HARDIN COUNTY FISCAL COURT RESOLUTION NO. 2011-099

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resource and Community Support Committee to make the following change within the Solid Waste Department:

- 1. The change of status of Joseph Yates from Maintenance Operations/Sanitation position at Grade 11, Step 6, to Maintenance Technician position at Grade 13, Step 4, at \$17.53 hourly, without scheduled overtime, effective July 31, 2011.
- 2. The approval of the new job description for Maintenance Technician.

ADOPTED by the Hardin County Fiscal Court in its regular meeting on 26 July 2011.

Harry L. Berry

Hardin County Judge/Executive

ATTEST:

Kenneth L. Tabb

Hardin County Clerk

Hardin County Fiscal Court Job Description

Maintenance Technician

July 26, 2011

Solid Waste Pay Grade 13

Job Summary

The position of the Maintenance Technician is to share in the responsibility for proper operation and maintenance of the wastewater treatment plant and for proper operation and maintenance of the gas collection system. This also includes maintenance of the wastewater treatment plant, maintenance of buildings, grounds, and equipment.

Major Essential Duties

- Assists in daily operation of the wastewater treatment plant
- Ensures all pumps, aerators and lift-stations are functioning as designed
- Periodically samples ammonia levels in leachate lagoons
- Cleans clarifiers
- Reads and records daily meter reading on gas well pumps
- Tunes gas well pumps twice monthly, or more frequently, if needed
- Assists in extending/raising of methane gas wells
- Make adjustments on methane Flare Skid, including calibration of the flow meter
- Send bi-monthly reports on gas field to Hardin County and its contracted landfill engineering firm
- Performs the daily maintenance of methane gas wells and leachate return lines
- Assists in installing horizontal methane gas wells
- Runs temporary leachate and vacuum lines

Minor Essential Duties

- Mows grass at Springfield Road and Pearl Hollow Landfill
- Sprays weed killer around manholes, fences, signs, etc.
- Performs preventive maintenance on all landfill equipment
- Assists in mowing county roads
- Operates dump truck, road grader, and skid-loader
- Maintains records

Supervisory Responsibility

None

Relationships The Maintenance Technician performs duties within the Solid Waste Department, under the direct supervision of the Landfill Operations Coordinator.

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Experience in Industrial or Mechanical Environment preferred

Language Skills

- Ability to communicate effectively in English both orally and in writing
- Ability to read, analyze, and interpret policies, procedures, equipment manuals, and safety documents.
- Ability to write occasional reports

Mathematical Skills

· Ability to add, subtract, multiply and divide in all units of measure

Reasoning Ability

- Solves practical problems
- Interprets some technical and instructional material
- Makes decisions which serve the County's best interest

Certificates, Licenses, Registrations

- Must maintain a valid Kentucky's Driver's License
- Must maintain a Kentucky Wastewater Operator's License

Other Knowledge and/or Skills

- Possesses the knowledge of proper maintenance procedures to anticipate and prevent mechanical breakdown of equipment
- Possesses the knowledge of safety requirements involved in equipment operation.

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

- Stand or walk
- · Talk or hear
- Use hands to type, handle paper, etc
- Lift and/or move up to 70 pounds

Occasionally (under 1/3 of regular work day)

- Sit
- Reach with hands and arms
- Drive a vehicle
- Climb, crawl or maneuver in confined spaces
- Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.
- Possesses the ability to work in inclement weather and working conditions (extreme hot/cold)
- Possesses the ability to work in manholes where gases can build up
- Possesses the ability to work in confined spaces (manhole entry way and lift stations)
- Maintain the physical ability to perform essential job functions

Work Environment

- The work environments described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- The noise level is high due to periodic proximity to treatment plant and large equipment.
- Some job hazards are: cuts, scrapes, snakes, animals, and unknown chemicals.

Comments

- Must display the following:
 - o Positive communication
 - o Objectivity
 - o Willingness to solve problems
 - o Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 21 years or older

Date Approved: 7-26-11

Harry L. Berry
Hardin County Judge/Executive