public Works

Grade: 38

Report to: Field Operations Mgr.

FLSA: Non-exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$42,550.00 - \$58,409.03

Job Summary:

Under general supervision of Field Operations Manager, assist in the planning, organizing, directing activities and programs of the roads and grounds division develops schedules for maintenance and management of vehicles and equipment assigned to roads and grounds division. Assists in the maintenance and/or cleanliness of all city building, streets and roads, sidewalks, storm sewers, culverts, drainage ditches, and street signs. Perform inventories of equipment, spare parts, and supplies for the Roads and Grounds Division. Assist in the preparation of budget for the Roads and Grounds Division. Contacts citizens regarding complaints or information about Roads and Grounds Division activities. Performs scheduled work and participates in training. Prepares and maintains required reports and records. Insures preventive maintenance on vehicles, light and medium equipment and tools. Attends special meetings as requested.

Essential Functions

Knowledge of materials, methods and techniques utilized in maintenance and operation of Roads and Grounds.

Knowledge of the geography of the city.

Knowledge of work hazards and applicable safety precautions associated with operation of Roads and Grounds Division equipment, vehicles, tools.

Assist in the formulation of an effective and efficient Roads and Grounds Division Communicate effectively, orally and in writing. Assist in the maintaining of an effective working relationship with city officials, employees, and the public.

Repair roadways, inspect and maintain storm water system

Operate mowers, snowplow, boom mower, chainsaw, and other equipment

Storm damage debris removal

Salt roads during inclement winter weather, install and or replace signage in the City, on call for Weather/storm emergencies, maintain and service all equipment within the department, traffic control, pick up trash and debris, operate lawn mowers, operate bush hog and other heavy equipment.

Provide mutual aid to the water department in emergencies

Supervisory Responsibilities

This position may supervise one (1) to three (3) personnel to effectively accomplish assigned tasks.

Educational Requirements

Graduate of accredited high school or GED.

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments.

Possess the ability to discuss and resolve complicated situations with the public.

Preferred Skills, Knowledge, or Abilities

Prior mowing/bush hogging experience required.

Minimum Qualifications

A minimum of 5 years of prior experience in operating and maintenance of light to heavy Roads and Grounds equipment.

Possess a valid Kentucky commercial drivers license.

Possess mathematical skills to be able to add, subtract, divide and multiple whole numbers.

Ability to read, write and speak English.

Able to lift items weighing at least fifty (50) pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases.

This position requires entrance into confined spaces and ambulating over rugged terrain to physically inspect conditions of various roads and city property.

Must have the physical ability for constant stooping, bending, and lifting to 50 pounds.

Ability to work under stress is necessary.

At-Will Employment

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✓ Bm

4/3/23₂

Brandy Moore
4-3-23

original

CITY OF OAK GROVE, KENTUCKY

Job Title: Water Operator III

Department: Public Works

Grade: 38

Report to: Field Operations Mgr

FSLA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$42,550.00 - \$58,409.03

Job Summary:

Under direct supervision of Field Operation Manager, assist in the planning, organizing, activities and programs in the Public Works Water Distribution Division. This position requires ability to operate light equipment and knowledge of repairing water lines within the City. To properly function in this position the incumbent must have the ability to properly read water meters and to identify meters that need any type of maintenance and properly report same to their supervisor. To accomplish the assigned task this position may function as a Team Leader. Participates in the maintenance and management of vehicles and equipment assigned to Water Distribution Division. Assist in performing inventories of equipment, spare parts, and supplies for the Water Distribution Division. Contacts citizens regarding complaints or information about Water Distribution Division activities. Performs scheduled work and participates in training. Prepares and maintains required reports and records. Participates in the preventive maintenance of vehicles, light and medium equipment and tools.

Essential Functions

Develop action plans for repairs and maintenance, respond to emergency and after hours calls, ability to identify, determine proper methods and repair water lines. Knowledge of a water distribution working map. Collect water samples, operate heavy equipment, locate water lines, read radio read meters, implement Emergency Repairs Response and verify utility account discrepancies, assist in snow removal, and salt applications, assist with debris, tree and brush removal from roadways, perform Valve and hydrant maintenance. Ability to implement an Emergency Action during service interruptions. Ability to conduct daily water testing and report results to authorities as required. Maintain any certifications required to function as a water line repair maintenance person.

Supervisory Responsibilities

This position may supervise (3 to 5) people in the absence of the Field Operations Manager

Educational Requirements

Graduate of accredited high school or GED.

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments.
Possess the ability to discuss and resolve complicated situations with the public.

Preferred Skills, Knowledge, or Abilities

More than 5 years' experience with municipal water distribution systems
Knowledge of Geographic Information Systems (GIS).

Minimum Qualifications

Possess a valid vehicle driver's license.

Must be able to read, write and speak English.

Class 3 KENTUCKY Water Distribution License

Working knowledge of heavy equipment selection and operations.

Two years' experience with municipal utility operations.

Must have the physical ability for constant stooping, bending, and lifting to 50 pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases.

This position requires ambulating over rugged terrain to physically inspect, and repair of various utility water lines.

Operating medium to heavy equipment continuously for periods of two hours or more may be required.

Ability to work under stress for long periods of time is necessary.

Disclaimer

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revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Water Operator III

Department: Public Works

Grade: 38

Report to: Field Operations Mgr

FSLA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$42,550.00 - \$58,409.03

Job Summary:

Under direct supervision of Field Operation Manager, assist in the planning, organizing, activities and programs in the Public Works Water Distribution Division. This position requires ability to operate light equipment and knowledge of repairing water lines within the City. To properly function in this position the incumbent must have the ability to properly read water meters and to identify meters that need any type of maintenance and properly report same to their supervisor. To accomplish the assigned task this position may function as a Team Leader. Participates in the maintenance and management of vehicles and equipment assigned to Water Distribution Division. Assist in performing inventories of equipment, spare parts, and supplies for the Water Distribution Division. Contacts citizens regarding complaints or information about Water Distribution Division activities. Performs scheduled work and participates in training. Prepares and maintains required reports and records. Participates in the preventive maintenance of vehicles, light and medium equipment and tools.

Essential Functions

Develop action plans for repairs and maintenance, respond to emergency and after hours calls, ability to identify, determine proper methods and repair water lines. Knowledge of a water distribution working map. Collect water samples, operate heavy equipment, locate water lines, read radio read meters, implement Emergency Repairs Response and verify utility account discrepancies, assist in snow removal, and salt applications, assist with debris, tree and brush removal from roadways, perform Valve and hydrant maintenance. Ability to implement an Emergency Action during service interruptions. Ability to conduct daily water testing and report results to authorities as required. Maintain any certifications required to function as a water line repair maintenance person.

Supervisory Responsibilities

This position may supervise (3 to 5) people in the absence of the Field Operations Manager

Educational Requirements

Graduate of accredited high school or GED.

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments. Possess the ability to discuss and resolve complicated situations with the public.

Preferred Skills, Knowledge, or Abilities

BM 3yrs More than ~~5~~ years' experience with municipal water distribution systems
Knowledge of Geographic Information Systems (GIS).

Minimum Qualifications

Possess a valid vehicle driver's license.

Must be able to read, write and speak English.

Class 3 KENTUCKY Water Distribution License

Working knowledge of heavy equipment selection and operations.

Two years' experience with municipal utility operations.

Must have the physical ability for constant stooping, bending, and lifting to 50 pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases.

This position requires ambulating over rugged terrain to physically inspect, and repair of various utility water lines.

Operating medium to heavy equipment continuously for periods of two hours or more may be required.

Ability to work under stress for long periods of time is necessary.

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Branely Moore

4-3-23

Original

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Officer/Corporal

Department: Police

Grade: 39

Report to: Shift Supervisor/Sergeant

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$45,230.65- \$62,088.79

Job Summary:

In addition to general police work enforcing laws and ordinances, Work involves responsibility for the protection of life and property; for the prevention, detection, and investigation of crimes, and for maintaining law and order. Work involves an element of personal danger and generally is performed in uniform. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures; however, employees must be able to act without direct supervision in meeting emergencies. Work is reviewed through reports, inspections and observation of results obtained. The Corporal assists the Sergeants in team supervision and acts in absence of the Sergeant as the Team Supervisor.

Essential Functions

Patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations.

Educational Requirements/Qualifications

Must have successfully completed an 800 hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Ability to lift 73% of their body weight.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state.

Disclaimer

This position description does not constitute a contract between City of Oak Grove, the Oak Grove Police Department, and the employee, and is subject to change by the City/Police Department as the needs of the City and the requirements of the position change.

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revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Officer/Corporal

Department: Police

Grade: 39

Report to: Shift Supervisor/Sergeant

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$45,230.65- \$62,088.79

Job Summary:

In addition to general police work enforcing laws and ordinances, Work involves responsibility for the protection of life and property; for the prevention, detection, and investigation of crimes, and for maintaining law and order. Work involves an element of personal danger and generally is performed in uniform. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures; however, employees must be able to act without direct supervision in meeting emergencies. Work is reviewed through reports, inspections and observation of results obtained. The Corporal assists the Sergeants in team supervision and acts in absence of the Sergeant as the Team Supervisor.

Essential Functions

Patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations.

Educational Requirements/Qualifications

Must have successfully completed an 800 hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Ability to lift 73% of their body weight.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state.

Disclaimer

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original

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Patrol Officer

Department: Police

Grade: 39

Report to: Sergeant Shift Supervisor

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$45,230.65- \$62,088.79

Job Summary:

This is general duty police work in enforcing laws and ordinances. Work involves responsibility for the protection of life and property; for the prevention, detection, and investigation of crimes, and for maintaining law and order. Work involves an element of personal danger and generally is performed in uniform. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures; however, employees must be able to act without direct supervision in meeting emergencies. Work is reviewed through reports, inspections and observation of results obtained.

Essential Functions

Patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations. Provide in-service training to Police Patrol Trainee.

Educational Requirements

Must have successfully completed an 800--hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Ability to lift 73% of their body weight.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state.

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revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Patrol Officer

Department: Police

Grade: 39

Report to: Sergeant Shift Supervisor

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$45,230.65- \$62,088.79

Job Summary:

This is general duty police work in enforcing laws and ordinances. Work involves responsibility for the protection of life and property; for the prevention, detection, and investigation of crimes, and for maintaining law and order. Work involves an element of personal danger and generally is performed in uniform. Specific assignments are received from superior officers and are carried out in accordance with established rules and procedures; however, employees must be able to act without direct supervision in meeting emergencies. Work is reviewed through reports, inspections and observation of results obtained.

Essential Functions

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Educational Requirements

Must have successfully completed an 800--hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Ability to lift 73% of their body weight.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state.

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original

CITY OF OAK GROVE, KENTUCKY

Job Title: Administrative Assistant to P/W Director and Accounts Payable Clerk

Department: Public Works & Finance Grade: 40
Report to: P/W Director & Finance FLSA: Non-Exempt
Director
Approved by: City Council Approved Date:

Salary Range: \$48,080.18 - \$66,000.39

Job Summary:

The Administrative Assistant/Accounts Payable Clerk position with the city will be responsible for; cost and progress tracking of all Public Works projects, creating purchase orders for monthly bills, printing checks for all city purchase orders, screening phones calls for PW Director.

Essential Functions

Assist the director in planning, organizing, directing, and administering all activities of the Public Works Department
Prepare purchase orders ensuring proper account allocation
Print and mail checks on-time and correctly

Supervisory Responsibilities

This position has no supervisory responsibilities

Educational Requirements

High School Diploma or Equivalent
Associate's in general business or Accounting Preferred; can be substituted for experience

Reasoning Ability

This position will be responsible for accounts *payable* for the City.
Some knowledge of business letter writing and typing formats.
Assuring all accounts payable receive payments in a timely manner.

Preferred Skills, Knowledge, or Abilities

Computer Skills, specifically with Microsoft Office
Organizational Skills
Previous Accounts Payable experience
Attention to detail
Project budget tracking

Minimum Qualifications

2 – 5 years experience of accounts payable and public works Associate's in general business or Accounting Preferred; can be substituted for experience. **This position must be bonded for cash handling.**

Work Environment

- This position will require sitting at a desk for over 5 hours per day.
- This job will require working on a computer for more than 5 hours per day
- Ability to work under stress for extended periods of time is necessary.

At-Will Employment

All city employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

Disclaimer

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X

Sign:
Date:

Revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Administrative Assistant to P/W Director and Accounts Payable Clerk

Department: Public Works & Finance **Grade: 40**
Report to: P/W Director & Finance **FLSA: Non-Exempt**
Director
Approved by: City Council **Approved Date:**

Salary Range: \$48,080.18 - \$66,000.39

Job Summary:

The Administrative Assistant/Accounts Payable Clerk position with the city will be responsible for; cost and progress tracking of all Public Works projects, creating purchase orders for monthly bills, printing checks for all city purchase orders, screening phones calls for P/W Director.

Receive + Distribute incoming mail.

Essential Functions

Assist the director in planning, organizing, directing, and administering all activities of the Public Works Department
Prepare purchase orders ensuring proper account allocation
Print and mail checks on-time and correctly

Supervisory Responsibilities

This position has no supervisory responsibilities

Educational Requirements

High School Diploma or Equivalent
Associate's in general business or Accounting Preferred; can be substituted for experience

Reasoning Ability

This position will be responsible for accounts payable for the City.
Some knowledge of business letter writing and typing formats.
Assuring all accounts payable receive payments in a timely manner.

Preferred Skills, Knowledge, or Abilities

Computer Skills, specifically with Microsoft Office
Organizational Skills
Previous Accounts Payable experience
Attention to detail
Project budget tracking

Minimum Qualifications

2 – 5 years experience of accounts payable and public works
Associate's in general business or Accounting Preferred; can be substituted for
experience. **This position must be bonded for cash handling.**

Work Environment

- This position will require sitting at a desk for over 5 hours per day.
- This job will require working on a computer for more than 5 hours per day
- Ability to work under stress for extended periods of time is necessary.

At-Will Employment

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Disclaimer

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work is similar, related, or logical assignment to the position.

Original

CITY OF OAK GROVE, KENTUCKY

Job Title: City Maintenance Supervisor

Department: City Hall

Grade: 40

Report to: Mayor/City Clerk

FLSA: Non-exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$48,080.18 - \$66,000.39

Job Summary:

Under general supervision of City Mayor/City Clerk, assist in the maintenance and/or cleanliness of all city building, streets and roads, sidewalks, storm sewers, culverts, drainage ditches, and street signs outside of duties performed by Public Works. Perform inventories of equipment, spare parts, and supplies for the City Maintenance Division. Performs scheduled work and participates in training. Prepares and maintains required reports and records. Insures preventive maintenance on vehicles, light and medium equipment and tools. Assist Code enforcement in property abatement. Attends special meetings as requested.

Essential Functions

Knowledge of materials, methods and techniques utilized in maintenance and operation of Roads and Grounds.

Knowledge of the geography of the city.

Knowledge of work hazards and applicable safety precautions associated with operation of Roads and Grounds Division equipment, vehicles, tools.

Assist in the formulation of an effective and efficient City

Communicate effectively, orally and in writing.

Assist in the maintaining of an effective working relationship with city officials, city employees, and the public.

Operate mowers, snowplow, boom mower, chainsaw, and other equipment

Mow, weed eat, and trash pickup of Abatement lots

Storm damage debris removal

Salt roads during inclement winter weather

Maintain and service all equipment within the department

Traffic control

Pick up trash and debris on Right-of-Ways

Operate lawn mowers

Operate bush hog and other heavy equipment

Provide mutual aid to the water department in emergencies

Supervisory Responsibilities

This position may supervise one (1) to three (3) personnel to effectively accomplish assigned tasks.

Educational Requirements

Graduate of accredited high school or GED.

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments.

Possess the ability to discuss and resolve complicated situations with the public.

Preferred Skills, Knowledge, or Abilities

Prior mowing/bush hogging experience required.

Minimum Qualifications

A minimum of 5 years of prior experience in operating and maintenance of light to heavy maintenance equipment.

Possess a valid Kentucky commercial drivers license.

Possess mathematical skills to be able to add, subtract, divide and multiple whole numbers.

Ability to read, write and speak English.

Able to lift items weighing at least fifty (50) pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases. This position requires entrance into confined spaces and ambulating over rugged terrain to physically inspect conditions of various roads and city property. Must have the physical ability for constant stooping, bending, and lifting 50 pounds. Ability to work under stress is necessary.

At-Will Employment

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Disclaimer

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Proposed

CITY OF OAK GROVE, KENTUCKY

Job Title: City Maintenance/Roads and Grounds Supervisor

Department: City Hall

Report to: Mayor/City Clerk

Approved by: City Council

Grade: 41

FLSA: Non-exempt

Approved Date: 9/15/2020

Salary Range: \$51,109.23 - \$70,158.41

Job Summary:

Under general supervision of City Mayor/City Clerk, assist in the maintenance and/or cleanliness of all city building, streets and roads, sidewalks, storm sewers, culverts, drainage ditches, and street signs outside of duties performed by Public Works. Perform inventories of equipment, spare parts, and supplies for the City Maintenance Division. Performs scheduled work and participates in training. Prepares and maintains required reports and records. Insures preventive maintenance on vehicles, light and medium equipment and tools. Assist Code enforcement in property abatement. Attends special meetings as requested.

Essential Functions

Knowledge of materials, methods and techniques utilized in maintenance and operation of Roads and Grounds.

Knowledge of the geography of the city.

Knowledge of work hazards and applicable safety precautions associated with operation of Roads and Grounds Division equipment, vehicles, tools.

