

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2014-137**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description revisions:

1. Operator I
2. Dispatcher
3. EMS Secretary

**ADOPTED**, by Hardin County Fiscal Court in its regular meeting on 23 September 2014

  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
Kenneth L. Tabb  
Hardin County Clerk

By:  Dublin Donnelly D.C.

**Hardin County Fiscal Court  
Job Description**

**Laborer/Equipment Operator I**

*September 23, 2014*

**Road  
Pay Grade 3**

**Job Summary**

The purpose of the position of Laborer/Equipment Operator is to perform skilled work in the operation of construction and maintenance equipment in the Hardin County Road and Maintenance Department. The employee occasionally drives a truck. Work is performed under general supervision and specific instructions are given for unusual jobs. Supervisors evaluate all assignments during progress and upon completion

**Major Essential Duties**

- Operate equipment such as a track loader, wheel-type loader, backhoe, roller, dump truck, tractor with trailer, bush-hog, boom-mower, or broom
- Uses shovel, rake, broom and flags with paving crew
- Loads and unloads limbs, bushes, work implements, and materials such as seed, fertilizer, and lumber
- Clears and maintains right-of-ways of dead or living trees and bushes, uses bush chipper
- Assists with the installation of drainage tiles along roadway
- Cleans clogged drainage tiles along roadway
- Spreads fertilizer and grass seed
- Drives light truck when required
- Assists with the installation of highway signs
- Performs snow and ice removal with light truck
- Assists with bridge building
- Digs and drills holes
- Spreads straw
- Loads sand
- Perform various tasks as required or instructed by supervisor

**Minor Essential Duties**

- Facilitate the completion of construction projects by performing general labor, equipment operation and shop clean up
- Account for materials and equipment used or consumed in said projects

**Supervisory Responsibility**

- None

## **Relationships**

The Laborer/Equipment Operator I performs duties within the Road Department under the supervision of the Road Department Supervisor, Assistant Supervisor or designated Foreman

## **Qualifications**

### ***Education and/or Experience***

- Graduate of an accredited high school or equivalent
- Some experience in performing heavy manual work is preferred, but not required
- Some experience in performing delegated unsupervised work is 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, and divide in all units of measure.

### ***Reasoning Ability***

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

### ***Certificates, Licenses, Registrations***

- Possess a valid Kentucky driver's license
- Possess or be able to obtain a commercial driver's license within one (1) year of employment

### ***Other Knowledge and/or Skills***

- Knowledge of the proper use and care of hand tools
- Must understand traffic laws, ordinances and regulations involved in operating equipment
- Must understand the occupational hazards and proper safety precautions involved in the operation of equipment and working in a heavy construction environment

### ***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:

<u>Regularly (over 2/3 of regular work day)</u>	<u>Occasionally (under 1/3 of regular work day)</u>
Stand or walk	Stand or walk
Talk or hear	Reach with hands and arms
Lift and/or move up to 25 pounds	Use hands to type, handle papers, tools etc
Operate a vehicle or heavy equipment	

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus within the requirements of a commercial driver's license

***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 usually moderate to high.

***Comments***

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the County's best interests
- Must adhere to 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 appropriate authorities
- Must be neat in appearance
- Must be 18 years or older
- Must be able to understand and follow oral and written instructions
- Must maintain effective working relationships with other employees and supervisors
- Possess physical strength and agility sufficient to do strenuous laboring tasks under varying, sometimes severe, weather and work conditions
- Perform duties in locations with high instance of dust, dirt, noise, and emissions from equipment
- Must have personal integrity and remain free of felony convictions

Date Approved: September 23, 2014

  
 Harry L. Berry  
 Hardin County Judge/Executive

**Hardin County Fiscal Court  
Job Description**

**Dispatcher**

*September 23, 2014*

**E-911  
Pay Grade 7**

**Job Summary**

The E-911 Dispatcher performs responsible telecommunications work in the reception and transmission of all incoming informational and 9-1-1 emergency calls. The employee is responsible for evaluating information to determine jurisdiction, equipment and personnel to be dispatched, utilizing a sophisticated Computer Aided Dispatch (CAD) system. Dispatchers are expected to demonstrate extensive communication skills and to exercise good judgment under pressure. Work is performed in a close, high security environment with considerable demands for speed and accuracy.

