



**Tuesday June 6, 2023**  
**Special Committee Meeting-Job Descriptions**  
**Oak Grove Council Chambers**  
**8505 Pembroke Oak Grove Rd Oak Grove, Kentucky 42262**

The Oak Grove Committee for Job Descriptions met in Special Session on June 6, 2023, at 9:00 a.m. The meeting was held in the Oak Grove Council Chambers located at 8505 Pembroke Oak Grove Road Oak Grove, Kentucky. Present for the meeting were: Chairman/Council Member Janet Edwards, Council Member John Campbell, and Council Member Richard Baker. Also present for the meeting were Accountant/Human Resources Hailey Bamford, Finance Director Bobbie Crawford, and City Clerk Lorelynn Fisher. There was approximately 1 individual present at the meeting.

**CALL TO ORDER**

Chairman/Council Member Janet Edwards called the meeting to order at 9:00 a.m.

**APPROVAL OF MINUTES**

Council Member John Campbell made a motion to approve the minutes from May 2, 2023. Council Member Richard Baker seconded the motion. There was no discussion. A voice vote was taken with all present in favor; allowing the motion to be carried out.

**AGENDA**

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

1. **Public Work's Director:** The committee recommended "construction/project management". The committee recommended changing 5 years' experience to 7 years' experience in municipal utility operations and striking out "water distribution". The committee recommended striking out "civil engineering" and replacing it with "engineering". The committee recommended adding 7 years' experience for city zoning and permitting. Lastly, the committee recommended adding 2.5 years' experience in stormwater regulations knowledge.
2. **Assistant Public Work's Director:** The committee recommended having stormwater regulation knowledge added to this description. The committee recommended adding 3 years' experience of working and operational knowledge of the GI system. The committee recommending adding "Have a Commercial Driver's License or the ability to obtain a Commercial Driver's License within 1 year" under Minimum Qualifications. The committee recommended striking out "responsible for testing water meter changeouts" and replacing it with "evaluating water meter changeouts". Lastly, the committee recommended adding "this position requires a rotating schedule".
3. **Field Operations Manager:** The committee recommending adding "Have a Commercial Driver's License or the ability to obtain a Commercial Driver's License within 1 year".

4. Crew Leader: The committee recommending adding “Have a Commercial Driver’s License or the ability to obtain a Commercial Driver’s License within 1 year”. Lastly, the committee recommended adding “Possess an herbicide license within 1 year”.
5. Customer Service Manager: The committee recommended adding “this position shall be bonded”.

The committee scheduled another meeting on June 16, 2023, at 9:00am.

**ADJOURN**

Council Member John Campbell made a motion to adjourn the meeting. Council Member Richard Baker seconded the motion. There was no discussion. The meeting was adjourned at approximately 10:00am.

**APPROVED:**

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Chairman/Council Member Janet Edwards

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DATE

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Council Member John Campbell

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DATE

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Council Member Richard Baker

\_\_\_\_\_  
DATE

**ATTEST:**

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

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DATE