Assist in the formulation of an effective and efficient City

Communicate effectively, orally and in writing.

Assist in the maintaining of an effective working relationship with city officials, city employees, and the public.

Operate mowers, snowplow, boom mower, chainsaw, and other equipment

Mow, weed eat, and trash pickup of Abatement lots

Storm damage debris removal

Salt roads during inclement winter weather

Maintain and service all equipment within the department

Traffic control

Pick up trash and debris on Right-of-Ways

Operate lawn mowers

Operate bush hog and other heavy equipment

Provide mutual aid to the water department in emergencies

Supervisory Responsibilities

This position supervises/oversees day to day operations of the Roads and Grounds crew.

Educational Requirements

Graduate of accredited high school or GED.

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments.

Possess the ability to discuss and resolve complicated situations with the public.

Preferred Skills, Knowledge, or Abilities

Prior mowing/bush hogging experience required.

Minimum Qualifications

A minimum of 5 years of prior experience in operating and maintenance of light to heavy maintenance equipment.

Possess a valid Kentucky commercial drivers license.

Possess mathematical skills to be able to add, subtract, divide and multiple whole numbers.

Ability to read, write and speak English.

Able to lift items weighing at least fifty (50) pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases. This position requires entrance into confined spaces and ambulating over rugged terrain to physically inspect conditions of various roads and city property. Must have the physical ability for constant stooping, bending, and lifting 50 pounds. Ability to work under stress is necessary.

At-Will Employment

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CITY OF OAK GROVE, KENTUCKY

Job Title: Deputy City Clerk

Department: City Hall
Report to: City Clerk
Approved by: City Council

Grade: 40
FLSA: Non-Exempt
Approved Date: 9/15/2020

Salary Range: \$41,808.85 - \$57,391.64

Job Summary:

The Deputy City Clerk provides administrative support to various departments and staffers. He/she is generally the main point of contact for the public. He/she will screen calls and visitors for other staff in addition to fielding inquiries and answering questions. He/she may also take on other various administration duties in the absence of the City Clerk. Customer service and administrative duties are the two main components of this position. The Deputy City Clerk must be an active listener who is comfortable being around people. He/she should be able to employ good judgment and decision making, as well as be able to remain calm and efficient in stressful situations. Punctuality and good time management are essential as he/she will usually be working within a timed agenda or on a strict deadline for various tasks.

Essential Functions

Assist the Mayor and City Clerk, as needed
Answer, screen and direct all incoming calls to various departments
Assist the public/ perform customer service function
Assists and act as back-up for public records request processing
Provide notarial acts
Schedule meetings and appointments
Prepare agendas, minutes for meetings
Provide administration and secretarial support to the Code Enforcement and Alcoholic Beverage Control Departments
Stay up to date with Code Enforcement Laws/Ordinances
Distribute invoices, payoffs for Code Enforcement
Prepare Notice of Judgment Liens for Code Enforcement

Prepare General Releases for Code Enforcement
Stay up to date on Alcoholic Beverage Control Laws/Ordinances
Process ABC applications, including the approval or denial of applications
Issue, renew, suspend, or revoke ABC licenses
Maintain monthly records of ABC regulatory fee collections
Maintain a current, comprehensive knowledge and awareness of applicable laws, regulations and principals relating to the City Council, government processes and requirements of the Clerk's office

Supervisory Responsibilities

This position does not require supervisory duties but does require significant teamwork.

Educational Requirements

High School Diploma or equivalent

Reasoning Ability

Must be able to employ good judgement and decision making. Must be able to remain calm and efficient in stressful situations.

Preferred Skills, Knowledge, or Abilities

Compliance, adaptability, emotional intelligence, maintain effective working relationships, problem solving, communication, flexibility, conceptualization, diversity, fairness, humility, objectivity, observation.

Minimum Qualifications

High School Diploma or equivalent
Two to five years' experience in administration/government
Obtain a Notary Public Certification
Must be able to be bonded
Must be knowledgeable of computer software and standard office equipment

Work Environment

Position is typically office or administrative work

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At-Will

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revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Deputy City Clerk

Department: City Hall

Grade: 40

Report to: City Clerk

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$41,808.85 - \$57,391.64

Job Summary:

The Deputy City Clerk provides administrative support to various departments and staffers. He/she is generally the main point of contact for the public. He/she will screen calls and visitors for other staff in addition to fielding inquiries and answering questions. He/she may also take on other various administration duties in the absence of the City Clerk. Customer service and administrative duties are the two main components of this position. The Deputy City Clerk must be an active listener who is comfortable being around people. He/she should be able to employ good judgment and decision making, as well as be able to remain calm and efficient in stressful situations. Punctuality and good time management are essential as he/she will usually be working within a timed agenda or on a strict deadline for various tasks.

Essential Functions

- Assist the Mayor and City Clerk, as needed
- Answer, screen and direct all incoming calls to various departments
- Assist the public/ perform customer service function
- Assists and act as back-up for public records request processing
- Provide notarial acts
- Schedule meetings and appointments
- Prepare agendas, minutes for meetings
- Provide administration and secretarial support to the Code Enforcement and Alcoholic Beverage Control Departments
- Stay up to date with Code Enforcement Laws/Ordinances
- Distribute invoices, payoffs for Code Enforcement
- Prepare Notice of Judgment Liens for Code Enforcement

Prepare General Releases for Code Enforcement
Stay up to date on Alcoholic Beverage Control Laws/Ordinances
Process ABC applications, including the approval or denial of applications
Issue, renew, suspend, or revoke ABC licenses
Maintain monthly records of ABC regulatory fee collections
Maintain a current, comprehensive knowledge and awareness of applicable laws, regulations and principals relating to the City Council, government processes and requirements of the Clerk's office

Supervisory Responsibilities

~~This position does not require supervisory duties but does require significant teamwork.~~ This position is in charge of the City when the Mayor & City Clerk are absent.

Educational Requirements

High School Diploma or equivalent

Reasoning Ability

Must be able to employ good judgement and decision making. Must be able to remain calm and efficient in stressful situations.

Preferred Skills, Knowledge, or Abilities

Compliance, adaptability, emotional intelligence, maintain effective working relationships, problem solving, communication, flexibility, conceptualization, diversity, fairness, humility, objectivity, observation.

Minimum Qualifications

High School Diploma or equivalent
Two to five years' experience in administration/government
Obtain a Notary Public Certification
Must be able to be bonded
Must be knowledgeable of computer software and standard office equipment

Work Environment

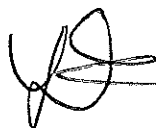
Position is typically office or administrative work

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At-Will

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04/03/23

original

CITY OF OAK GROVE, KENTUCKY

Job Title: Dispatcher Supervisor

Department: Police

Grade: 40

Report to: Assistant Chief of Police

FLSA: Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$48,080.18 - \$66,000.39

Job Summary:

Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to add to, or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as to duties or responsibilities shall not be regarded as excluding assignment of others not mentioned which are of similar kind or quality.

Essential Functions

Supervises all shifts of dispatchers in the preparation, sending and receiving of police messages computerized communications terminals. Coordinates the working schedules of the dispatchers. When needed, receives, and disseminates information concerning the public safety and law enforcement activities. Receives information, complaints, and inquiries from the public (by telephone or in person) on subjects such as road and weather reports, driver and vehicle licenses, accident information and other matters relating to functions performed by the Oak Grove Police Department and takes appropriate action. Directs emergency response vehicles to accident scenes. Formulates computerized transactions with LINK/NCIC. Prepares messages for transmission on the NLETS. Completes appropriate reports on criminal activities and complaints received for the Oak Grove City Council. Maintains a CAD (computer aided dispatch) system on information received such as police blotters on all arrests, vehicle accidents and other incidents, wrecker logs, information on repossessed vehicles and records on stolen vehicles, license plates, wanted and missing persons. Performs investigative duties about obtaining information from specific sources regarding hit confirmations and entering this information into computer. Plans, assigns, and checks work of police communication personnel. Trains new dispatchers in police communications procedures and the proper operation of related equipment. Assists in developing policies for approval. Interprets, applies, and enforces approved policies and procedures relating to police communications. Responsible for the correct formats and procedures in all transactions with the

computerized LINK (Law Enforcement Network of Kentucky), Automated Law Enforcement Communication System, NCIC (National Crime Information Center) and the National Law Enforcement Teletype System. Must comply with existing Federal Communications Laws. Acts as the assistant TAC (Terminal Agency Coordinator). Completes validations on each month's active NCIC records and reports to the Kentucky State Police Auditors with all modifications, cancels, clears and supplementals. Keeps all active NCIC records in compliance w/KSP auditors for the audit every three years. Maintains all police department records such as Uniform Citations, Uniform Offense Reports, Collision Reports, Incident Reports, Domestic Violence Reports, Pawnshop reports and active NCIC records. Performs daily, weekly, and monthly reports on probationary employees. Performs related duties as required.

Educational Requirements

High School Graduate, Certified in LINK/NCIC from the DOCJT, Certified in Basic Telecommunications from the DOCJT. Four years' experience.

Preferred Skills, Knowledge, or Abilities

Considerable knowledge of, and skill in, the operation of radio receiving and transmitting equipment. Considerable knowledge of street patterns and locations within the city. Considerable knowledge of departmental practices and rules and regulations. Considerable knowledge of modern office procedures and practices. Ability to understand and carry out oral and written instructions. Ability to speak clearly and concisely. Ability to deal courteously with the public. Ability to establish and maintain effective work relationships with other employees. Possession of a valid driver's license as issued by the Commonwealth of Kentucky. Ability to pass a physical examination. Ability to lift 20 pounds.

Minimum Qualifications

Minimum requirements are comprehensive statements of the minimum background as to education, experience and other qualifications which will be required in all cases as evidence of an appointee's ability to perform the work properly. Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony and can pass a background investigation.

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At-Will Employment

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Revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Dispatcher Supervisor

Department: Police

Grade: 40

Report to: Assistant Chief of Police

FLSA: Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$48,080.18 - \$66,000.39

Job Summary:

Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to add to, or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as to duties or responsibilities shall not be regarded as excluding assignment of others not mentioned which are of similar kind or quality.

Essential Functions

Supervises all shifts of dispatchers in the preparation, sending and receiving of police messages computerized communications terminals. Coordinates the working schedules of the dispatchers. When needed, receives, and disseminates information concerning the public safety and law enforcement activities. Receives information, complaints, and inquiries from the public (by telephone or in person) on subjects such as road and weather reports, driver and vehicle licenses, accident information and other matters relating to functions performed by the Oak Grove Police Department and takes appropriate action. Directs emergency response vehicles to accident scenes. Formulates computerized transactions with LINK/NCIC. Prepares messages for transmission on the NLETS. Completes appropriate reports on criminal activities and complaints received for the Oak Grove City Council. Maintains a CAD (computer aided dispatch) system on information received such as police blotters on all arrests, vehicle accidents and other incidents, wrecker logs, information on repossessed vehicles and records on stolen vehicles, license plates, wanted and missing persons. Performs investigative duties about obtaining information from specific sources regarding hit confirmations and entering this information into computer. Plans, assigns, and checks work of police communication personnel. Trains new dispatchers in police communications procedures and the proper operation of related equipment. Assists in developing policies for approval. Interprets, applies, and enforces approved policies and procedures relating to police communications. Responsible for the correct formats and procedures in all transactions with the

computerized LINK (Law Enforcement Network of Kentucky), Automated Law Enforcement Communication System, NCIC (National Crime Information Center) and the National Law Enforcement Teletype System. Must comply with existing Federal Communications Laws. Acts as the assistant TAC (Terminal Agency Coordinator). Completes validations on each month's active NCIC records and reports to the Kentucky State Police Auditors with all modifications, cancels, clears and supplementals. Keeps all active NCIC records in compliance w/KSP auditors for the audit every three years. Maintains all police department records such as Uniform Citations, Uniform Offense Reports, Collision Reports, Incident Reports, Domestic Violence Reports, Pawnshop reports and active NCIC records. Performs daily, weekly, and monthly reports on probationary employees. Performs related duties as required.

Educational Requirements

High School Graduate, Certified in LINK/NCIC from the DOCJT, Certified in Basic Telecommunications from the DOCJT. Four years' experience.

Preferred Skills, Knowledge, or Abilities

Considerable knowledge of, and skill in, the operation of radio receiving and transmitting equipment. Considerable knowledge of street patterns and locations within the city. Considerable knowledge of departmental practices and rules and regulations. Considerable knowledge of modern office procedures and practices. Ability to understand and carry out oral and written instructions. Ability to speak clearly and concisely. Ability to deal courteously with the public. Ability to establish and maintain effective work relationships with other employees. Possession of a valid driver's license as issued by the Commonwealth of Kentucky. Ability to pass a physical examination. Ability to lift 20 pounds.

Minimum Qualifications

Minimum requirements are comprehensive statements of the minimum background as to education, experience and other qualifications which will be required in all cases as evidence of an appointee's ability to perform the work properly. Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony and can pass a background investigation.

Disclaimer

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The functions listed herein are illustrative only and are not intended to cover all the job duties and responsibilities. The omission of specific statements of duties and responsibilities does not exclude them from the position requirements if the work is similar, related, or logical assignment to the position.

At-Will Employment

All city employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

Original

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Investigator

Department: Police

Grade: 40

Report to: Assistant Police Chief

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$48,080.18 - \$66,000.39

Job Summary:

This position will be filled by an officer, who will be appointed by the Mayor, upon recommendation from the Chief of Police and the Assistant Chief of Police. This is an appointment that does not enhance the payroll level of the appointee. Responsible for investigating crimes such as burglaries, homicides, and other incidents to find and implicate perpetrators. Collect evidence, interview witnesses, and testify in court.

Essential Functions

Patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations.

Additional Duties:

The Investigator will perform all normal Police Officer duties; however, his primary function will be to review all complexity UOR's and to give priority to all felonies reported. The Investigator will follow up on reported felonies to develop leads and ultimately decide if a case is solvable or whether further resources are valid. On cases that are solvable the investigator will be the lead officer and shall be assisted by other officers as required. The investigation, gathering and compiling of evidence and final prosecution of the case will be the responsibility of the investigator, as assisted by the County Attorney. The Investigator shall respond to all crime scenes involving serious felonies or other crime scenes

where the reporting officer finds tangible evidence or witnesses that will lose their value time-lapsed. In addition to interviewing witnesses, evidence collection and crime scene processing, the Investigator will keep the Police Chief and Assistant Chief informed on all cases and their status. He will also make all requests for external department assistance through the Chief or the Assistant Chief. Travel beyond city and county limits to conduct investigations will be automatically authorized unless precluded by specific instructions from either the Chief or Assistant Chief. The investigator will closely coordinate with the Chief and the Assistant Chief on all cases and submit a monthly status report of all cases under investigation and the number closed, either by prosecution or arrest. A review of all open cases will be conducted every 45 days and where appropriate a supplementary report will be submitted. The closing out of UOR's will be the investigator's responsibility. Departmental internal investigations may be conducted when appropriate as deemed by the Mayor or Chief of Police.

Educational Requirements

Must have successfully completed an 800-hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Ability to lift 73% of their body weight.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state.

Disclaimer

This position description does not constitute a contract between City of Oak Grove, the Oak Grove Police Department, and the employee, and is subject to change by the City/Police Department as the needs of the City and the requirements of the position change.

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REVISED

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Investigator

Department: Police

Grade: 40

Report to: Assistant Police Chief

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$48,080.18 - \$66,000.39

Job Summary:

This position will be filled by an officer, who will be appointed by the Mayor, upon recommendation from the Chief of Police and the Assistant Chief of Police. This is an appointment that does not enhance the payroll level of the appointee. Responsible for investigating crimes such as burglaries, homicides, and other incidents to find and implicate perpetrators. Collect evidence, interview witnesses, and testify in court.

Essential Functions

Patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations.

Additional Duties:

The Investigator will perform all normal Police Officer duties; however, his primary function will be to review all complexity UOR's and to give priority to all felonies reported. The Investigator will follow up on reported felonies to develop leads and ultimately decide if a case is solvable or whether further resources are valid. On cases that are solvable the investigator will be the lead officer and shall be assisted by other officers as required. The investigation, gathering and compiling of evidence and final prosecution of the case will be the responsibility of the investigator, as assisted by the County Attorney. The Investigator shall respond to all crime scenes involving serious felonies or other crime scenes

where the reporting officer finds tangible evidence or witnesses that will lose their value time-lapsed. In addition to interviewing witnesses, evidence collection and crime scene processing, the Investigator will keep the Police Chief and Assistant Chief informed on all cases and their status. He will also make all requests for external department assistance through the Chief or the Assistant Chief. Travel beyond city and county limits to conduct investigations will be automatically authorized unless precluded by specific instructions from either the Chief or Assistant Chief. The investigator will closely coordinate with the Chief and the Assistant Chief on all cases and submit a monthly status report of all cases under investigation and the number closed, either by prosecution or arrest. A review of all open cases will be conducted every 45 days and where appropriate a supplementary report will be submitted. The closing out of UOR's will be the investigator's responsibility. Departmental internal investigations may be conducted when appropriate as deemed by the Mayor or Chief of Police.

Educational Requirements

Must have successfully completed an 800-hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Ability to lift 73% of their body weight.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state.

Disclaimer

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CITY OF OAK GROVE, KENTUCKY

Job Title: Accountant/Accounts Receivable

Department: Finance

Grade: 41

Report to: Finance Director

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$51,109.23 - \$70,158.41

Job Summary:

The Accountant/Accounts Receivable position will generate utility bills; assure billing for the utility department are complete and accurate; process, categorize and document accounts *receivable*; Process occupational licenses; process property taxes, payroll taxes, ABC taxes and fees; Generate Federal, State and Local reports, as required.