**Major Essential Duties**

- Receive and process incoming informational and emergency calls
- Accurately process caller's information, evaluate situations and determine appropriate action needed based on standard operating policies, procedures and guidelines
- Monitor status of calls to ensure calls for service are expediently processed and dispatched
- Document and record any and all pertinent information pertaining to the event in the computer aided dispatch system
- Dispatch required emergency services to incident and relay available information or refer caller to appropriate agencies via direct connect or provide caller with a non-emergency telephone number to contact the agency needed
- Monitor radio traffic of all in-service units and respond to specific requests or needs
- Enter data, check/validate entries, and run queries in the National Crime Information Center (NCIC) and Law Information Network of Kentucky (LINK)
- Query local court or public safety systems for related information
- Ensure all equipment in the communications area is operational and report any malfunctions to the E-911 Shift Leader or E-911 Dispatch Supervisor

**Minor Essential Duties**

- Set up and maintain files
- Distribute information as needed
- Update existing databases on a regular basis
- Maintain the dispatch work area in a neat and orderly manner
- Perform related work as required

## **Supervisory Responsibility**

- None

## **Relationships**

The E-911 Dispatcher performs duties within the E-911 Department under the direct supervision of the E-911 Dispatch Shift Leader and the E-911 Dispatch Supervisor

## **Qualifications**

### **Education and/or Experience**

- Graduate of an accredited high school or equivalent
- Prior dispatching or communications experience preferred
- Customer service or complaint resolution experience desired
- Experience in the use of computers and standard communication devices required

### **Language Skills**

- Ability to respond to inquiries and/or complaints from the general public, employees, regulatory agencies and vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills
- Respond to sensitive inquiries
- Ability to communicate clearly, concisely, and effectively in stressful and/or emergency situations
- Possess a thorough understanding of and be able to communicate in the English language

### **Mathematical Skills**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers and decimals

### **Reasoning Ability**

- Solve practical problems
- Interpret some technical and instructional material
- Define problems, collect data, establish facts, and draw valid conclusions
- Make reasonable decisions that serve the best interest of both Hardin County and its citizens

### **Certificates, Licenses, Registrations**

- Must possess and maintain a valid motor vehicle operator's license
- Must have successfully completed or complete within one year of employment, the Basic Telecommunications Academy at the Kentucky Department of Criminal Justice Training Center at Eastern Kentucky University, Richmond, Kentucky, and complete all required annual in-service training to maintain certification

- Must possess or successfully obtain within one year of employment NCIC/LINK certification and complete all required annual in-service training to maintain certification
- Must possess or successfully obtain within 2 months of employment CPR/AED certification and complete required recertification training to maintain certification
- Must possess or successfully obtain within one year of employment Emergency Medical Dispatch Certification (EMD) and complete all required annual in-service training to maintain certification

#### **Other Knowledge and/or Skills**

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Work well with other related state, county and municipal departments both within and out of Hardin County
- Communicate both over the phone and radio in a clear and distinct manner that is easily understood by the receiving party
- Must possess typing skill necessary for successful job performance as determined by Critical test.
- Multi-task, including receiving and referring a high volume of telephone/radio communication in a busy and/or hectic work environment
- Maintain a calm, professional demeanor under both stressful and undesirable circumstances. The dispatcher must be able to think clearly and act promptly in emergencies situations and under pressure
- Possess a thorough geographic knowledge of Hardin County, including cities, highways, landmarks, and surrounding areas

#### **Pre-Employment Requirements**

- Must submit to and pass a thorough background investigation, which may include the following:
  - Credit history
  - Morality
  - Criminal records
  - Medical records
  - Character of the applicant
- Must not have been convicted of a felony offense or other crimes involving moral turpitude (misdemeanor convictions will be considered on an individual basis)
- Must submit to being fingerprinted for background investigation
- Must submit to a pre-employment polygraph test
- Must submit to a pre-employment psychological suitability screening
- Must submit to and pass a pre-employment drug screening test
- Must submit to and pass a pre-employment physical exam and audiogram
- Must be able and willing to work varied shifts and be available for overtime when necessary

- Must be 18 years of age or older
- Must be a citizen of the United States

**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)

Sit  
Talk or hear  
Use hands to type, handle paper, etc.  
Focus on computer screens

Occasionally (under 1/3 of regular work day)

Stand or walk  
Reach with hands and arms  
Lift and/or move up to 25 pounds

**Work Environment**

The work environment described in preceding paragraphs represents 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 usually low to moderate

**Comments**

- Must display the following
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - 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 maintain confidentiality when required
- Must have personal integrity and remain free of felony convictions
- Must have and maintain a telephone at own expense
- Must be able and willing to work varied shifts and be available for overtime when necessary

Date Approved: September 23, 2014



Harry L. Berry  
Hardin County Judge/Executive

## **Hardin County Fiscal Court Job Description**

### **EMS Clerk**

*September 23, 2014*

**EMS**

**Pay Grade 3**

### **Job Summary**

The Emergency Medical Services Clerk is responsible for providing clerical and administrative support to Hardin County EMS and other agencies located within the Emergency Services Center. Work is performed under general supervisory guidelines and requires the use of independent judgment in the completion of assigned duties. Duties require thorough knowledge of the various operations of the EMS Department.

