

**CITY OF OAK GROVE, KENTUCKY
ORDINANCE NO. 2023-XX**

**AN ORDINANCE BY THE CITY OF OAK GROVE, KENTUCKY
ESTABLISHING THE POSITION OF AND COMPENSATION LEVEL FOR TEMPORARY-PART TIME
MAINTENANCE WORKER AND AMENDING ORDINANCE NO. 2022-08**

WHEREAS, on August 1, 2022, the City of Oak Grove passed Ordinance No. 2022-08, which established a plan for the city employees; and

WHEREAS, the city now wishes to establish the position of Temporary-Part Time Maintenance Worker for the Roads and Grounds Department, and set the compensation level for this position; and

WHEREAS, the City Council believes that the implementation of said changes in the best interests of the City of Oak Grove and its citizens.

NOW THEREFORE, be it ordained by the City of Oak Grove, Kentucky as follows:

**SECTION I – ESTABLISHMENT OF POSITION OF TEMPORARY-PARTIME MAINTENANCE
WORKER**

The position of Temporary-Part Time Maintenance Worker for the City of Oak Grove Roads and Grounds is hereby established. The pay grade for this position shall be (33). A job description for this position is attached hereto and is labeled Exhibit 1. This position shall be incorporated into the City of Oak Grove Compensation Table, dated August 2022, and City of Oak Grove Position Grade Assignment, dated August 1, 2022. Ordinance No. 2022-08-Attachment A- “Compensation Table & Position Grade Assignment August 1, 2022” is hereby amended as set out in Exhibit 2 – Compensation Table & Position Grade Assignment.

SECTION II – UNCONSTITUTIONALITY

Any and all existing ordinances inconsistent with this ordinance are hereby repealed. Should any part of this ordinance be void or unconstitutional, the remaining provisions of this ordinance shall remain in effect.

PUBLICLY READ THIS 28 DAY OF APRIL 2023

PUBLICLY READ THIS 2 DAY OF MAY 2023

APPROVED:

ATTEST:

Jacqueline Oliver, Mayor
City of Oak Grove, Kentucky

Lorelynn Fisher, City Clerk
City of Oak Grove, Kentucky

PUBLISHED: In full in the Kentucky New Era this ____ day of _____, 2023.

**COMPENSATION TABLE &
POSITION GRADE ASSIGNMENT
August 1, 2022**

GRADE	MINIMUM	MIDPOINT	MAXIMUM
32	\$29,492.72	\$34,987.72	\$40,483.71
33	\$31,349.69	\$37,191.93	\$43,034.18
Customer Service Rep Trainee (Utilities)			
Temporary-Part Time Maintenance Worker-Roads and Grounds			
34	\$33,324.72	\$39,535.03	\$45,745.34
Cadet Police Officer			
Water Operator Trainee (Public Works)			
Police Dispatch Trainee			
35	\$35,424.17	\$42,025.74	\$48,627.30
Customer Service Representative (Community Center/Utilities)			
Customer Service Representative/part-time (Community Center)			
Administrative Assistant/part-time (City Office)			
Water Operator I (Public Works)			
Assistant Police Records Clerk			
36	\$37,655.90	\$44,673.36	\$51,690.82
Animal Control Officer			
Police Dispatcher			
Police Patrol Officer Trainee			
Water Operator II (Public Works)			
Police Records Clerk			
Utility Maintenance Technician (Floater)			
37	\$40,028.22	\$47,487.78	\$54,947.35
Heavy Equipment Operator			
Customer Service Manager (Utilities)			

Code Enforcement Officer/Zoning Inspector			
38	\$42,550.00	\$50,479.51	\$58,409.03
Crew Leader, Roads & Grounds (Public Works)			
Water Operator III (Public Works)			
39	\$45,230.65	\$53,659.72	\$62,088.79
Police Officer			
Police Officer Corporal			
40	\$48,080.18	\$57,040.29	\$66,000.39
Police Dispatch Supervisor			
Police Investigator			
Deputy City Clerk			
City Maintenance Supervisor			
Accounts Payable/Administrative Asst to PWD			
41	\$51,109.23	\$60,633.82	\$70,158.41
Accountant/Accounts Receivable			
Accountant/Human Resources			
42	\$54,329.12	\$64,453.76	\$74,578.40
Police Sergeant/Shift Supervisor			
Field Training Officer/Corporal			
43	\$57,751.85	\$68,514.34	\$79,276.83
Fire Chief			
44	\$61,390.22	\$72,830.75	\$84,271.28
Police Lieutenant			
City Clerk			
45	\$65,257.81	\$77,419.09	\$89,580.38
Captain/PD			

Field Operations Manager (Public Works)

46 \$69,369.05 \$82,296.50 \$95,223.93

**Assistant Public Works Director
Major/PD**

47 \$73,739.30 \$87,481.18 \$101,223.05

EXEC \$80,500.00 \$110,285.00

**Finance Director
Police Chief
Public Works Director
Community Center Director**



City Of Oak Grove, Kentucky

Position Title:	Temporary-Part Time Maintenance Worker			Grade:	33
Department:	Roads and Grounds		Reports to:	Fields Operation Manager	
Employment Status:	Temporary-Part Time	Salary Range/Hourly Rate	\$15.07-\$20.68	FLSA Status:	Non-Exempt
				Approved By:	City Council

Educational Requirements:

- Graduate of accredited high school or GED.

Minimum Qualifications:

- Minimum of 1-year experience in related field.
- Possess a valid driver's license.
- Ability to read, write and speak English.
- Lift up to fifty (50) pounds.
- Ability to pass a drug test and background check.

Job Summary

City maintenance workers are responsible for keeping the streets, sidewalks, and other public areas of their city clean and safe. They commonly perform tasks such as mowing, weed eating, edging, pruning, trimming, mulching, etc. utilizing mowing machines and other equipment necessary to accomplish required work tasks. City maintenance workers may also be tasked with performing minor repairs to public property or equipment. This might include fixing potholes in the road, replacing street signs that have fallen over, etc.

Essential Duties:

- Maintains grounds, including but not limited to, watering, seeding and maintenance of all landscape features and plantings such as grass, trees, shrubs, and flowers.
- Ensure prompt removal of trash and debris.
- Perform routine ground maintenance, including mowing, weed eating, edging, pruning, trimming, mulching, etc.

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.
- Able to work under stress is necessary.

Preferred Skills, Knowledge, or Abilities:

- Prior mowing/bush hogging experience preferred.
- Must be able to successfully operate various types of outdoor equipment with minimum supervision.

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.

Disclaimer:

- This position description does not constitute a contract between the City of Oak Grove and the 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 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.

Approvals:

Name	Title	Date
Name	Title	Date