Essential Functions

- Generate and process utility bills
- Categorize and distribute mail, including payments
- Receive and process occupational licenses
- Create and process invoices for services
- Analyze utility meter readings
- Input new meter sets into the billing accounts
- Assist in preparing and generating utility reports for the Public Works department
- Import and export electronic files for the utility and the property, payroll, and ABC taxes (other taxes may be required)
- Post payments

Supervisory Responsibilities

This position has no supervisory responsibilities

Educational Requirements

High School Diploma or Equivalent
Bachelor's in general business or Accounting Preferred; can be substituted for experience

Reasoning Ability

This position will be responsible for accounts *receivable* for the City.
Assuring all utility accounts are correctly and properly billed.
Assuring all accounts receivable are processed and posted in a timely manner.

Preferred Skills, Knowledge, or Abilities

Computer Skills, specifically with Microsoft Office
Organizational Skills
Previous Accounting experience

Minimum Qualifications

2 – 5 years' experience of accounting
Bachelor's in general business or accounting preferred; can be substituted for experience

Work Environment

This position will require sitting at a desk for over 5 hours per day.
This job will require working on a computer for more than 5 hours per day
Ability to work under stress for long periods of time is necessary.

At-Will Employment

All city employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

Disclaimer

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Sign: _____

Date: _____

Supervisor: _____

Date: _____

revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Accountant/Accounts Receivable

Department: Finance

Grade: 41

Report to: Finance Director

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$51,109.23 - \$70,158.41

Job Summary:

The Accountant/Accounts Receivable position will generate utility bills; assure billing for the utility department are complete and accurate; process, categorize and document accounts *receivable*; Process occupational licenses; process property taxes, payroll taxes, ABC taxes and fees; Generate Federal, State and Local reports, as required.

Essential Functions

Generate and process utility bills
Categorize and distribute mail, including payments
Receive and process occupational licenses
Create and process invoices for services
Analyze utility meter readings
Input new meter sets into the billing accounts
Assist in preparing and generating utility reports for the Public Works department
Import and export electronic files for the utility and the property, payroll, and ABC taxes (other taxes may be required)
Post payments

Supervisory Responsibilities

This position has no supervisory responsibilities

Educational Requirements

High School Diploma or Equivalent
Bachelor's in general business or Accounting Preferred; can be substituted for experience

Reasoning Ability

This position will be responsible for accounts *receivable* for the City.
Assuring all utility accounts are correctly and properly billed.
Assuring all accounts receivable are processed and posted in a timely manner.

Preferred Skills, Knowledge, or Abilities

Computer Skills, specifically with Microsoft Office
Organizational Skills
Previous Accounting experience

Minimum Qualifications

2 – 5 years' experience of accounting
Bachelor's in general business or accounting preferred; can be substituted for experience

Work Environment

This position will require sitting at a desk for over 5 hours per day.
This job will require working on a computer for more than 5 hours per day
Ability to work under stress for long periods of time is necessary.

At-Will Employment

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Sign: Bul Hunt

Date: 3-13-23

Supervisor: Babbie Crawford

Date: 3-14-23

Original

CITY OF OAK GROVE, KENTUCKY

Job Title: Accountant/Human Resources

Department: Finance

Grade: 41

Report to: Finance Director

FLSA: Non-Exempt

Approved by:

Approved Date: November 18, 2021

City Council

Salary Range: \$44,442.81 - \$61,007.31

Job Summary:

The Accountant/Human Resources position with the city will be responsible for; processing payroll and assuring payroll taxes, assuring that retirement and benefits are correctly collected and remitted; Process, categorize and document all accounts *payable*; Assures timely remittance of payment transactions to various vendors; creates purchase orders; Generate Federal, State and Local reports, as required.

Essential Functions

Process Payroll

Prepare purchase orders

Generate and distribute periodic reports to agencies at the Federal, State and Local level

Provide orientation to new hires

Maintain personnel records

Coordinate open enrollment for benefits packages

Process workers compensation claims

Supervisory Responsibilities

This position has no supervisory responsibilities

Educational Requirements

High School Diploma or Equivalent

Bachelor's in general business or Accounting Preferred; can be substituted for experience

Reasoning Ability

This position will be responsible for accounts *payable* for the City.

Assuring all human resource duties are fulfilled for the employees of the City.

Assuring all accounts payable receive payments in a timely manner.

Preferred Skills, Knowledge, or Abilities

Computer Skills, specifically with Microsoft Office

Organizational Skills

Previous Accounting or Human Resource experience

Minimum Qualifications

2 – 5 years experience of accounting or human resources

Bachelor's in general business or Accounting Preferred; can be substituted for experience

Work Environment

This position will require sitting at a desk for over 5 hours per day.

This job will require working on a computer for more than 5 hours per day

Ability to work under stress for long periods of time is necessary.

At-Will Employment

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revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Accountant/Human Resources

Department: Finance

Grade: 41

Report to: Finance Director

FLSA: Non-Exempt

Approved by:

Approved Date: November 18, 2021

City Council

Salary Range: \$44,442.81 - \$61,007.31

Job Summary:

The Accountant/Human Resources position with the city will be responsible for; processing payroll and assuring payroll taxes, assuring that retirement and benefits are correctly collected and remitted; Process, categorize and document all accounts payable; ~~Assures timely remittance of payment transactions to various vendors; creates purchase orders;~~ Generate Federal, State and Local reports, as required.

(Accounts Payable)
(AP)

Essential Functions

Process Payroll

~~Prepare purchase orders~~ Only for employee benefits (AP Does everything else)

Generate and distribute periodic reports to agencies at the Federal, State and Local level

Provide orientation to new hires

Maintain personnel records

Coordinate open enrollment for benefits packages

Process workers compensation claims

Supervisory Responsibilities

This position has no supervisory responsibilities

Educational Requirements

High School Diploma or Equivalent

Bachelor's in general business or Accounting Preferred; can be substituted for experience

Reasoning Ability

~~This position will be responsible for accounts payable for the City.~~ *Accounts Payable*

Assuring all human resource duties are fulfilled for the employees of the City.

~~Assuring all accounts payable receive payments in a timely manner.~~ *Accounts Payables*

Preferred Skills, Knowledge, or Abilities

Computer Skills, specifically with Microsoft Office

Organizational Skills

Previous Accounting or Human Resource experience

Minimum Qualifications

2 – 5 years experience of accounting or human resources

Bachelor's in general business or Accounting Preferred; can be substituted for experience

Work Environment

This position will require sitting at a desk for over 5 hours per day.

This job will require working on a computer for more than 5 hours per day

Ability to work under stress for long periods of time is necessary.

At-Will Employment

All city employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

Disclaimer

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CITY OF OAK GROVE, KENTUCKY

Job Title: Field Training Officer/Corporal

Department: Police

Grade: 42

Report to: Shift Supervisor/Sgt.

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$54,329.12- \$74,578.40

Job Summary:

In addition to general police work enforcing laws and ordinances, this position acts as a role model and serves as an example for the probationary officer by demonstrating professional standards of law enforcement, providing limited supervision and work direction. The FTO assists the Sergeants in team supervision and acts in absence of the Sergeant as the Team Supervisor.

Essential Functions

Patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations.

ADDITIONAL DUTIES: In addition to general police work enforcing laws and ordinances, the Field Training Officer (FTO) conducts pre- and post-academy field patrol training, develops, and implements instructional plans in accordance with the Field Training Program guidelines and Standard Operating Procedures (SOP). The FTO provides explanation, demonstration, and clarification of field procedures. Evaluates and assesses probation officers training, documents, counsels, and provides additional training as needed.

Educational Requirements

Must have successfully completed a 800-hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Ability to lift 73% of their body weight.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state.

Disclaimer

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revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Field Training Officer/Corporal

Department: Police

Grade: 42

Report to: Shift Supervisor/Sgt.

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$54,329.12- \$74,578.40

Job Summary:

In addition to general police work enforcing laws and ordinances, this position acts as a role model and serves as an example for the probationary officer by demonstrating professional standards of law enforcement, providing limited supervision and work direction. The FTO assists the Sergeants in team supervision and acts in absence of the Sergeant as the Team Supervisor.

Essential Functions

Patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations.

ADDITIONAL DUTIES: In addition to general police work enforcing laws and ordinances, the Field Training Officer (FTO) conducts pre- and post-academy field patrol training, develops, and implements instructional plans in accordance with the Field Training Program guidelines and Standard Operating Procedures (SOP). The FTO provides explanation, demonstration, and clarification of field procedures. Evaluates and assesses probation officers training, documents, counsels, and provides additional training as needed.

Educational Requirements

Must have successfully completed a 800-hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Ability to lift 73% of their body weight.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state.

Disclaimer

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CITY OF OAK GROVE, KENTUCKY

Job Title: Police Sergeant/Shift Supervisor

Department: Police

Grade: 42

Report to: Patrol Supervisor/Lt.

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$54,329.12- \$74,578.40

Job Summary:

Plan, direct, supervise, assign, review, and participate in the work of law enforcement. Oversee and participate in all work activities. Perform a variety of administrative and technical tasks.

Essential Functions

Patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations and testify in court.

ADDITIONAL DUTIES: Ensure patrol officers follow departmental policy in the execution of their duties as sworn to. Responsible for the appearance of the officers and the maintenance of their assigned equipment. This includes personal appearance, proper grooming, uniform fitting and cleanliness, weapons, and all other accessories to the uniform. Vehicle maintenance closely monitored and cleanliness of vehicles.

Educational Requirements

Must have successfully completed an 800- hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Ability to lift 73% of their body weight.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state.

Additional Training and Experience: Three (3) years of police work as a sworn full-time officer with one of those years as a member of this department (minimum) waiver of one year may be granted for those with prior supervising experience, police, or military.

Disclaimer

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revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Sergeant/Shift Supervisor

Department: Police

Grade: 42

Report to: Patrol Supervisor/Lt.

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$54,329.12- \$74,578.40

Job Summary:

Plan, direct, supervise, assign, review, and participate in the work of law enforcement. Oversee and participate in all work activities. Perform a variety of administrative and technical tasks.

Essential Functions

Patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations and testify in court.

ADDITIONAL DUTIES: Ensure patrol officers follow departmental policy in the execution of their duties as sworn to. Responsible for the appearance of the officers and the maintenance of their assigned equipment. This includes personal appearance, proper grooming, uniform fitting and cleanliness, weapons, and all other accessories to the uniform. Vehicle maintenance closely monitored and cleanliness of vehicles.

Educational Requirements

Must have successfully completed an 800- hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Ability to lift 73% of their body weight.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state.

Additional Training and Experience: Three (3) years of police work as a sworn full-time officer with one of those years as a member of this department (minimum) waiver of one year may be granted for those with prior supervising experience, police, or military.

Disclaimer

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Job Title: Fire Chief

Department: Fire
Reports To: Mayor
Approved by: City Council

Grade: 43
FLSA: Exempt
Approved Date:

Salary Range: \$57,751.85 - \$79,276.83

Job Summary

The Fire Chief is an executive-level management position responsible for administering the overall operational functions of the Oak Grove Fire Department. Total latitude and use of independent judgment are necessary. The Fire Chief develops department policies and procedures and an organizational structure in accordance with all applicable guidelines and/or restrictions. The Fire Chief is responsible for long-term planning in all areas associated with the operational functions of the fire department. Responsibilities include planning to ensure adequate manpower, equipment, training, and supplies are available to accomplish established goals of local fire prevention and ambulance programs. The Fire Chief shall be familiar with professional standards including, but not limited to, IFSTA, NFPA, OSHA, and NIOSH. The Fire Chief is responsible for projecting the annual and extended fire department budget requirements. Duties also include oversight of employee evaluations, employee disciplinary actions, and public relations. Citizen complaints are forwarded to the Fire Chief for appropriate responses. He/She shall authorize purchases of supplies and equipment, review duty assignments and work schedules of employees, prepare or direct various reports, and brief the results of the reports to appropriate personnel. The Fire Chief frequently directs, and initiates contact with other federal, state, and local fire prevention agencies to ensure joint activities are coordinated. Close working relationships based on mutual respect and trust with elected City officials are an important function. Presentations and/or attendance at various levels of management meetings and civic functions with city/county/state government officials and/or other agency or community activities are required. Work involves responsibility for planning and directing all firefighting and related emergency incidents throughout the city and ambulance activity throughout the city and Christian County.

This is an exempt 40-hour workweek position.

Essential Functions

Maintain all firefighter, firefighter/EMT or firefighter/paramedic qualifications as required by Kentucky or National Registry EMS regulations, the Kentucky Fire Commission, City of Oak Grove, and the Oak Grove Fire Department.

Remain competent and active in all phases of firefighting to include equipment operation, first aid, correct ingress and egress, and all other firefighting practices.

Communicate clearly and comprehend communication from others, in person or by two-way radio.

Maintain confidentiality, including information identified under HIPAA regulations.

Establish policies and procedures to provide the highest possible degree of fire control and prevention with the personnel and equipment available.

Enter smoke-filled or burning structures to search for and remove victims from danger.

Periodically inspect all fire stations to ensure adherence to department rules and regulations regarding firefighting readiness.

Provide on-scene senior level guidance during major fires, natural disasters, and domestic incidents in the city.

Carry out the general goals or policies of Mayor and City Council, without compromising laws or regulations.

Utilize public speaking ability to ensure the public is cognizant of capabilities of the fire department.

Recommend training, assignment, supervision, and evaluation of subordinate personnel.

Check and approve adequate water supply and pressure for firefighting in cooperation with other agencies.

Supervise the installation, testing, maintenance, and repair of firefighting equipment and apparatus.

Prepare and submit reports to federal and state agencies, Mayor and City Council.

Oversee the investigations of fires to determine causes, including suspected arson.

Facilitate arrests, through the Oak Grove Police Department, associated with fire investigations and testify in court.

Evaluate, justify, and plan for new equipment and supplies.

Communicate between the Hopkinsville/Christian County Emergency Ambulance Service, City of Hopkinsville Fire Department, and the Christian County Emergency Operations Center.

Physical strength and agility to lift and carry patients, all emergency firefighting and emergency medical equipment including operation and relocation of equipment.

React quickly, calmly, and effectively in emergency situations.

Establish and maintain effective working relationships with administrative staff, subordinates, representatives of cooperating agencies, and the public.

Extensive knowledge of the operation and maintenance of the various apparatus and equipment used in firefighting activities together with the ability to supervise their effective uses.

Additional Tasks

Thorough knowledge of locations of streets, fire hydrants, fire wells, and similar sources of water in municipal area.

Extensive knowledge of the principles and practices of modern municipal fire administration.

Prepare requisitions for materials and equipment for the department. Receive materials and equipment and check for conformity to standards.

Perform other related duties as required

Educational Requirements

Graduate of an accredited high school or equivalent.

Minimum Qualifications

Minimum of eleven (11) cumulative years as a paid professional firefighter, firefighter/EMT or firefighter/paramedic, or a comparable paid municipal fire department, as approved by the City of Oak Grove Human Resources Officer.

Minimum of three (3) years of the eleven (11) cumulative years as a paid professional fire captain, or above position, with a comparable paid municipal fire department, as approved by the City of Oak Grove Human Resources Officer.

Kentucky State Certified Level I Fire Instructor.

No written reprimand, suspension, or demotion for one (1) year prior to the job posting.

Possess, present, and maintain evidence of certification as a firefighter in the Commonwealth of Kentucky.

Effectively speak, read, and write the English language.

Possess a valid motor vehicle operator's license.

Meet all statutorily mandated standards.

Supplemental training in fire department administration, personnel training, firefighting techniques, fire prevention, and fire investigation methods.

Preferred Knowledge, Skills, and Abilities

Associate degree or higher in Fire Science, or related field, as determined by the Human Resources Officer.

Graduate of the Executive Fire Officer Program at the National Fire Academy.

Kentucky State Certified Level II and III Fire Instructor.

Possess, present, and maintain evidence of certification as an emergency medical technician or paramedic by the Commonwealth of Kentucky.

Supplemental college level course work in municipal fire administration.

Lead employees effectively, maintain discipline, and exercise sound judgment.

Working knowledge of computers and computer applications.

Plan and supervise the work of subordinates in a manner conducive to full performance and high morale.

Thorough knowledge of the principles and practices involved in instructing and training firefighters, both in theory and in practical application.

Work Environment

The employee's duties require frequent exposure to a high degree of danger or peril and a high degree of physical conditioning.

The employee's duties are not primarily clerical or administrative.

Severe weather and temperature variance while being exposed to toxic gases, smoke, and high noise levels.

Perform firefighting operations at extreme heights.

