



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:

/s/
Chairman/Council Member Janet Edwards

06.16.23
DATE

/s/
Council Member John Campbell

06.16.23
DATE

/s/
Council Member Richard Baker

06.16.23
DATE

ATTEST:

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

06.16.23
DATE

****Minutes were approved at the June 16 2023, Special Job Description Committee Meeting. Original signed document is available at City Hall****