

2000 ROAD DEPARTMENT

**Spencer County, Kentucky
Ordinance No. 1
Fiscal Year 2010 Series**

Class Title: Assistant County Clerk

Class Code: 2001-B

Pay Grade: **An Ordinance to Amend the Spencer County Administrative Code**

Pay Range: \$10.98-14.00/hour

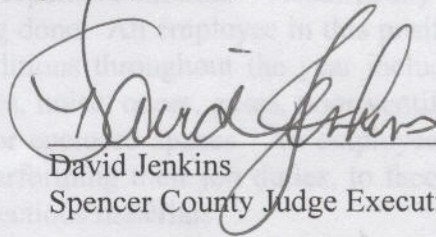
Whereas, the Fiscal Court of Spencer County, Kentucky had adopted the Spencer County Administrative Code, effective January 1, 2007; and

Whereas, the Fiscal Court of Spencer County has determined it necessary to create a new job position;

Now Therefore Be It Ordained by the Fiscal Court of Spencer County, Commonwealth of Kentucky that the position of Assistant Road Supervisor is hereby created, with job description as attached and incorporated into the Chapter 3 Part II of the County Administrative Code.

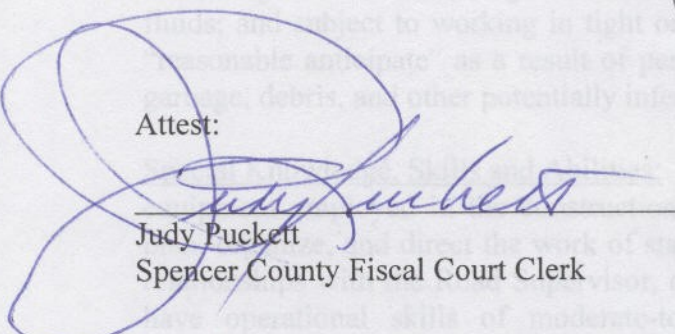
Given first reading and approval on July 6th, 2009.

Given second reading and adoption on August 3rd, 2009.



David Jenkins
Spencer County Judge Executive

Attest:



Judy Puckett
Spencer County Fiscal Court Clerk

2000 ROAD DEPARTMENT

Spencer County, Kentucky

Ordinance No. 1

2010 Series

Class Title: Assistant County Road Supervisor

Class Code: 2001-B

Pay Grade: 17

Pay Range: \$10.98-14.00/hour

Characteristics of the Class: Under direction of the County Road Supervisor, employee will assist in the construction, repair, and maintenance of county roads; and in the Road Supervisor's absence, be responsible for the supervision of employees engaged in servicing the county roads.

Essential Job Functions: Employee will engage in physical work tasks, including but not limited to such tasks as grass cutting, shoveling gravel and asphalt materials, snow removal, clearing culverts and ditches. Employee may be expected to operate county equipment such as backhoe, grader, dump trucks, paver, roller, etc, as well as small hand tools such as shovel, chainsaws, mowers, trimmers, hammer, handsaw, etc. Employee may also be expected to order necessary materials, parts, and supplies, to handle complaints from the public, and to perform other essential duties as required.

Job Related Physical Activity Requirements: This position may involve work requiring the employee to exert in excess of 100 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include, but is not limited to climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motion. Visual acuity is required to operate machinery and to inspect the work being done. An employee in this position will be exposed to indoor and outdoor environmental conditions throughout the year including extreme heat and cold; subject to hazards; subject to fumes, noise, odors, gases, poor ventilation, oils, and cutting fluids; and subject to working in tight or enclosed spaces. An employee in this position could "reasonable anticipate" as a result of performing their job duties, to face contact with roadside garbage, debris, and other potentially infectious materials.

Special Knowledge, Skills and Abilities: Thorough knowledge of methods, materials, and equipment employed in the construction, maintenance and repair of county roads. Ability to plan, organize, and direct the work of staff. Ability to establish and maintain effective working relationships with the Road Supervisor, co-workers, government officials and the public. Must have operational skills of moderate-to-heavy maintenance equipment. Ability to operate computer.

Acceptable Experience and Training: Employee must possess a high school diploma or GED, a valid CDL driver's license, and considerable experience in maintenance or construction.