Original

CITY OF OAK GROVE, KENTUCKY

Job Title: CITY CLERK

Department: Administration

Report to: Mayor

Approved by: City Council

Grade: 44

FLSA: Exempt

Approved Date: 9/15/2020

Salary Range: \$61,390.22 - \$84,271.28

Job Summary:

Under general supervision of the Mayor, the City Clerk shall assist in the daily administration and operations of city government in accordance with the statutes of the Commonwealth of Kentucky and the City of Oak Grove. This position is an executive level position with responsibility to attend to and act for the Mayor at executive level meetings at county, state, and federal government levels when the Mayor is absent. In addition, this position involves preparing agendas and taking minutes at all council, committee, and other meetings where a quorum is present or when the mayor requests. The City Clerk is also responsible for the preparation, coding, indexing, advertising and preservation of ordinances, executive and municipal orders, resolutions, proclamations, and other legal documents of the city. The City Clerk is responsible for notices to the public as required by the Kentucky Revised Statutes. The City Clerk shall be responsible and be able to correctly perform the provisions of the Kentucky Open Records and Open Meetings Act and shall maintain all the permanent records and files of the city and maintain the City Seal. The City Clerk shall be responsible for Open Record Requests. The City Clerk shall assist the Mayor in writing, research, and communications on behalf of the city, including media releases, social media accounts and citizen complaints. The City Clerk shall assist the mayor and city attorney in lawsuits, foreclosures, bankruptcies and coordinate the collection of delinquencies and bad debts. The City Clerk shall be responsible for writing grant requests. The City Clerk shall assist in procurement including bid packets and advertising. The City Clerk shall have a basic knowledge of parliamentary procedures. The City Clerk shall assist in developing creative ideas to solve problems and can interpret regulations, policies, and statutes. The City Clerk shall be self-directed, be able to meet deadlines and handle stressful situations. The City Clerk shall work well with officials, council members and citizens and work well in a team environment.

Essential Functions

Excellent reading, writing, transcribing, computer, and communication skills. Basic knowledge of computers, programs, and office equipment. Excellent organizational and time management skills. Ability to establish and maintain productive working relationships with citizens, employees, and council in a team environment. The ability to meet deadlines and work under pressure. The ability to understand and interpret statutes, ordinances, and policies.

Supervisory Responsibilities

Supervises the Deputy City Clerk and the City Office when the Mayor is absent.

Educational Requirements

Associates Degree
Five years' experience in a legal, municipal, government or other office
Certified Municipal Clerk certification or ability to obtain within 4 years

Reasoning Ability

Should be able to read and interpret local, state, and federal statutes and regulatory functions of the city.

Preferred Skills, Knowledge, or Abilities

Excellent reading, writing, transcription, and communication skills.
Certified Municipal Clerk designation. Legal, municipal or government office background preferred. Knowledge of basic parliamentary procedure helpful. Knowledge of Open Records and Open Meetings law

Minimum Qualifications

Associates Degree, five years' experience in legal, municipal, government or other office. Excellent reading, writing, transcribing, computer, and communication skills. Ability to obtain a notary public and be bonded

Work Environment

Requires long periods of sitting, use of computer keyboard and transcribing equipment, and ability to work longer hours on council meeting nights

Disclaimer

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At-Will Employment

All city employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

The City Clerk is a nonelected officer appointed by the executive authority with the consent and approval of the legislative body which distinguishes a nonelected officer from an employee. No approval of the legislative body is required for the dismissal of a nonelected officer; however, the executive authority must give the officer a written statement setting forth the reason or reasons for the dismissal but does not affect the executive authority's at-will dismissal power.

Sign: _____

Date: _____

revised

CITY OF OAK GROVE, KENTUCKY

Job Title: CITY CLERK

Department: Administration

Report to: Mayor

Approved by: City Council

Grade: 44

FLSA: Exempt

Approved Date: 9/15/2020

Salary Range: \$61,390.22 - \$84,271.28 SALARY RANGE

APPROVED BY CITY COUNCIL IN 2022

Job Summary:

Under general supervision of the Mayor, the City Clerk shall assist in the daily administration and operations of city government in accordance with the statutes of the Commonwealth of Kentucky and the City of Oak Grove. This position is an executive level position with responsibility to attend to and act for the Mayor at executive level meetings at county, state, and federal government levels when the Mayor is absent. In addition, this position involves preparing agendas and taking minutes at all council, committee, and other meetings where a quorum is present or when the mayor requests. The City Clerk is also responsible for the preparation, coding, indexing, advertising and preservation of ordinances, executive and municipal orders, resolutions, proclamations, and other legal documents of the city. The City Clerk is responsible for notices to the public as required by the Kentucky Revised Statutes. The City Clerk shall be responsible and be able to correctly perform the provisions of the Kentucky Open Records and Open Meetings Act and shall maintain all the permanent records and files of the city and maintain the City Seal. The City Clerk shall be responsible for Open Record Requests. The City Clerk shall assist the Mayor in writing, research, and communications on behalf of the city, including media releases, social media accounts and citizen complaints. The City Clerk shall assist the mayor and city attorney in lawsuits, foreclosures, bankruptcies and coordinate the collection of delinquencies and bad debts. **The City Clerk shall be responsible for writing grant requests.** **The City Clerk shall assist in Grants.** The City Clerk shall assist in procurement including bid packets and advertising. The City Clerk shall have a basic knowledge of parliamentary procedures. The City Clerk shall assist in developing creative ideas to solve problems and can interpret regulations, policies, and statutes. The City Clerk shall be self-directed, be able to meet deadlines and handle stressful situations. The City Clerk shall work well with officials, council members and citizens and work well in a team environment.

Essential Functions

Excellent reading, writing, transcribing, computer, and communication skills. Basic knowledge of computers, programs, and office equipment. Excellent organizational and time management skills. Ability to establish and maintain productive working relationships with citizens, employees, and council in a team environment. The ability to meet deadlines and work under pressure. The ability to understand and interpret statutes, ordinances, and policies.

Supervisory Responsibilities

Supervises the Deputy City Clerk, **the Administrative Assistant**, and the City Office when the Mayor is absent.

Educational Requirements

Associate degree
Five years' experience in a legal, municipal, government or other office
Certified Municipal Clerk certification or ability to obtain within 4 years

Reasoning Ability

Should be able to read and interpret local, state, and federal statutes and regulatory functions of the city.

Preferred Skills, Knowledge, or Abilities

Excellent reading, writing, transcription, and communication skills. Certified Municipal Clerk designation. Legal, municipal or government office background preferred. Knowledge of basic parliamentary procedure helpful. Knowledge of Open Records and Open Meetings law

Minimum Qualifications

Associates Degree, five years' experience in legal, municipal, government or other office. Excellent reading, writing, transcribing, computer, and communication skills. Ability to obtain a notary public and be bonded

Work Environment

Requires long periods of sitting, use of computer keyboard and transcribing equipment, and ability to work longer hours on council meeting nights

Disclaimer

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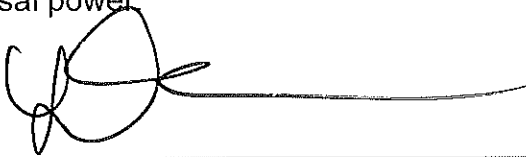
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At-Will Employment

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The City Clerk is a nonelected officer appointed by the executive authority with the consent and approval of the legislative body which distinguishes a nonelected officer from an employee. No approval of the legislative body is required for the dismissal of a nonelected officer; however, the executive authority must give the officer a written statement setting forth the reason or reasons for the dismissal but does not affect the executive authority's at-will dismissal power.

Sign:  _____

Date: 04/03/23

Original

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Officer/Lieutenant

Department: Police

Grade: 44

Report to: Assistant Police Chief

FLSA: Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$61,390.22 - \$84,271.28

Job Summary:

Responsible to Police Chief and Assistant Chief for Media Relations between the Department and various news media. Responsible for reviewing all Traffic Collision Reports prior to submission to KSP. Maintains duty roster with concurrence of Assistant Police Chief and collaborates with Police Investigator in record keeping of evidence and criminal files. Performs patrol duties as required and all other assigned tasks.

Essential Functions

Patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations.

Educational Requirements

Must have successfully completed an 800- hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under

emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Ability to lift 73% of their body weight.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state. Minimum of 3 years' experience as sworn officer, prior administrative training or experience held prior supervisory position.

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REVISED

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Officer/Lieutenant

Department: Police

Grade: 44

Report to: Assistant Police Chief

FLSA: Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$61,390.22 - \$84,271.28

Job Summary:

Responsible to Police Chief and Assistant Chief for Media Relations between the Department and various news media. Responsible for reviewing all Traffic Collision Reports prior to submission to KSP. Maintains duty roster with concurrence of Assistant Police Chief and collaborates with Police Investigator in record keeping of evidence and criminal files. Performs patrol duties as required and all other assigned tasks.

Essential Functions

Patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations.

Educational Requirements

Must have successfully completed an 800- hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under

emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Ability to lift 73% of their body weight.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state. Minimum of 3 years' experience as sworn officer, prior administrative training or experience held prior supervisory position.

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Original

CITY OF OAK GROVE, KENTUCKY

Job Title: Captain

Department: Police

Grade: 45

Report to: Major

FLSA: Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$65,257.81 - \$89,580.38

Job Summary: The Captain will be responsible for the day-to-day supervision of patrol officers, assisting during all complex calls, where supervisory decisions must be made. The Captain will assist the Police Chief and Major in the training and evaluation of the patrol officers. The Captain will lend guidance and direction to patrol officers in the execution of their duties.

Essential Functions: The Captain will maintain training records on all officers and ensure that mandatory training requirements are met. In addition, the Captain will also give guidance to officers on courses that are available to enhance the potential of each officer and will assist in the scheduling of this training. The Captain will also be the Military Liaison Officer responsible for establishing and maintaining a good working relationship between officials and soldiers of the United States Armed forces. The Captain will perform all duties listed above and any other duties as prescribed by his supervisors.

Supervisory Responsibilities

The Captain will ensure that the patrol officers are always performing in an exemplary manner and will establish and maintain open communication with all members of the police department.

Educational Requirements

Must have successfully completed a 640-hour basic training course recognized by the Kentucky Department of Criminal Justice.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to

prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority.

Minimum Qualifications: Must be a citizen of the United States, be twenty-one (21) years of age, have a high school diploma or GED, valid drivers license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm. Must pass a background investigation, must pass physical fitness and drug screen, must not have been discharged under dishonorable or other than honorable from the military service and must not have had certification as a peace officer permanently revoked in another state. Kentucky School trained officer. Recommendation from the Chief of Police and the Major.

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At-Will Employment

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revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Captain

Department: Police

Grade: 45

Report to: Major

FLSA: Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$65,257.81 - \$89,580.38

Job Summary: The Captain will be responsible for the day-to-day supervision of patrol officers, assisting during all complex calls, where supervisory decisions must be made. The Captain will assist the Police Chief and Major in the training and evaluation of the patrol officers. The Captain will lend guidance and direction to patrol officers in the execution of their duties.

Essential Functions: The Captain will maintain training records on all officers and ensure that mandatory training requirements are met. In addition, the Captain will also give guidance to officers on courses that are available to enhance the potential of each officer and will assist in the scheduling of this training. The Captain will also be the Military Liaison Officer responsible for establishing and maintaining a good working relationship between officials and soldiers of the United States Armed forces. The Captain will perform all duties listed above and any other duties as prescribed by his supervisors.

Supervisory Responsibilities

The Captain will ensure that the patrol officers are always performing in an exemplary manner and will establish and maintain open communication with all members of the police department.

Educational Requirements

Must have successfully completed a 640-hour basic training course recognized by the Kentucky Department of Criminal Justice.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to

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Minimum Qualifications: Must be a citizen of the United States, be twenty-one (21) years of age, have a high school diploma or GED, valid drivers license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm. Must pass a background investigation, must pass physical fitness and drug screen, must not have been discharged under dishonorable or other than honorable from the military service and must not have had certification as a peace officer permanently revoked in another state. Kentucky School trained officer. Recommendation from the Chief of Police and the Major.

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At-Will Employment

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Original

CITY OF OAK GROVE, KENTUCKY

Job Title: Field Operations Manager

Department: Public Works

Grade: 45

Report to: Public Works Director

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$65,257.81 - \$89,580.38

Job Summary:

Under general supervision of the Ass't Public Works Director plans, organizes, directs, and coordinates all activities and programs of the City's clean water distribution system. Position requires a leader and a self starter to perform this job successfully. Assures that the water distribution system is operated in a manner that meets all state and local government requirements. Responsible for the development of an "Emergency Action Plan" to be implemented during service interruptions. Conducts daily water samples and ensures all required state mandated testing is performed in a timely manner. Prepares all necessary reports and ensures all federal, state, and local reports are completed in a timely manner. Must maintain knowledge and necessary certifications to certify new construction connections to City's Water Distribution system. Supervise subordinates, schedule work, training, and vacations and approves attendance payroll forms. Insures proper preventive maintenance on vehicle, equipment, and tools. Performs as City liaison with citizens concerning water distribution. Ensures all issues from citizens are resolved or sent to supervisor for assistance.

Essential Functions

Assure compliance with Federal and State water and storm water regulations
Manage day-to-day operations of water department as well as roads and grounds

Plan and coordinate maintenance and repairs to water system

Plan and coordinate maintenance and repairs to city roads and infrastructure

Supervise radio read meter program

Manage and implement work order system and mobile work orders/communication

Supervise snow removal and salt application during inclement winter weather

Supervise removal or storm debris from streets and municipal properties

Operate heavy equipment

Implement and maintain valve exercising program

Implement and maintain flushing program

Train new and current employees
Supervise and implement leak detection program
Coordinate with needed resources for equipment maintenance and service
Manage, maintain, and inspect all storm water injection wells and prepare monthly report
Implement and maintain any Scada or telemetry communications
Respond to afterhours emergency calls needing excavation or repairs
Responsible for all city properties to be mowed and bush hogged
Manage all water used for sample flushing, hydrant flushing, water leak calculations and documentation thereof
Maintain knowledge of City's water distribution line depths, and locations to assist the Asst. Public Works Director with line locations and respond to questions concerning projects.
Knowledge of and ability to assist in developing an Emergency Action Plan to implement during service interruptions.
Knowledge of and ability to conduct daily water testing and report results to state and federal authorities as required.
Ability to identify water system distribution problems and/or hazardous conditions and to implement necessary repairs. Maintain all certifications necessary to operate a municipal water distribution system.

Supervisory Responsibilities

This position requires extensive knowledge in supervisory skills. Must be able to Supervise, direct, and evaluate technicians, who may be performing laboring task, by processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Educational Requirements

High School Diploma or Equivalent
Bachelor's degree preferred; can be substituted for 5-7 years' experience in Utility Operations.

Reasoning Ability

Ability to interpret complex regulations, policy papers, statutes from local, state, and federal governments.
Possess the ability to discuss and resolve complicated situations over the phone and in person with the public.

Preferred Skills, Knowledge, or Abilities

Experience in Human Resource management and knowledge of Kentucky and Federal laws.
Working knowledge of computer systems.
Advance Skills with Geographic Information Systems.

Minimum Qualifications

Possess a valid vehicle driver's license.
Over (7) years of experience of utility operations

Class 3 KENTUCKY Water Distribution License
Heavy Equipment Operator
Must be able to read, write and speak English.
Working knowledge of heavy equipment selection and operations.
Knowledge of pipeline repairs.
Must have the physical ability for constant stooping, bending, and lifting to 50 pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases.

This position requires ambulating over rugged terrain to physically inspect and supervise the construction or repair of various utility projects.

Operating continuously medium to heavy equipment for periods of two hours or more may be required.

Ability to work under stress for long periods of time is necessary.

At-Will Employment

All city employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

Disclaimer

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Sign: _____

Date: _____

Supervisor: _____

Date: _____

revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Field Operations Manager

Department: Public Works

Grade: 45

Report to: Public Works Director

FLSA: Non-Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$65,257.81 - \$89,580.38

Job Summary:

Under general supervision of the Ass't Public Works Director plans, organizes, directs, and coordinates all activities and programs of the City's clean water distribution system. Position requires a leader and a self starter to perform this job successfully. Assures that the water distribution system is operated in a manner that meets all state and local government requirements. Responsible for the development of an "Emergency Action Plan" to be implemented during service interruptions. Conducts daily water samples and ensures all required state mandated testing is performed in a timely manner. Prepares all necessary reports and ensures all federal, state, and local reports are completed in a timely manner. Must maintain knowledge and necessary certifications to certify new construction connections to City's Water Distribution system. Supervise subordinates, schedule work, training, and vacations and approves attendance payroll forms. Insures proper preventive maintenance on vehicle, equipment, and tools. Performs as City liaison with citizens concerning water distribution. Ensures all issues from citizens are resolved or sent to supervisor for assistance.

Essential Functions

Assure compliance with Federal and State water and storm water regulations

Manage day-to-day operations of water department as well as roads and grounds

Plan and coordinate maintenance and repairs to water system

Plan and coordinate maintenance and repairs to city roads and infrastructure

Supervise radio read meter program

Manage and implement work order system and mobile work orders/communication

Supervise snow removal and salt application during inclement winter weather

Supervise removal or storm debris from streets and municipal properties

Operate heavy equipment

Implement and maintain valve exercising program

Implement and maintain flushing program

Need training if this is a requirement.

Train new and current employees
Supervise and implement leak detection program
Coordinate with needed resources for equipment maintenance and service
Manage, maintain, and inspect all storm water injection wells and prepare monthly report
Implement and maintain any Scada or telemetry communications
Respond to afterhours emergency calls needing excavation or repairs
Responsible for all city properties to be mowed and bush hogged
Manage all water used for sample flushing, hydrant flushing, water leak calculations and documentation thereof
Maintain knowledge of City's water distribution line depths, and locations to assist the Asst. Public Works Director with line locations and respond to questions concerning projects.
Knowledge of and ability to assist in developing an Emergency Action Plan to implement during service interruptions.
Knowledge of and ability to conduct daily water testing and report results to state and federal authorities as required.
Ability to identify water system distribution problems and/or hazardous conditions and to implement necessary repairs. Maintain all certifications necessary to operate a municipal water distribution system.