### **Major Essential Duties**

- Receives visitors to the Emergency Services Center
- Answers incoming calls and directs them to the appropriate department or records messages for return calls.
- Compose correspondence and reports; proofread and edit correspondence, reports, or other written communications.
- Establishes and maintains files for the EMS Director and other EMS Command staff.
- Gather information and materials for reports or other special projects and assignments
- Occasionally assist Administrative Support Assitant in preparing invoices, packing slips or purchase orders in preparing them for submittal to Finance Department.
- Orders, distributes, and tracks all uniforms for EMS personnel.
- Occasionally assist Administrative Support Assistant in maintaining records related to all EMS purchases.
- Receives and responds to legal requests for federally protected health information.
- Receives payments to EMS and prepares check register for review and confirmation by the EMS Account Manager.
- Performs second level review to account for the completion of EMS Patient Care Reports
- Monitor and maintain inventory of office supplies; ensure availability of adequate materials to conduct work activities
- Purchases or arrange the purchase of office supplies either online, by telephone, or in person
- Prepare, maintain and update confidential department and KBEMS required personnel information
- Keep EMS Director informed of significant items requiring review or action

**Minor Essential Duties**

- Distributes public notices to the media
- Prepares mail
- Maintains the office and classroom calendar
- Maintains registration lists for public and agency educational programs.
- Issues textbooks to persons registered for public educational programs.
- Performs other duties as required

**Supervisory Responsibility**

- None

**Relationships**

The EMS Clerk performs duties within the EMS under the direct supervision of the EMS Account Manager.

**Qualifications**

***Education and/or Experience***

- Graduate of an accredited high school or equivalent
- College credits in related fields preferred
- Prior experience in office and administrative procedures and practices or willingness to learn said practices
- Experience in emergency service operations is preferred

***Language Skills***

- Ability to respond to inquiries and/or complaints from employees, regulatory agencies and vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills
- Respond to sensitive inquiries
- Possess a thorough understanding of and be able to communicate in the English language

***Mathematical Skills***

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals
- Ability to compute ratio and percent

***Reasoning Ability***

- Define problems, collect data, establish facts, and draws valid conclusions
- Interpret a variety of technical and instructional information
- Make decisions which serve Hardin County's best interest and follows the missions and objectives of the department

***Certificates, Licenses, Registrations***

- Must possess and maintain a valid motor vehicle operator's license

***Other Knowledge and/or Skills***

- Knowledge of office practices and administration, proper business English, punctuation, grammar and spelling.
- Ability to use mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Ability to effectively use computers and standard office machines, including:
  - Standard office computer programs for word processing such as Microsoft Word
  - Spreadsheets such as Microsoft Excel
  - Visual presentations such as Microsoft Power Point
  - Access and effectively use the Internet
- Ability to type at a speed necessary for successful job performance
- Ability to manage and accomplish multiple priorities and responsibilities with a high level of accuracy
- Possess a thorough geographic knowledge of Hardin County, including cities, highways, landmarks, and surrounding areas

***Pre-Employment Requirements***

- Must submit to and pass a thorough background investigation, which may include the following:
  - Credit history
  - Criminal records
  - Character of the applicant
- Must not have been convicted of a felony offense or other crimes involving moral turpitude (misdemeanor convictions will be considered on an individual basis)
- Must submit to and pass a pre-employment drug screening test
- Must be a citizen of the United States
- Must be 21 years of age or older
- Must be eligible to become a Notary Public

***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)

Sit  
Talk or hear  
Use hands to type, handle paper, etc. Focus  
on computer screens

Occasionally (under 1/3 of regular work day)

Stand or walk  
Reach with hands and arms  
Lift and/or move up to 25 pounds  
Drive a vehicle

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus

**Work Environment**

The work environment described in preceding paragraphs represents 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 usually low to moderate.

**Comments**

- Must display the following
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - 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 Hardin County Administrative Operational Guidelines, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must maintain confidentiality when required
- Must have personal integrity and remain free of felony convictions
- Must have and maintain a telephone at own expense
- Must be able and willing to work varied hours and be available for overtime and emergency call-in.

Dated:

*September 23, 2014*



Harry L. Berry  
Hardin County Judge/Executive