Supervisory Responsibilities

This position requires extensive knowledge in supervisory skills. Must be able to Supervise, direct, and evaluate technicians, who may be performing laboring task, by processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Educational Requirements

High School Diploma or Equivalent
Bachelor's degree preferred; can be substituted for 5-7 years' experience in Utility Operations.

Reasoning Ability

Ability to interpret complex regulations, policy papers, statutes from local, state, and federal governments.
Possess the ability to discuss and resolve complicated situations over the phone and in person with the public.

Preferred Skills, Knowledge, or Abilities

Experience in Human Resource management and knowledge of Kentucky and Federal laws.
Working knowledge of computer systems.
Advance Skills with Geographic Information Systems.

Minimum Qualifications

Possess a valid vehicle driver's license.
Over (7) years of experience of utility operations

Class 3 KENTUCKY Water Distribution License
Heavy Equipment Operator
Must be able to read, write and speak English.
Working knowledge of heavy equipment selection and operations.
Knowledge of pipeline repairs.
Must have the physical ability for constant stooping, bending, and lifting to 50 pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases.

This position requires ambulating over rugged terrain to physically inspect and supervise the construction or repair of various utility projects.

Operating continuously medium to heavy equipment for periods of two hours or more may be required.

Ability to work under stress for long periods of time is necessary.

At-Will Employment

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Sign: Brandy Moore

Date: _____

Supervisor: Clint Anderson

Date: 4/3/23

✓ BMA

CITY OF OAK GROVE, KENTUCKY

Job Title: Assistant Public Works Director

Department: Public Works Utilities

Grade: 46

Report to: Public Works Director

FLSA: Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$69,369.05 - \$95,223.93

Job Summary:

This position works under direct supervision of the Public Works Director to assist with administering the overall operational functions of the Public Works Department comprising of five distinct functions of. The use of independent judgment is necessary during daily operations. Assist the Public Works Director in developing departmental policies, procedures, rules, and regulations. Assist the Public Works Director in long-term planning in all areas associated with the operating functions of the Public Works Department. Responsibilities include assisting in planning to ensure adequate manpower, equipment, training, and supplies are available to accomplish established goals and levels of service as determined by the Mayor and City Council through funding and manpower levels. Assist the Public Works Director in projecting the annual and extended budgetary requirements for this department. The duties may include oversight of employee evaluations, employee disciplinary actions, and any public relations duties considered a part of this position by the Mayor. Reviews of Citizen Complaints are forwarded to the Public Works Department to assure the correct response is furnished to the citizens. This position is also the City Safety Officer.

Essential Functions

- Assure compliance with Federal and State water and storm water regulations
- Daily line locating for KY811
- All GIS and GPS mapping for the city
- Oversee all fire hydrant flow and pressure testing for ISO and Fire Department Support
- Enforce and Implement City departmental Safety meetings and proper record keeping
 - Oversee all water tank maintenance and ensure safe drinking water standards are met
 - Oversee all inventory of the public works departments
 - Inspection of new construction
 - Meet with vendors
 - Assist clerical staff if needed

Take all compliance water samples weekly, monthly, quarterly, and annually
Responsible for testing water meters and water meter changeout program
Assure adherence to state water regulations
Review site plans for new construction
Assist other municipalities in emergency situations
Maintenance and testing of fire suppression systems Maintenance of all facilities, vehicles, and equipment
Assist in Interviewing job applicants
Supervise all water and roads and grounds staff
Complete the Monthly Operating Report
Scheduling staff for on call rotation and for cross training

Supervisory Responsibilities

This position requires extensive knowledge in supervisory skills. Must be able to Supervise, direct, and evaluate Public Works staff, as assigned by the Director, by processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Educational Requirements

High School Diploma or Equivalent
Bachelor's degree preferred; can be substituted for experience

Reasoning Ability

Ability to interpret regulations, and statutes from local, state and federal governments.
Possess the ability to discuss and resolve complicated situations over the phone and in person with the public.
Posses' exceptional managerial, computer, financial skills and the ability to communicate through verbal or written communications.

Preferred Skills, Knowledge, or Abilities

7 years of experience with municipal water distribution systems.
Extensive use of computers and Microsoft programs.
Management experience in utility operations.
Knowledge of Geographic Information Systems (GIS).
Knowledge of OSHA Safety Standards and implementation.
Knowledge of computers and Microsoft office.

Minimum Qualifications

Possess a valid vehicle driver's license.
Over (7) years of experience of utility operations
Class 3 KENTUCKY Water Distribution License
Over (1) years of experience of utility operations management
Must be able to read, write and speak English.
Working knowledge of heavy equipment selection and operations.
Knowledge of pipeline repairs.

Must have the physical ability for constant stooping, bending, and lifting up to 50 pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases.

This position requires ambulating over rugged terrain to physically inspect, and repair of various utility water lines.

Operating medium to heavy equipment continuously for periods of two hours or more may be required.

Sitting continuously at a desk or computer for periods of two hours or more may be required.

Ability to work under stress for long periods of time is necessary.

At-Will Employment

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Disclaimer

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Sign: _____

Date: _____

Supervisor: _____

Date: _____

revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Assistant Public Works Director

Department: Public Works Utilities

Grade: 46

Report to: Public Works Director

FLSA: Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$69,369.05 - \$95,223.93

CA
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Job Summary:

This position works under direct supervision of the Public Works Director to assist with administering the overall operational functions of the Public Works Department comprising of five distinct functions of. The use of independent judgment is necessary during daily operations. Assist the Public Works Director in developing departmental policies, procedures, rules, and regulations. Assist the Public Works Director in long-term planning in all areas associated with the operating functions of the Public Works Department. Responsibilities include assisting in planning to ensure adequate manpower, equipment, training, and supplies are available to accomplish established goals and levels of service as determined by the Mayor and City Council through funding and manpower levels. Assist the Public Works Director in projecting the annual and extended budgetary requirements for this department. The duties may include oversight of employee evaluations, employee disciplinary actions, and any public relations duties considered a part of this position by the Mayor. Reviews of Citizen Complaints are forwarded to the Public Works Department to assure the correct response is furnished to the citizens. This position is also the City Safety Officer.

Essential Functions

- Assure compliance with Federal and State water and storm water regulations ?
- Daily line locating for KY811
- All GIS and GPS mapping for the city
- Oversee all fire hydrant flow and pressure testing for ISO and Fire Department Support
- Enforce and Implement City departmental Safety meetings and proper record keeping
- Oversee all water tank maintenance and ensure safe drinking water standards are met
- Oversee all inventory of the public works departments
- Inspection of new construction
- Meet with vendors
- Assist clerical staff if needed

Take all compliance water samples weekly, monthly, quarterly, and annually
~~Responsible for testing water meters~~ and water meter changeout program
Assure adherence to state water regulations
Review site plans for new construction
Assist other municipalities in emergency situations
~~Maintenance and testing of fire suppression systems~~ Maintenance of all facilities, vehicles, and equipment
Assist in Interviewing job applicants
Supervise all water and roads and grounds staff
Complete the Monthly Operating Report
Scheduling staff for on call rotation and for cross training

Supervisory Responsibilities

This position requires extensive knowledge in supervisory skills. Must be able to Supervise, direct, and evaluate Public Works staff, as assigned by the Director, by processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Educational Requirements

High School Diploma or Equivalent
Bachelor's degree preferred; can be substituted for experience

Reasoning Ability

Ability to interpret regulations, and statutes from local, state and federal governments.
Possess the ability to discuss and resolve complicated situations over the phone and in person with the public.
Possess exceptional managerial, computer, financial skills and the ability to communicate through verbal or written communications.

Preferred Skills, Knowledge, or Abilities

7 years of experience with municipal water distribution systems.
Extensive use of computers and Microsoft programs.
Management experience in utility operations.
Knowledge of Geographic Information Systems (GIS).
Knowledge of OSHA Safety Standards and implementation.
Knowledge of computers and Microsoft office.

Minimum Qualifications

Possess a valid vehicle driver's license.
Over (7) years of experience of utility operations
Class 3 KENTUCKY Water Distribution License
Over (1) years of experience of utility operations management
Must be able to read, write and speak English.
Working knowledge of heavy equipment selection and operations.
Knowledge of pipeline repairs.

Must have the physical ability for constant stooping, bending, and lifting up to 50 pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases.

This position requires ambulating over rugged terrain to physically inspect, and repair of various utility water lines.

Operating medium to heavy equipment continuously for periods of two hours or more may be required.

Sitting continuously at a desk or computer for periods of two hours or more may be required.

Ability to work under stress for long periods of time is necessary.

At-Will Employment

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Sign: Clint Anderson

Date: 4/3/23

Supervisor: _____

Date: _____

CITY OF OAK GROVE, KENTUCKY

Job Title: Major

Department: Police

Grade: 46

Report to: Chief of Police

FLSA: Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$69,369.05 - \$95,223.93

Job Summary: Under general administrative direction, performs responsible administrative and related work as principal assistant to the Chief of Police. Serves in the absence of the Police Chief and does related work as required.

Essential Functions: Develops objective, plans and programs of the Police Department. May act as the education and training officer. Reports recommendations to the Chief for the strengthening of the programs of education, training, work methods and procedures. Assists in carrying out all operations of the Police Department and assumes the duties of the Chief of Police in his/her absence. Assists the Chief of Police in formulating budgetary controls, purchasing, personnel, education, and training. Responds, if called, in an emergency and upon arrival, operates under the orders of the Chief of Police or assumes command in his/her absence. Personally, makes periodic surveys of police department properties and reports to the Chief of Police with recommended actions. Assembles and correlates data and prepares routine and special reports needed for control and operations. Helps conduct oral interviews, gives advice, and makes decisions on unusual difficult problems encountered by subordinate officers. Performs other related duties as required.

Supervisory Responsibilities: Periodic inspections of personnel and reports to the Chief of Police on their uniforms, insignia, and general appearance with recommendations for improvement. Holds each command officer responsible for maintaining satisfactory attendance of the personnel under his/her supervision and develops the skills, abilities, and knowledge of personnel through training and education.

Educational Requirements: Must have successfully completed a 640-hour basic training course recognized by the Kentucky Department of Criminal Justice.

Preferred Skills, Knowledge, or Abilities: Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority.

Minimum Qualifications: Must be a citizen of the United States, must be twenty-one (21) years of age, have a high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm. Must pass a background investigation, must pass physical fitness and drug screen, must not have been discharged under dishonorable or other than honorable from the military service and must not have had certification as a peace officer permanently revoked in another state.

Disclaimer

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At-Will Employment

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revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Major

Department: Police

Grade: 46

Report to: Chief of Police

FLSA: Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$69,369.05 - \$95,223.93

Job Summary: Under general administrative direction, performs responsible administrative and related work as principal assistant to the Chief of Police. Serves in the absence of the Police Chief and does related work as required.

Essential Functions: Develops objective, plans and programs of the Police Department. May act as the education and training officer. Reports recommendations to the Chief for the strengthening of the programs of education, training, work methods and procedures. Assists in carrying out all operations of the Police Department and assumes the duties of the Chief of Police in his/her absence. Assists the Chief of Police in formulating budgetary controls, purchasing, personnel, education, and training. Responds, if called, in an emergency and upon arrival, operates under the orders of the Chief of Police or assumes command in his/her absence. Personally, makes periodic surveys of police department properties and reports to the Chief of Police with recommended actions. Assembles and correlates data and prepares routine and special reports needed for control and operations. Helps conduct oral interviews, gives advice, and makes decisions on unusual difficult problems encountered by subordinate officers. Performs other related duties as required.

Supervisory Responsibilities: Periodic inspections of personnel and reports to the Chief of Police on their uniforms, insignia, and general appearance with recommendations for improvement. Holds each command officer responsible for maintaining satisfactory attendance of the personnel under his/her supervision and develops the skills, abilities, and knowledge of personnel through training and education.

Educational Requirements: Must have successfully completed a 640-hour basic training course recognized by the Kentucky Department of Criminal Justice.

Preferred Skills, Knowledge, or Abilities: Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority.

Minimum Qualifications: Must be a citizen of the United States, must be twenty-one (21) years of age, have a high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm. Must pass a background investigation, must pass physical fitness and drug screen, must not have been discharged under dishonorable or other than honorable from the military service and must not have had certification as a peace officer permanently revoked in another state.

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original

CITY OF OAK GROVE, KENTUCKY

Job Title: Community Center Director

Department: Community Center

Grade: EXECUTIVE

Report to: Mayor

FLSA: Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$80,500.00 - \$110,285.00

Job Summary:

Oversee the daily operations of the Community Center; Prepare and organize programs; Promote public relations throughout the community and with local businesses; identify needs and resources to better gain confidence and assistance through the city.

Essential Functions

Assist citizens participating in events at the community center
Schedule facility use and events
Promote the community center and related activities
Manage community outreach programs through Christian County Public School Systems, Christian County Health Department, Local Churches, and other county and city facilities.
Undertake activities to increase use and attendance
Coordinate Job Fairs to aid employers in recruiting and aid citizens in finding Employment
Maintain partners with Hopkinsville Community College for assistance with GED Program
Utilize public media marketing and regional advertisements to gain attendance and utilization of the Community Center
Manage all activities that are onsite such as, food drives, health clinics, school assistance, training activities for fire department and EMS, etc.
Implement programs to meet citizens needs
Schedule and supervise staff
Train staff members

Supervisory Responsibilities

This position will supervise (1 – 3) Customer Service Representatives at the community center

Educational Requirements

High School Diploma or Equivalent

Reasoning Ability

Being a strong leader and an upstanding citizen to assist with needs within the City.

Preferred Skills, Knowledge, or Abilities

Computer skills, Facility Operations Management, Good communication skills
Strong willed to provide quality services to the City and ability to lift 50 pounds.

Minimum Qualifications

High School Diploma, Five (5) to Seven (7) years' experience in facility operations and/or management and Customer Service.

Work Environment

This position will require an adamant amount of time sitting at a desk or in front of a computer. Standing on your feet for many hours of the day. Working outside in different weather conditions. Work environment has a degree of risks of exposure to various types of infectious diseases

At-Will Employment

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Disclaimer

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Sign: _____

Date: _____

Supervisor: _____

Date: _____

revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Community Center Director

Department: Community Center

Grade: EXECUTIVE

Report to: Mayor

FLSA: Exempt

Approved by: City Council

Approved Date: 9/15/2020

Salary Range: \$80,500.00 - \$110,285.00

Job Summary:

Oversee the daily operations of the Community Center; Prepare and organize programs; Promote public relations throughout the community and with local businesses; identify needs and resources to better gain confidence and assistance through the city.

Essential Functions

Assist citizens participating in events at the community center
Schedule facility use and events
Promote the community center and related activities
Manage community outreach programs through Christian County Public School Systems, Christian County Health Department, Local Churches, and other county and city facilities.
Undertake activities to increase use and attendance
Coordinate Job Fairs to aid employers in recruiting and aid citizens in finding Employment
Maintain partners with Hopkinsville Community College for assistance with GED Program
Utilize public media marketing and regional advertisements to gain attendance and utilization of the Community Center
Manage all activities that are onsite such as, food drives, health clinics, school assistance, training activities for fire department and EMS, etc.
Implement programs to meet citizens needs
Schedule and supervise staff
Train staff members

Supervisory Responsibilities

This position will supervise (1 – 3) Customer Service Representatives at the community center

Educational Requirements

High School Diploma or Equivalent

Reasoning Ability

Being a strong leader and an upstanding citizen to assist with needs within the City.

Preferred Skills, Knowledge, or Abilities

Computer skills, Facility Operations Management, Good communication skills
Strong willed to provide quality services to the City and ability to lift 50 pounds.

Minimum Qualifications

High School Diploma, Five (5) to Seven (7) years' experience in facility operations and/or management and Customer Service.

Work Environment

This position will require an adamant amount of time sitting at a desk or in front of a computer. Standing on your feet for many hours of the day. Working outside in different weather conditions. Work environment has a degree of risks of exposure to various types of infectious diseases

At-Will Employment

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Disclaimer

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Sign: _____

Date: _____

Supervisor: _____

Date: _____

original

CITY OF OAK GROVE, KENTUCKY

Job Title: Finance Director

Department: Finance

Report to: Mayor

Approved by: City Council

Grade: 49 (Executive)

FLSA: Exempt

Approved Date: 9/15/2020

Salary Range: \$80,500.00- \$110,285.00

Job Summary:

Serves as Finance Director for the City of Oak Grove and under general supervision is responsible for all financial affairs for the City. This position is responsible for the collection of all revenues for the City amounting to approximately \$6,000,000.00 in the general fund and proprietary funds and accounting for all funds using fund accounting system. Provides financial reports to City Council, State and Federal Government. Prepares the City annual operating budget and performs all functions of cash management to include investment of City funds. Responsible for administration of the City's liability, property, and fleet insurance programs. Assist in the management of the City's procurement program. Assist in the management of the information technology function for the City.

Essential Functions

Areas of Management and oversight include:

Budgeting, Accounting, Purchasing; Payroll; Billing; Tax collection; Cash management; Risk management; Debt financing; and investments

Prepare financial statements for funds, programs, and accounts

Prepare operating and capital budgets for the city and utilities

Manage and report budget activities to Mayor, City Counsel, Department heads and committees

Maintain chart of accounts

Maintain general ledger

Prepare, approve, and implement journal entries

Reconcile all ledger, entries, and accounts

Reconcile bank statements

Manage all accounting including payroll, accounts payable, accounts receivable, cash, and billing

Manage risk management programs in coordination with Human Resources

Establish rates for participation in benefits program

Develop and recommend all tax rates, fees, and charges and update corresponding ordinances
Serve as liaison for claims
Prepare W2s, 1099s, Bond covenants
Accountable for all Federal, State and Local remittance reporting

Supervisory Responsibilities

Supervise, direct, and evaluate employees by processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. This position requires extensive knowledge in supervisory skills.

Educational Requirements

Graduate of an accredited high school or GED.
Bachelor's degree from an accredited college or university with a degree in accounting or other business-related field supplemented with experience in municipal government.

Reasoning Ability

Responsible for the financial management of the City

Preferred Skills, Knowledge, or Abilities

Experience in Utility Billing office is desirable.
An advanced supervisory training and customer relation training is desirable.
Certified Public Accountant preferred
Ability to lift 20 pounds

Minimum Qualifications

Must be able to read, write and speak English.
Graduate of an accredited college or university with a degree in accounting or other business-related field supplemented with experience in municipal government.
More than five (5) years' experience in either accounting, business management, financial planning.
MUST be able to be bonded for \$250,000.00

Work Environment

General office environment is open space with more than one employee in same room.
Sitting for long periods of time and use of computer keyboards.

At-Will Employment

All city employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

Disclaimer

This position description does not constitute a contract between City of Oak Grove and employee and is subject to change by the City as the needs of the City and the requirements of the position change.

The functions listed herein are illustrative only and are not intended to cover all of the job duties and responsibilities. The omission of specific statements of duties and responsibilities does not exclude them from the position requirements if the work is similar, related, or logical assignment to the position.

Sign: _____

Date: _____

Supervisor: _____

Date: _____

revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Finance Director

Department: Finance

Report to: Mayor

Approved by: City Council

Grade: 49 (Executive)

FLSA: Exempt

Approved Date: 9/15/2020

Salary Range: \$80,500.00- \$110,285.00

Job Summary:

Serves as Finance Director for the City of Oak Grove and under general supervision is responsible for all financial affairs for the City. This position is responsible for the collection of all revenues for the City amounting to approximately \$6,000,000.00 in the general fund and proprietary funds and accounting for all funds using fund accounting system. Provides financial reports to City Council, State and Federal Government. Prepares the City annual operating budget and performs all functions of cash management to include investment of City funds. Responsible for administration of the City's liability, property, and fleet insurance programs. Assist in the management of the City's procurement program. Assist in the management of the information technology function for the City.

Essential Functions

Areas of Management and oversight include:

Budgeting, Accounting, Purchasing; Payroll; Billing; Tax collection; Cash management; Risk management; Debt financing; and investments

Prepare financial statements for funds, programs, and accounts

Prepare operating and capital budgets for the city and utilities

Manage and report budget activities to Mayor, City Counsel, Department heads and committees

Maintain chart of accounts

Maintain general ledger

Prepare, approve, and implement journal entries

Reconcile all ledger, entries, and accounts

Reconcile bank statements

Manage all accounting including payroll, accounts payable, accounts receivable, cash, and billing

Manage risk management programs in coordination with Human Resources

Establish rates for participation in benefits program

Develop and recommend all tax rates, fees, and charges and update corresponding ordinances
Serve as liaison for claims
Prepare W2s, 1099s, Bond covenants
Accountable for all Federal, State and Local remittance reporting

Supervisory Responsibilities

Supervise, direct, and evaluate employees by processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. This position requires extensive knowledge in supervisory skills.

Educational Requirements

Graduate of an accredited high school or GED.
Bachelor's degree from an accredited college or university with a degree in accounting or other business-related field supplemented with experience in municipal government.

Reasoning Ability

Responsible for the financial management of the City

Preferred Skills, Knowledge, or Abilities

Experience in Utility Billing office is desirable.
An advanced supervisory training and customer relation training is desirable.
Certified Public Accountant preferred
Ability to lift 20 pounds

Minimum Qualifications

Must be able to read, write and speak English.
Graduate of an accredited college or university with a degree in accounting or other business-related field supplemented with experience in municipal government.
More than five (5) years' experience in either accounting, business management, financial planning.
MUST be able to be bonded for \$250,000.00

Work Environment

General office environment is open space with more than one employee in same room.
Sitting for long periods of time and use of computer keyboards.

At-Will Employment

All city employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

Disclaimer

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Sign: _____

Date: _____

Supervisor: _____

Date: _____

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Chief

Department: Police

Report to: Mayor

Approved by: City Council

Grade: Executive 49

FLSA: Exempt

Approved Date: 9/15/2020

Salary Range: \$80,500.00- \$110,285.00

Job Summary:

Under general executive and administrative direction, plans, organizes, directs, supervises, and coordinates the activities of the Oak Grove Police Department in the enforcement of laws and ordinances, the prevention of crime and the protection of life and property; and does related duties as required.

Essential Functions

Patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations. Manage and participate in selecting, training, motivating, evaluating, disciplining, and terminating personnel.

Plans, directs, and exercises general supervision over the work of the entire department. Formulates and enforces rules and regulations and work methods and procedures. Makes or reviews all personnel assignments within the department. Reviews activities and reports of officers. Makes a recommendation for the appointment, promotion, and dismissal of officers. Conducts oral interviews. Enforces disciplinary measures when necessary. Ascertain that recruits and regular officers receive adequate training in modern police methods and procedures. Must be trained in and able to perform first aid. Responds, if called, in an emergency; and upon arrival, assumes command. 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 reports are prepared for the Mayor, City Council, National Safety Council, and Federal Bureau of Investigations. Prepares budget estimates and controls the expenditures of all department funds. Conducts correspondence, requisitions supplies, and recommends the purchase of necessary equipment. Supervises the preparation and implementation of annual budget requests. Meets with and answers question for the public. May attend state and national police conventions and meetings. May meet with various commissions and citizen groups. Represents the department at all official functions. Performs other related duties as required.

Educational Requirements

Must have successfully completed an 800-hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Extensive knowledge of modern police administration and of police methods. Extensive knowledge of scientific methods of crime detection, criminal identification, and radio communication. Extensive knowledge of controlling laws and ordinances. Extensive knowledge of the geography of the City or the ability to learn it. Demonstrated ability to lead, direct, and evaluate the activities and performance of police personnel. Skill in the use of firearms. Excellent physical condition. Ability to establish and maintain effective working relationships with other city officials, employees, and with the public. Participation in individual and group educational and training programs. Ability to communicate effectively, orally, and in writing. Desirable traits would include analytical ability, initiative, resourcefulness, tact, firmness, sound judgment and integrity.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state.

Additional Training and Experience: Six (6) years of progressively responsible police experience including two (2) year in a supervisory capacity. Two years of

college are preferable, supplemented by four (4) years of progressively responsible police experience, including two (2) years of supervisory experience.

Disclaimer

This position description does not constitute a contract between City of Oak Grove, the Oak Grove Police Department, and the employee, and is subject to change by the City/Police Department as the needs of the City and the requirements of the position change.

The functions listed herein are illustrative only and are not intended to cover all the job duties and responsibilities. The omission of specific statements of duties and responsibilities does not exclude them from the position requirements if the work is similar, related, or logical assignment to the position.

Sign: _____

Date: _____

Supervisor: _____

Date: _____

revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Police Chief

Department: Police

Report to: Mayor

Approved by: City Council

Grade: Executive 49

FLSA: Exempt

Approved Date: 9/15/2020

Salary Range: \$80,500.00- \$110,285.00

Job Summary:

Under general executive and administrative direction, plans, organizes, directs, supervises, and coordinates the activities of the Oak Grove Police Department in the enforcement of laws and ordinances, the prevention of crime and the protection of life and property; and does related duties as required.

Essential Functions

Patrols a designated area of the city in a patrol car to prevent and discover the commission of crime and to enforce traffic regulations; answers calls and complaints; administers first aid; serves warrants; and answers questions for the public. Conducts preliminary investigations at the scene of crimes and serious accidents; gathers evidence; locates and interviews witnesses; makes arrests and interrogates prisoners. Directs traffic at intersections and at accidents and fires; maintains order in crowds, at parades, and other public meetings. Operates electronic equipment for speed detection. Processes prisoners provides for their needs and supervises their activities; appears in court to present evidence and testify against persons accused of crimes. Prepares and maintains necessary records and reports. Participates in training activities. Gives advice on laws and ordinances and general information to the public. Performs related work as required. Conducts criminal investigations. Manage and participate in selecting, training, motivating, evaluating, disciplining, and terminating personnel.

Plans, directs, and exercises general supervision over the work of the entire department. Formulates and enforces rules and regulations and work methods and procedures. Makes or reviews all personnel assignments within the department. Reviews activities and reports of officers. Makes a recommendation for the appointment, promotion, and dismissal of officers. Conducts oral interviews. Enforces disciplinary measures when necessary. Ascertains that recruits and regular officers receive adequate training in modern police methods and procedures. Must be trained in and able to perform first aid. Responds, if called, in an emergency; and upon arrival, assumes command. 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 reports are prepared for the Mayor, City Council, National Safety Council, and Federal Bureau of Investigations. Prepares budget estimates and controls the expenditures of all department funds. Conducts correspondence, requisitions supplies, and recommends the purchase of necessary equipment. Supervises the preparation and implementation of annual budget requests. Meets with and answers question for the public. May attend state and national police conventions and meetings. May meet with various commissions and citizen groups. Represents the department at all official functions. Performs other related duties as required.

Educational Requirements

Must have successfully completed an 800-hour basic training course recognized by the Kentucky Department of Criminal Justice Training.

Preferred Skills, Knowledge, or Abilities

Ability to analyze situations quickly and objectively and to determine the proper course of action. Ability to cope with situations firmly, courteously, and tactfully, and with respect for the rights of others. Ability to react quickly and calmly under emergency conditions. Ability to obtain information through interview, interrogation, and observation. Ability to understand and execute difficult oral and written instructions. Ability to express ideas clearly, orally and in writing and to prepare comprehensive records and reports. Ability to develop skill in the use and care of firearms. Ability to develop and maintain good public relations. Ability to meet such specific physical requirements as may be established by competent authority. Extensive knowledge of modern police administration and of police methods. Extensive knowledge of scientific methods of crime detection, criminal identification, and radio communication. Extensive knowledge of controlling laws and ordinances. Extensive knowledge of the geography of the City or the ability to learn it. Demonstrated ability to lead, direct, and evaluate the activities and performance of police personnel. Skill in the use of firearms. Excellent physical condition. Ability to establish and maintain effective working relationships with other city officials, employees, and with the public. Participation in individual and group educational and training programs. Ability to communicate effectively, orally, and in writing. Desirable traits would include analytical ability, initiative, resourcefulness, tact, firmness, sound judgment and integrity.

Minimum Qualifications

Must be a citizen of the United States, twenty-one (21) years of age, have high school diploma or GED, valid driver's license, have not been convicted of any felony, is not prohibited by state or federal law from possessing a firearm, must pass medical examination, must pass background investigation, must pass physical fitness and drug screen test, must not have been discharged under dishonorable or other than honorable from military service and must not have had certification as a peace officer permanently revoked in another state.

Additional Training and Experience: Six (6) years of progressively responsible police experience including two (2) year in a supervisory capacity. Two years of

college are preferable, supplemented by four (4) years of progressively responsible police experience, including two (2) years of supervisory experience.

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Sign: _____

Date: _____

Supervisor: _____

Date: _____

CITY OF OAK GROVE, KENTUCKY

Job Title: Public Works Director

Department: Public Works

Report to: Mayor

Approved by: City Council

Grade: 49 (Executive)

FLSA: Exempt

Approved Date: 9/15/2020

Salary Range: \$80,500.00- \$110,285.00

Job Summary:

The Public Works Director is a management level position responsible for administering the overall operational functions of the Public Works Department comprising of five distinct divisions. Total latitude and use of independent judgment is necessary during daily operations. The Public Works Director develops departmental policies, procedures, rules, and regulations. This individual also develops the department organizational structure in accordance with all applicable guidelines or restrictions. The Public Works Director is responsible for long-term planning in all areas associated with the operating functions of the Public Works Department. Responsibilities include planning to ensure adequate manpower, equipment, training, and supplies are available to accomplish established goals and levels of service as determined by the Mayor and City Council through funding and manpower levels. The Public Works Director is responsible for projecting the annual and extended budgetary requirements for this department. The duties also include total oversight of employee evaluations, employee disciplinary actions, and any public relations duties considered a part of this position by the Mayor. Citizen complaints are forwarded to the Director and appropriate responses are determined upon a complete review of all available facts whenever a department head is unable to solve the complaint. The Public Works Director determines supplies and equipment levels for each division. This individual also prepares or directs various reports and provides results to appropriate personnel. Direct and frequent contact with federal, state, and local agencies is essential. Close working relationships, based on mutual respect and trust, with elected City officials is an extremely important function of this position. Presentations and/or attendance at various levels of management meetings or civic functions/community activities with city, county, and state government officials and/or other agencies are requirements of this position.

Essential Functions

Assure compliance with Federal and State water and storm water regulations

Meet with federal and state regulators
Issue building, electrical and sign permits
Coordinate with other departments for assistance in needed actions
Develop and enforce Emergency Response Plan
Work with or contract engineers on new construction plans
Coordinate with County Development Services for new construction plans
Coordinate with P.A.D.D office for grants and loans
Inspect ALL new utility construction
Produce and ensure compliance with budgets for water, storm water, roads, and facilities maintenance
Maintain responsibility for construction, installation, maintenance, and/or cleanliness of buildings, streets and roads, traffic, fleet maintenance, parks, weeds, City-maintained alleys, sidewalks, storm sewers, catch basins, manholes, culverts, drainage ditches, street signs, barricades, etc.
Represent city on a variety of boards and commissions on the local, county and state level
Act as building official for the locality
Assure adherence to planning and zoning regulations
Review and Approve site plans
Assure maintenance or certifications and licensing
Resolves problems relating to traffic or transportation engineering such as parking studies, signalization, and signing.
Assure compliance with state and local procurement policies for equipment and services
Assist other municipalities in emergencies
Supervise fire suppression system maintenance
Assure routine maintenance of all city facilities, vehicles, and equipment
Evaluate and prioritize department/division projects and workload, make work assignments, monitor status of work in progress, and inspect completed work.
Supervise all utility clerical, billing, and field employees
Interview job applicants
Assure all city IT work is properly manage and maintained
Direct all communications for office to field work orders and departmental coordination
Assist code enforcement in easements and ordinances
Assure routine water tank inspections
Liaison between the city and water supplier (Logan Todd Regional Water Commission)
Enforce city ordinances within the utility and public works department
Manage all month/year end state and federal regulated compliance monitoring
Always respond to emergency utility/grounds situations in the city
Managerial planning
Understanding and knowledge of easements
Understanding and knowledge of City Policies
Understanding and knowledge of Budget

Supervisory Responsibilities

Utility Office Personnel, Customer Service Representatives, Water Department Personnel, Roads & Grounds Personnel

Educational Requirements

High School Diploma or Equivalent

Bachelor's degree preferred; can be substituted for 5 years' experience in utility municipality operations

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments.

Possess the ability to discuss and resolve complicated situations over the phone and in person with the public.

Posses' exceptional managerial, computer, financial skills, and the ability to communicate through verbal or written communications.

Preferred Skills, Knowledge, or Abilities

10 years of experience with municipal water distribution systems.

Extensive use of computers and Microsoft programs.

Management experience in utility operations.

Knowledge of Geographic Information Systems (GIS).

Minimum Qualifications

Possess a valid vehicle driver's license.

Over (10) years of experience of utility operations

Class 3 KENTUCKY Water Distribution License

Over (5) years of experience of utility operations management

Must be able to read, write and speak English.

Working knowledge of heavy equipment selection and operations.

Knowledge of pipeline repairs.

Must have the physical ability for constant stooping, bending, and lifting 50 pounds.

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases. This position requires ambulating over rugged terrain to physically inspect, and repair of various utility water lines. Operating medium to heavy equipment continuously for periods of two hours or more may be required. Sitting continuously at a desk or computer for periods of two hours or more may be required. Ability to work under stress for long periods of time is necessary.

At-Will Employment

All city employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

Disclaimer

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Sign: _____

Date: _____

Supervisor: _____

Date: _____

revised

CITY OF OAK GROVE, KENTUCKY

Job Title: Public Works Director

Department: Public Works

Report to: Mayor

Approved by: City Council

Grade: 49 (Executive)

FLSA: Exempt

Approved Date: 9/15/2020

Salary Range: \$80,500.00- \$110,285.00

Job Summary:

The Public Works Director is a management level position responsible for administering the overall operational functions of the Public Works Department comprising of five distinct divisions. Total latitude and use of independent judgment is necessary during daily operations. The Public Works Director develops departmental policies, procedures, rules, and regulations. This individual also develops the department organizational structure in accordance with all applicable guidelines or restrictions. The Public Works Director is responsible for long-term planning in all areas associated with the operating functions of the Public Works Department. Responsibilities include planning to ensure adequate manpower, equipment, training, and supplies are available to accomplish established goals and levels of service as determined by the Mayor and City Council through funding and manpower levels. The Public Works Director is responsible for projecting the annual and extended budgetary requirements for this department. The duties also include total oversight of employee evaluations, employee disciplinary actions, and any public relations duties considered a part of this position by the Mayor. Citizen complaints are forwarded to the Director and appropriate responses are determined upon a complete review of all available facts whenever a department head is unable to solve the complaint. The Public Works Director determines supplies and equipment levels for each division. This individual also prepares or directs various reports and provides results to appropriate personnel. Direct and frequent contact with federal, state, and local agencies is essential. Close working relationships, based on mutual respect and trust, with elected City officials is an extremely important function of this position. Presentations and/or attendance at various levels of management meetings or civic functions/community activities with city, county, and state government officials and/or other agencies are requirements of this position.

Essential Functions

Assure compliance with Federal and State water and storm water regulations

Meet with federal and state regulators
 Issue building, electrical and sign permits
 Coordinate with other departments for assistance in needed actions
 Develop and enforce Emergency Response Plan
 Work with or contract engineers on new construction plans
 Coordinate with County Development Services for new construction plans
 Coordinate with P.A.D.D office for grants and loans
~~Inspect ALL new utility construction~~
 Produce and ensure compliance with budgets for water, storm water, roads, and facilities maintenance
 Maintain responsibility for construction, installation, maintenance, and/or cleanliness of buildings, streets and roads, traffic, fleet maintenance, parks, weeds, City-maintained alleys, sidewalks, storm sewers, catch basins, manholes, culverts, drainage ditches, street signs, barricades, etc.
 Represent city on a variety of boards and commissions on the local, county and state level
 Act as building official for the locality
 Assure adherence to planning and zoning regulations
 Review and Approve site plans
 Assure maintenance or certifications and licensing
 Resolves problems relating to traffic or transportation engineering such as parking studies, signalization, and signing.
 Assure compliance with state and local procurement policies for equipment and services
 Assist other municipalities in emergencies
 Supervise fire suppression system maintenance
 Assure routine maintenance of all city facilities, vehicles, and equipment
 Evaluate and prioritize department/division projects and workload, make work assignments, monitor status of work in progress, and inspect completed work.
 Supervise all utility clerical, billing, and field employees
 Interview job applicants
 Assure all city IT work is properly manage and maintained
 Direct all communications for office to field work orders and departmental coordination
 Assist code enforcement in easements and ordinances
~~Assure routine water tank inspections~~
 Liaison between the city and water supplier (Logan Todd Regional Water Commission)
 Enforce city ordinances within the utility and public works department
 Manage all month/year end state and federal regulated compliance monitoring
~~Always respond to emergency utility/grounds situations in the city~~
 Managerial planning
 Understanding and knowledge of easements
 Understanding and knowledge of City Policies
 Understanding and knowledge of Budget

Supervisory Responsibilities

Utility Office Personnel, Customer Service Representatives, Water Department Personnel, Roads & Grounds Personnel

Educational Requirements

High School Diploma or Equivalent

Bachelor's degree preferred; can be substituted for 5 years' experience in utility municipality operations

Reasoning Ability

Ability to interpret regulations, and statutes from local, state, and federal governments.

Possess the ability to discuss and resolve complicated situations over the phone and in person with the public.

Posses' exceptional managerial, computer, financial skills, and the ability to communicate through verbal or written communications.

Preferred Skills, Knowledge, or Abilities

~~10 years of experience with municipal water distribution systems.~~

Extensive use of computers and Microsoft programs.

Management experience in utility operations.

Knowledge of Geographic Information Systems (GIS).

Minimum Qualifications

Possess a valid vehicle driver's license.

~~Over (10) years of experience of utility operations~~

~~Class 3 KENTUCKY Water Distribution License~~

~~Over (5) years of experience of utility operations management~~

Must be able to read, write and speak English.

Working knowledge of heavy equipment selection and operations.

~~Knowledge of pipeline repairs.~~

Must have the physical ability for constant stooping, bending, and lifting 50 pounds.

Knowledge of City Zoning and Permitting

Stormwater regulation

Knowledge

Work Environment

Work environment has a degree of risk of exposure to various types of infectious diseases. This position requires ambulating over rugged terrain to physically inspect, and repair of various utility water lines. Operating medium to heavy equipment continuously for periods of two hours or more may be required. Sitting continuously at a desk or computer for periods of two hours or more may be required. Ability to work under stress for long periods of time is necessary.

At-Will Employment

All city employees are at-will employees. This means there is no contract of employment, express or implied, and either the city or the employee is free to terminate the employment relationship at any time, with or without cause.

Disclaimer

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Sign: _____

Date: _____

Supervisor: _____

Date: _____

OAK GROVE FIRE DEPARTMENT

Position Description

Position: Fire Fighter – Part Time
Department: Fire/Rescue
Reports To: Captain/Lieutenant
Status: Regular, Full-Time, Non-Exempt
Pay Grade:

Job Purpose

The firefighter is responsible for fire suppression, Emergency Medical response and general service consistent with stated organizational goals and objectives. In addition, the firefighter is responsible for performing independently or as a member of a team. The areas of responsibility include but are not limited to: fire suppression, emergency medical service, specialized firefighting duties in connection with the operation of vehicles and equipment enroute and at the scene of an incident, training, public education, fire prevention activities, facilities and equipment maintenance, and other related areas as assigned by supervisors.

Required Knowledge, Skills and Abilities

- Ability to communicate clearly both verbally and in writing to superior officers and the general public in the form of instructions, presentations, written reports, and training.
- Ability to complete clear, and concise written reports of fires, medical emergencies, and inspections.
- Ability to comprehend and complete tasks based on verbal and written directives.
- Ability to direct actions based on training and experience and take appropriate actions to mitigate hazardous situations.
- Ability to establish and maintain effective working relationships with other employees, cooperating agencies, and the general public, including excellent customer services in working with residents and those in need of assistance.
- Possess the ability, knowledge, and skill to use, operate and maintain a wide variety of fire fighting equipment and apparatus such as hoses, pumps, hydraulic rescue tools and other fire suppression equipment.
- Possess thorough knowledge of modern firefighting techniques, rescue, and emergency medical operations, and can apply this knowledge to various emergency situations.
- Possess thorough knowledge of the geography, street system, important locations in the jurisdiction, physical layout of the township and location of fire hydrants.
- Possess thorough knowledge of the rules, policies, and procedures of the department and city.

Essential Duties and Responsibilities

- Performs firefighting activities including but not limited to, extinguishing fires, searching burning buildings, rescuing, and assisting victims from emergency sites, driving fire apparatus, operating fire pumps and related equipment, advancing line hose, climbing ladders, and using Self Contained Breathing Apparatus (SCBA).
- Assesses fires and other emergency situations, reports conditions to others.
- Performs salvage operations such as evacuating water, removing debris and performing general clean up at the scene.

- Performs emergency medical activities including but not limited to, Basic Life Support (BLS) assessment and treatment of medical and/or trauma adult and pediatric patients.
- Performs BLS medical procedures in accordance with the employee's Emergency Medical Services licensure and Ottawa County Medical Control protocols.
- Enters Fire and EMS data on computer.
- Cleans and services apparatus, maintaining it in readiness condition. Reports mechanical failures or other difficulties to superior.
- Assists in cleaning up area of water and debris, turning off hydrants and replacing equipment on the trucks for return to station.
- Restores vehicles and equipment to service as they are no longer needed at the scene and ensures that all equipment is returned to its proper place, in proper condition to respond to another alarm.
- Participates in housekeeping and maintenance in and around the township and fire buildings when applicable. Duties may include, but not be limited to, washing township vehicles, lawn care, snow removal, washing windows, vacuuming, and emptying trash.
- Prepares, conducts, presents, and participates in fire prevention education activities (i.e. open house, school tours).
- Attends departmental training and meetings as required.
- Conducts, assists with, and participates in fire drills and training sessions on fire fighting techniques (including but not limited to suppression and prevention), orientations, emergency medical training, and equipment operation.
- Adheres to incident command procedures, Department guidelines/policies, and safe working standards.
- Performs clerical and other tasks as assigned.

Minimum Job Qualifications

- High School Diploma or General Education Development (GED) certificate
- Must possess and maintain KY Basic Firefighter I certification.
- Must possess and maintain a Kentucky EMR or EMT License.
- Must possess and maintain a valid driver's license.

Physical Requirements

Due to the nature of firefighting and emergency services work, an employee in this position will be exposed to potential hazards such as extreme heat and smoke, unstable structures, live electrical lines, toxic gases, and bloodborne pathogens. Therefore, the employee is required to use protective clothing and equipment, and must have the ability to pass annual physicals. The physical demands of this job also call for above average endurance and conditioning. Duties may include strenuous activities under adverse environmental conditions over extended periods of time. Requirements include running, climbing stairs with a heavy load, jumping, twisting, bending, and lifting more than 100 lbs. The pace of the work is set by the emergency situation. During both emergency and non-emergency situations, the employee must be able to conduct coherent voice communication in person as well as via portable radio and telephone.

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OAK GROVE FIRE DEPARTMENT

Position Description

Position: Fire Fighter - ^{Full}Part Time
Department: Fire/Rescue
Reports To: Captain/Lieutenant
Status: Regular, Full-Time, Non-Exempt
Pay Grade:

Job Purpose

The firefighter is responsible for fire suppression, Emergency Medical response and general service consistent with stated organizational goals and objectives. In addition, the firefighter is responsible for performing independently or as a member of a team. The areas of responsibility include but are not limited to: fire suppression, emergency medical service, specialized firefighting duties in connection with the operation of vehicles and equipment enroute and at the scene of an incident, training, public education, fire prevention activities, facilities and equipment maintenance, and other related areas as assigned by supervisors.

Required Knowledge, Skills and Abilities

- Ability to communicate clearly both verbally and in writing to superior officers and the general public in the form of instructions, presentations, written reports, and training.
- Ability to complete clear, and concise written reports of fires, medical emergencies, and inspections.
- Ability to comprehend and complete tasks based on verbal and written directives.
- Ability to direct actions based on training and experience and take appropriate actions to mitigate hazardous situations.
- Ability to establish and maintain effective working relationships with other employees, cooperating agencies, and the general public, including excellent customer services in working with residents and those in need of assistance.
- Possess the ability, knowledge, and skill to use, operate and maintain a wide variety of fire fighting equipment and apparatus such as hoses, pumps, hydraulic rescue tools and other fire suppression equipment.
- Possess thorough knowledge of modern firefighting techniques, rescue, and emergency medical operations, and can apply this knowledge to various emergency situations.
- Possess thorough knowledge of the geography, street system, important locations in the jurisdiction, physical layout of the township and location of fire hydrants.
- Possess thorough knowledge of the rules, policies, and procedures of the department and city.

Essential Duties and Responsibilities

- Performs firefighting activities including but not limited to, extinguishing fires, searching burning buildings, rescuing, and assisting victims from emergency sites, driving fire apparatus, operating fire pumps and related equipment, advancing line hose, climbing ladders, and using Self Contained Breathing Apparatus (SCBA).
- Assesses fires and other emergency situations, reports conditions to others.
- Performs salvage operations such as evacuating water, removing debris and performing general clean up at the scene.
- Performs emergency medical activities including but not limited to, Basic Life Support (BLS)

- assessment and treatment of medical and/or trauma adult and pediatric patients.
- Performs BLS medical procedures in accordance with the employee's Emergency Medical Services licensure and Ottawa County Medical Control protocols.
- Enters Fire and EMS data on computer.
- Cleans and services apparatus, maintaining it in readiness condition. Reports mechanical failures or other difficulties to superior.
- Assists in cleaning up area of water and debris, turning off hydrants and replacing equipment on the trucks for return to station.
- Restores vehicles and equipment to service as they are no longer needed at the scene and ensures that all equipment is returned to its proper place, in proper condition to respond to another alarm.
- Participates in housekeeping and maintenance in and around the township and fire buildings when applicable. Duties may include, but not be limited to, washing township vehicles, lawn care, snow removal, washing windows, vacuuming, and emptying trash.
- Prepares, conducts, presents, and participates in fire prevention education activities (i.e. open house, school tours).
- Attends departmental training and meetings as required.
- Conducts, assists with, and participates in fire drills and training sessions on fire fighting techniques (including but not limited to suppression and prevention), orientations, emergency medical training, and equipment operation.
- Adheres to incident command procedures, Department guidelines/policies, and safe working standards.
- Performs clerical and other tasks as assigned.

Minimum Job Qualifications

- High School Diploma or General Education Development (GED) certificate
- Possess KY Basic Firefighter I (preferred), otherwise must attain KY Basic Firefighter I and II, IFSAC FF I and II certifications within a year and a half of appointment .
- Possess KY EMR License (preferred), otherwise must attain Must attain a Kentucky EMR or EMT License within a year and a half of appointment
- Must possess and maintain a valid driver's license.

Physical Requirements

Due to the nature of firefighting and emergency services work, an employee in this position will be exposed to potential hazards such as extreme heat and smoke, unstable structures, live electrical lines, toxic gases, and bloodborne pathogens. Therefore, the employee is required to use protective clothing and equipment, and must have the ability to pass annual physicals. The physical demands of this job also call for above average endurance and conditioning. Duties may include strenuous activities under adverse environmental conditions over extended periods of time. Requirements include running, climbing stairs with a heavy load, jumping, twisting, bending, and lifting more than 100 lbs. The pace of the work is set by the emergency situation. During both emergency and non-emergency situations, the employee must be able to conduct coherent voice communication in person as well as via portable radio and telephone.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

OAK GROVE FIRE DEPARTMENT

Position Description

Position: Captain
Department: Fire/Rescue
Reports To: Assistant Chief
Status: Regular, Full-Time, Exempt
Pay Grade:

Position Summary:

Under limited supervision, the Captain performs emergency service and administrative work at a company level with responsibility for a range of administrative and technical activities and related work as required. This individual is responsible for properly interpreting and applying applicable policies and procedures to the functions of the fire department. The Captain also supervises assigned group firefighters, both career and volunteer

Required Knowledge, Skills and Abilities

- Extensive knowledge in all phases of fire protection and/or emergency medical services work including principles and practices of modern fire control, prevention and investigation and/or emergency medical services delivery and management.
- Thorough knowledge of the policies, rules and regulations of the Department, as well as a working knowledge of the applicable national, state and local laws, ordinances and codes affecting fire and emergency response services.
- Ability to respond to emergency situations and assume or delegate authority appropriately, including the physical abilities to participate in fire suppression and emergency activities as needed.
- Strong leadership, management and team building skills including strategic planning, personnel management, problem analysis and decision making, adaptability/flexibility, stress tolerance and time management; with the ability to project and foster a customer focused and achievement-oriented District.
- Strong oral and written communication skills with the ability to communicate and present complex ideas/information; and apply appropriate communication techniques to various audiences.
- The ability to maintain an effective working relationship within the Department and the Community that maximizes the service potential of the Department and maintains a positive environment in which Department members are eager and proud to serve.
- Strong negotiation and partnering skills with the ability to establish and maintain effective working relationships with the Commission, Fire Chief, other members of the staff, employees, related agency and regulatory officials, union representatives and the general public.
- Ability to analyze situations and act quickly, calmly and effectively under emergency and other stressful circumstances.
- Financial management and budgeting skills necessary to effectively manage budgeted resources for the efficient operation of assigned areas with the ability to prepare and supervise the accurate preparation and maintenance of comprehensive reports and records.
- Working knowledge and proficiency in the operation of computer equipment and software programs used by the Department.

Essential Duties and Responsibilities

I. ADMINISTRATIVE

- Supervises and directs the overall fire-fighting, rescue, overhaul, and salvage operations during an assigned shift in assigned area; calls for additional personnel and equipment as needed.
- Inspects vehicles and equipment for operational readiness; coordinates repair and/or replacement to ensure operational readiness.
- Responds to fire incidents; makes decisions about fire combat method; directs fire combat operations until relieved by a superior; supervises and participates in the laying of hose line, directing water streams, fogs or foam, placing ladders or snorkels, ventilating buildings, rescue of persons, and salvage operations.
- Inspects and directs proper maintenance of station; ensures security of facilities.
- Inspects personnel and maintains discipline.
- Documents and performs necessary follow-up on work-related injuries and exposures.
- Prepares and ensures timely and accurate maintenance of required reports.
- Assists in the coordination of required in-service drills and classes; conducts special drills and/or classes that may be necessary in addition to the training programs conducted by the Training Division.
- Supervises, directs, and coordinates assigned activities in assigned area/shift such as pre-fire planning inspections and hydrant testing.
- Evaluates and counsels assigned staff and reviews evaluation of all personnel assigned to section.
- May serve as a member of accident investigation committees and interview boards for employment or promotion.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing and recommending improved policies and procedures.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

2. TRAINING AND SAFETY

- Coordinates training activities with outside agencies, and the general public and coordinates instructional staff (career and volunteer), facilities, records, reports, the development and delivery of instructional materials, evaluation tools/methods, and lesson plans for advanced or specialized classes.
- Responsible for the management of various programs including the shift training program, EMS certifications, apparatus inventories, the District Safety Program and Safety Committee, Standardization Committee, Rescue Committee, Extrication Committee, ISO Committee, and other programs as assigned.
- Responsible for conducting accident investigations when Districts' property, equipment, or personnel are involved; disseminates "lessons learned" to other personnel to reduce the incident of accidents; and develops and presents professional accident investigation reports.
- Develops and updates training curriculums on a regular basis; gathers and reviews information from multiple sources to ensure accuracy, applicable course goals, and class objectives; and ensures compliance with recognized national standards.
- Facilitates training courses offered to all East Fork Fire & Paramedic career and volunteer staff along with allied agencies such as Douglas County Communications, Douglas County Sheriff's Office, Search and Rescue, and other local fire, EMS, and hospital agencies.
- Develops individual district, shift, volunteer, and career training needs analyses based on federal, state, local and agency requirements and/or personal observations during incidents and training sessions. Recommends/requires remedial and proactive training for personnel.

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- Maintains records, including training records of participants, and prepares periodic, special and technical reports relating to assigned areas of responsibility.
- Primarily serves as the Incident Safety Officer on all incidents but may also serve in a variety of positions, based upon the employee's qualifications and the needs of the organization, an incident, and the community.

Minimum Job Qualifications

- High School Diploma or General Education Development (GED) certificate
- Five (5) years of firefighting experience, with two (2) years in a Lieutenant position
- An approved state EMR/EMT License.
- An approved state or national accredited (IFSAC or ProBoard) Firefighter I & II certification
- An approved state or national accredited (IFSAC or ProBoard) Fire Instructor I certification
- Completion of an ICS 300 course, approved by the Federal Emergency Management Agency.
- Must possess and maintain a valid driver's license.

Physical Requirements

Due to the nature of firefighting and emergency services work, an employee in this position will be exposed to potential hazards such as extreme heat and smoke, unstable structures, live electrical lines, toxic gases, and bloodborne pathogens. Therefore, the employee is required to use protective clothing and equipment, and must have the ability to pass annual physicals. The physical demands of this job also call for above average endurance and conditioning. Duties may include strenuous activities under adverse environmental conditions over extended periods of time. Requirements include running, climbing stairs with a heavy load, jumping, twisting, bending, and lifting more than 100 lbs. The pace of the work is set by the emergency situation. During both emergency and non-emergency situations, the employee must be able to conduct coherent voice communication in person as well as via portable radio and telephone.

OAK GROVE FIRE DEPARTMENT

Position Description

Position: Fire Chief
Department: Fire/Rescue
Reports To: Mayor
Status: Regular, Full-Time, Non-Exempt
Pay Grade:

Job Purpose

The Fire Chief is the Chief Executive Officer of the Fire Department, appointed by and responsible to the Mayor for the effective, efficient and legal conduct of the fire department and its employees. The Fire Chief performs a variety of technical, administrative and supervisory work in planning, organizing, directing, and implementing all aspects of the fire department. Such work includes, but is not limited to, creating and maintaining department policies and budgets, ensuring required records are submitted complete and accurate, and ensuring all department services are continually monitored to prevent the loss of life and property by fire and/or emergency medical conditions.

Required Knowledge, Skills and Abilities

- Sound judgement, professional conduct, commitment to service and community, and proven leadership skills are the prime factors of this position.
- Exhibits a high respect for human and community diversity.
- Has served in a fire department leadership position at a minimum of five (5) consecutive years as Captain or higher command position
- Demonstrates the ability to perform and lead others calmly and efficiently in crisis situations.
- Has working knowledge of and the ability to maintain accurate records and prepare timely reports required by various city, state and federal organizations and agencies.
- Demonstrates strength, stamina and endurance to perform firefighting and departmental duties.
- Have a working knowledge of federal, state and local laws and ordinances pertaining to fire and ambulatory services, including fire inspection.
- Have working experience in the use of fire and ambulatory equipment.
- Ability to operate emergency apparatus and equipment, with knowledge of safety policies and regulations, as well as applicable federal, state and local laws.
- Knowledge of fire prevention, suppression and investigation methods, practices and procedures, with the ability to apply such knowledge and proper procedures to specific situations in a clam manner.
- Working knowledge of community geography, including street names and locations, building structures and hospital locations.
- Able to submit to and pass physical, psychological and medical testing, including drug and alcohol testing, as required.
- Ability to communicate effectively in writing and orally.
- Knowledgeable in the use of computers and department software applications.

Essential Duties and Responsibilities

I. ADMINISTRATIVE

- Through the chain of command, the Fire Chief is responsible for the general direction, supervision and

- evaluation of all paid and reserve personnel, including employee safety, training and job performance.
- Develops and proposes the department's annual budget and strategic planning.
- Ensures that monthly reports are completed by staff in a timely manner.
- Prepares and submits monthly Fire Chief Reports for Council Meetings. Attends City Council and community meetings as required.
- Monitors and controls department appropriations and expenditures.
- Supervises acquisition and disposition of grant expenditures.
- Prepares shift scheduling of all personnel.
- Manages all appointments, promotions, demotions, transfers, and terminations of personnel.
- Directly supervises all department personnel, with assistance from subordinate officers.
- Ensures that accurate and complete records of employee benefits and personnel forms are completed and maintained.
- Investigates all disciplinary matters and recommends executes appropriate disciplinary action.
- Develops and enforces all department policies, procedures, rules, and regulations.
- Periodically evaluates employee job descriptions, standard operating guidelines, and personnel policies and procedures to ensure they are updated to meet the needs and changes within the department.
- Organizes meetings and work sessions; prepares and presents reports to the city council on operations and administration of the department; makes policy changes; identifies discrepancies between actual performance and adopted goals and objectives.
- Assesses and responds to citizen complaints in a timely, courteous and effective manner.
- Evaluates the need for and recommends to the city council the purchase of new equipment, apparatus, additional personnel, and emergency supplies when needed.
- Performs additional administrative duties as may be assigned.

2. EMERGENCY OPERATIONS

- Responds to alarms, administers initial emergency (care, response and/or service) when necessary, and directs activities at the scene of emergencies, as required. Inspects property for fire dangers and damage.
- Oversees all firefighting operations and fire prevention procedures including, but not limited to, disaster relief and prevention, hazardous materials, flooding and flood damage prevention, safety and risk management.
- Coordinates Mutual Aid Agreements with local Fire Departments.
- Ensures apparatus are good working order at all times.
- Maintains and implements city disaster preparation plans.
- Supervises the development and enforcement of regulatory ordinances and codes regarding fire prevention and community safety.
- Provides guidance to department officers in the planning and implementation of operations, programs, training, and personnel management.
- Takes appropriate safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others and equipment. Uses all required safety equipment and procedures.
- Performs additional duties, as needed or assigned by the Fire Board.

3. PERIPHERAL DUTIES

- Promotes positive relations with other Fire Departments and associated agencies to ensure appropriate mutual aid responses and goodwill among other departments and the public.
- Attends professional, trade and community meetings, trainings and events to keep abreast of current

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- events within the fire service and within the communities.
- Performs related duties, as needed, to meet the needs of the fire department.

Minimum Job Qualifications

- High School Diploma or General Education Development (GED) certificate
- Minimum ten (10) years of firefighting, safety and risk management experience in a firefighter position, with at least years (5) years in a Captain or higher command position.
- Must possess and maintain KY Basic Firefighter II certification.
- Must possess and maintain a Kentucky EMT or Paramedic License.
- Must possess and maintain KY Fire Instructor I certification.
- Must possess and maintain a valid driver's license.

Physical Requirements

Due to the nature of firefighting and emergency services work, an employee in this position will be exposed to potential hazards such as extreme heat and smoke, unstable structures, live electrical lines, toxic gases, and bloodborne pathogens. Therefore, the employee is required to use protective clothing and equipment, and must have the ability to pass annual physicals. The physical demands of this job also call for above average endurance and conditioning. Duties may include strenuous activities under adverse environmental conditions over extended periods of time. Requirements include running, climbing stairs with a heavy load, jumping, twisting, bending, and lifting more than 100 lbs. The pace of the work is set by the emergency situation. During both emergency and non-emergency situations, the employee must be able to conduct coherent voice communication in person as well as via portable radio and telephone.

OAK GROVE FIRE DEPARTMENT

Position Description

Position: Captain *Lieutenant*
Department: Fire/Rescue
Reports To: Assistant Chief
Status: Regular, Full-Time, Non-Exempt
Pay Grade:

Position Summary:

Responsible for planning, coordinating, supervising and conducting fire, EMS, rescue and Haz Mat services; performs administrative duties related to the supervision of assigned staff during shift. Assumes command of emergency operations in absence of the Captain or Assistant Chief. Performs fire suppression, rescue related calls, emergency medical services as an EMT, hazardous materials response, inspection and prevention activities, and performs related work as required. Provides on-the-job training to new assigned personnel; resolves simple, informal complaints of personnel; reports to superiors on disciplinary problems.

Required Knowledge, Skills and Abilities

- Sound judgement, professional conduct, commitment to service and community, and proven leadership skills are the prime factors of this position.
- Exhibits a high respect for human and community diversity.
- Demonstrates the ability to perform and lead others calmly and efficiently in crisis situations.
- Has working knowledge of and the ability to maintain accurate records and prepare timely reports required by various city, state and federal organizations and agencies.
- Demonstrates strength, stamina and endurance to perform firefighting and departmental duties.
- Have a working knowledge of federal, state and local laws and ordinances pertaining to fire and ambulatory services, including fire inspection.
- Have working experience in the use of fire and ambulatory equipment.
- Ability to operate and maintain emergency apparatus and equipment, with knowledge of safety policies and regulations, as well as applicable federal, state and local laws.
- Knowledge of fire prevention, suppression and investigation methods, practices and procedures, with the ability to apply such knowledge and proper procedures to specific situations in a clam manner.
- Working knowledge of community geography, including street names and locations, building structures and hospital locations.
- Able to submit to and pass physical, psychological and medical testing, including drug and alcohol testing, as required.
- Ability to communicate effectively in writing and orally.

Essential Duties and Responsibilities

I. GENERAL

- Supervises and directs the overall fire-fighting, rescue, overhaul, and salvage operations during an assigned shift in assigned area; calls for additional personnel and equipment as needed.
- Inspects vehicles and equipment for operational readiness; coordinates repair and/or replacement to ensure operational readiness.
- Responds to fire incidents; makes decisions about fire combat method; directs fire combat operations until relieved by a superior; supervises and participates in the laying of hose line, directing water

streams, fogs or foam, placing ladders or snorkels, ventilating buildings, rescue of persons, and salvage operations.

- Inspects and directs proper maintenance of station; ensures security of facilities.
- Inspects personnel and maintains discipline.
- Documents and performs necessary follow-up on work-related injuries and exposures.
- Prepares and ensures timely and accurate maintenance of required reports.
- Assists in the coordination of required in-service drills and classes; conducts special drills and/or classes that may be necessary in addition to the training programs conducted by the Training Division.
- Supervises, directs, and coordinates assigned activities in assigned area/shift such as pre-fire planning inspections and hydrant testing.
- Evaluates and counsels assigned staff and reviews evaluation of all personnel assigned to section.
- May serve as a member of accident investigation committees and interview boards for employment or promotion.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing and recommending improved policies and procedures.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with city, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

2. TRAINING AND SAFETY

- Coordinates training activities with other outside agencies, and the general public and coordinates instructional staff (career and volunteer), facilities, records, reports, the development and delivery of instructional materials, evaluation tools/methods, and lesson plans for advanced or specialized classes.
- Responsible for the management of various programs including the shift training program, and EMS certifications, apparatus inventories, the Department Safety Program and Safety Committee, Standardization Committee, Rescue Committee, Extrication Committee, ISO Committee, and other programs as assigned.
- Responsible for conducting accident investigations when Districts' property, equipment, or personnel are involved; disseminates "lessons learned" to other personnel to reduce the incident of accidents; and develops and presents professional accident investigation reports.
- Develops and updates training curriculums on a regular basis; gathers and reviews information from multiple sources to ensure accuracy, applicable course goals, and class objectives; and ensures compliance with recognized national standards.
- Facilitates training courses offered to all career and volunteer staff along with neighboring agencies
- Develops training needs analyses based on federal, state, local and agency requirements and/or personal observations during incidents and training sessions.
- Recommends/requires remedial and proactive training for personnel.
- Maintains records, including training records of participants, and prepares periodic, special and technical reports relating to assigned areas of responsibility.
- Primarily serves as the Incident Safety Officer on all incidents but may also serve in a variety of positions, based upon the employee's qualifications and the needs of the organization, an incident, and the community.

Minimum Job Qualifications

- High School Diploma or General Education Development (GED) certificate
- Minimum two (2) years of experience in a lieutenant position
- Must possess and maintain KY Basic Firefighter II certification.
- Must possess and maintain a Kentucky EMT or Paramedic License.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Must possess and maintain KY Fire Instructor I certification
- Must possess and maintain a valid driver's license.

Physical Requirements

Due to the nature of firefighting and emergency services work, an employee in this position will be exposed to potential hazards such as extreme heat and smoke, unstable structures, live electrical lines, toxic gases, and bloodborne pathogens. Therefore, the employee is required to use protective clothing and equipment, and must have the ability to pass annual physicals. The physical demands of this job also call for above average endurance and conditioning. Duties may include strenuous activities under adverse environmental conditions over extended periods of time. Requirements include running, climbing stairs with a heavy load, jumping, twisting, bending, and lifting more than 100 lbs. The pace of the work is set by the emergency situation. During both emergency and non-emergency situations, the employee must be able to conduct coherent voice communication in person as well as via portable radio and telephone.

OAK GROVE FIRE DEPARTMENT

Position Description

Position: Assistant Chief
Department: Fire/Rescue
Reports To: Fire Chief
Status: Regular, Full-Time, Exempt
Pay Grade:

Position Summary:

The Assistant Chief is responsible for the overall planning, organizing, and directing of day-to-day operations; and the evaluation of all emergency operations including fire suppression, rescue, emergency medical services, and hazardous materials mitigation. Provides general supervision to all employees within the Department. Additional responsibilities include fire prevention, training, safety, coordinating the maintenance of apparatus, coordinating the purchase and maintenance of tools and equipment, and coordinating the maintenance of facilities. Assists the Fire Chief in post-operation analyses and evaluations; ensures sound fiscal management of budgeted resources, and participates in the development and incorporation of efficient operating guidelines, procedures, and policies.

Required Knowledge, Skills and Abilities

- Extensive knowledge in all phases of fire protection and/or emergency medical services work including principles and practices of modern fire control, prevention and investigation and/or emergency medical services delivery and management.
- Thorough knowledge of the policies, rules and regulations of the Department, as well as a working knowledge of the applicable national, state and local laws, ordinances and codes affecting fire and emergency response services.
- Ability to respond to emergency situations and assume or delegate authority appropriately, including the physical abilities to participate in fire suppression and emergency activities as needed.
- Strong leadership, management and team building skills including strategic planning, personnel management, problem analysis and decision making, adaptability/flexibility, stress tolerance and time management; with the ability to project and foster a customer focused and achievement-oriented District.
- Strong oral and written communication skills with the ability to communicate and present complex ideas/information; and apply appropriate communication techniques to various audiences.
- The ability to maintain an effective working relationship within the Department and the Community that maximizes the service potential of the Department and maintains a positive environment in which Department members are eager and proud to serve.
- Strong negotiation and partnering skills with the ability to establish and maintain effective working relationships with the Commission, Fire Chief, other members of the staff, employees, related agency and regulatory officials, union representatives and the general public.
- Ability to analyze situations and act quickly, calmly and effectively under emergency and other stressful circumstances.
- Financial management and budgeting skills necessary to effectively manage budgeted resources for the efficient operation of assigned areas with the ability to prepare and supervise the accurate preparation and maintenance of comprehensive reports and records.

- Working knowledge and proficiency in the operation of computer equipment and software programs used by the Department.

Essential Duties and Responsibilities

- Ensure that all appropriate logs and records such as activity and call logs, investigations, inspections, alarms, medical reports and financial records and reports are properly prepared and maintained for the assigned areas of the Department. Assure proper maintenance and reliability of associated equipment, apparatus, buildings and other facilities.
- Provide general supervision of all career and volunteer personnel below the rank of Assistant Chief. Assist the Fire Chief with the selection of personnel. Conducts annual performance reviews of assigned personnel. Investigate personnel issues, recommend and/or review and approve the performance and disciplinary decisions of all subordinate personnel in accordance with the Policies and Guidelines of the District.
- Assume command of fire or other emergency response situations when appropriate; maintaining firefighting skills and/or medical certifications in order to assist in activities as needed. It will be often necessary to enter potentially hazardous areas (i.e., fire or automobile accident scenes), which may require the employee to wear personal protective clothing and equipment.
- Assures proper maintenance and reliability of equipment, apparatus, buildings and other facilities.
- As necessary, coordinate activities with appropriate county and local agencies. Ensure all work is performed in accordance with all safety policies and guidelines. Maintain excellent public relations by using appropriate judgment and communicating courteously with citizens while fostering a positive public image for the Department.
- Assist the Fire Chief with the planning and preparation of the Department's annual budget. As directed by the Fire Chief, prepare and plan the portion of the Department annual budget related to assigned areas. Control expenditures within the budget appropriation for assigned areas; continuously plan and act to reduce costs and increase effectiveness.
- Serve as the District's representative on various committees and organizations relating to regulatory and legislative initiatives, industry standard and improvements, exchanges of information, public relations and other similar activities. Recommend new ideas to the Fire Chief and Commission and assist with the formulation of plans for continuous improvement of the Department.
- Assume the duties and responsibilities of the Fire Chief in his/her absence.
- Other duties to accomplish the mission of the Department as assigned by the Fire Chief.

Minimum Job Qualifications

- High School Diploma or General Education Development (GED) certificate
- Minimum two (2) years of experience in a Captain position
- Must possess and maintain KY Basic Firefighter II certification.
- Must possess and maintain a Kentucky EMT or Paramedic License.
- Must possess and maintain KY Fire Instructor I certification
- Must possess and maintain a valid driver's license.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

Physical Requirements

Due to the nature of firefighting and emergency services work, an employee in this position will be exposed to potential hazards such as extreme heat and smoke, unstable structures, live electrical lines, toxic gases, and bloodborne pathogens. Therefore, the employee is required to use protective clothing and equipment, and must have the ability to pass annual physicals. The physical demands of this job also call for above average endurance and conditioning. Duties may include strenuous activities under adverse environmental conditions over extended periods of time. Requirements include running, climbing stairs with a heavy load, jumping, twisting, bending, and lifting more than 100 lbs. The pace of the work is set by the emergency situation. During both emergency and non-emergency situations, the employee must be able to conduct coherent voice communication in person as well as via portable radio and telephone.
