

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2016-163**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry and the Resources and Community Support Committee, to approve changes to the following job descriptions:

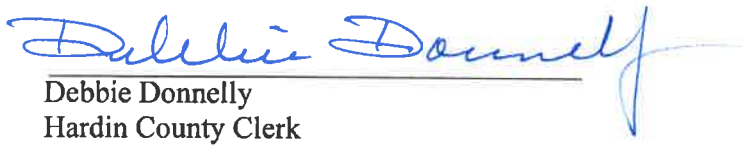
1. Assistant Supervisor (Road Dept.) (17-5)
2. Animal Care & Control Director (18-3)
3. Solid Waste Coordinator/Director (18-6)
4. Operations Coordinator (Animal Care & Control) (12-EL)

ADOPTED, by the Hardin County Fiscal Court in its regular meeting on 25 October 2016.



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Debbie Donnelly
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Assistant Supervisor

October 25, 2016

Road

Pay Grade 17

Job Summary

The purpose of the job of Assistant Supervisor is to assist the Hardin County Road Department Supervisor in the planning, supervision and coordination of the activities of the Hardin County Road Department. In the absence of the Department Supervisor, this position will perform the duties of the Supervisor.

Major Essential Duties

- Plan and direct the operation, maintenance, and construction activities of the County Road Department
- Schedule work projects and priorities
- Supervise and coordinate the work of the Foremen
- Inspect work as to methods employed, quality of work, and work progress
- Review correspondence and reports

Minor Essential Duties

- Investigate and respond to complaints regarding work needs on county roads
- Investigate personnel issues
- Assist Supervisor in preparing annual budget
- Assist with Road Department training and professional development

Supervisory Responsibility

Responsibilities may include the following in accordance with organizational policies and applicable laws for all positions of county government under the direction of the Judge/Executive:

- Supervise Road Department employees within the Road Department which may include the following:
 - Assist with hiring, training, development and work assignment
 - Evaluate job performance
 - Provide complaint and problem resolution
 - Enforce policies and procedures

Relationships

The Assistant Supervisor performs functional duties associated with the Road Department under the supervision of the Road Department Supervisor and general administrative, personnel or procedural issues with the assistance of the Office Manager

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- Some experience in business management in a related field
- Five (5) years experience in construction and road maintenance work are required.
- Working knowledge of county government preferred
- Thorough knowledge of various types of equipment
- Thorough knowledge of standard procedures and practices

Language Skills

- Ability to display strong oral, written and listening skills
- Ability to read, analyze, and interpret policies, procedures, equipment manuals, and safety documents
- Ability to write necessary reports.
- Ability to respond to sensitive inquiries and complaints from regulatory agencies business community members and suppliers of goods and services
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other members of government

Mathematical Skills

- Ability to add, subtract, and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to compute ratio, and percent and to draw and interpret graphs
- Ability to estimate quantities of material, equipment, and personnel required for projects

Reasoning Ability

- Define problems, collect data and establish facts and draws valid conclusions
- Solve practical problems while dealing with several abstract and concrete variables
- Interpret an extensive variety of complex technical and instructional information
- Make decisions which serve the County's best interest and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- Possess a valid Kentucky driver's license and CDL

Other Knowledge and/or Skills

- General knowledge of the operation, maintenance and adaptabilities of road construction equipment
- Understanding of traffic laws, ordinances and regulations involved in operating equipment.
- Understanding of the occupational hazards and proper safety precautions involved in the operation of equipment and working in a heavy construction environment.
- Ability to give instructions to other employees.
- Maintain effective working relationships with other employees and supervisors.
- Mechanical aptitude and manual dexterity to operate construction equipment

- Basic knowledge of computers and office equipment

Physical Demands

Will possess physical strength and agility sufficient to do some laboring tasks under varying, sometimes severe, weather and work conditions and will be expected to perform duties in locations with high instance of dust, dirt, noise, and emissions from equipment.

The physical demands described represent 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 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 | |

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


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 Statues and any other procedures, rules, regulations, ordinances and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 21 years or older
- Must have personal integrity, and remain free of felony convictions
- Must maintain confidentiality when required

Date Approved: _____


 Harry L. Berry
 Hardin County Judge/Executive

Exempt

Hardin County Fiscal Court Job Description

Animal Care & Control Director
October 25, 2016

**Animal Care & Control
Pay Grade 18**

Job Summary

The purpose of the position of the Animal Care and Control Director is to execute the functions and duties prescribed by Hardin County Fiscal Court in accordance with Kentucky Revised Statutes, Chapter 258, concerning dog and livestock protection. The Animal Care and Control Director will perform duties involved in the control, custody, and humane destruction of animals identified as being stray, vicious or diseased. This position supervises in the administration of the county's animal licensing procedures. The person holding this position must meet all qualifications to serve as Peace Officer as required by KRS 61.300. The Dog Warden must be available for duty at all hours.

Major Essential Duties

- Assist Fiscal Court in drafting regulations to be adopted and enforced relative to Animal Care and Control standards
- Apprehend, impound and/or destroy in a reasonable and humane way any dog which does not bear a license tag or other legible identification that is found running at large or is vicious or diseased and may be endangering the lives and/or property of county residents
- Enforce the Animal Care and Control ordinances, statutes, and regulations of the state, county and cities inside Hardin County
- Issue citations for District Court and serve warrants related to cases involving animals, if necessary
- Attend court proceedings and testify as needed in cases related to enforcement of Animal Care and Control laws and/or the performance of official duties
- Quarantine rabies suspects for 10 days at the Animal Shelter
- Prepare rabies suspects for testing by a qualified Health Department employee
- Euthanize both dogs and cats as needed
- Supervise work to keep Animal Shelter in a sanitary and safe condition by cleaning the facility on a daily basis.
- Feed and care for animals being held at the Animal Care and Control
- Develop and maintain sound financial practices
- Formulate and implement standard operating procedures for the department

Minor Essential Duties

- Issue and collect fees for dog and kennel licenses and furnish appropriate tags
- Maintain official records and documents related to the issuance of licenses and fees collected
- Permit adoptions of animals and collect adoption fees
- Perform related work as required

Supervisory Responsibility

- Supervise office and shelter employees within the Animal Care and Control Shelter which may include the following:
 - Assist with hiring, training, development and work assignment
 - Evaluate job performance
 - Provide complaint and problem resolution
 - Enforce policies and procedures

Relationships

The Animal Care and Control Director performs duties within the Animal Care and Control Shelter under the supervision of the Judge/Executive

Qualifications

Education and/or Experience

- A graduate of an accredited high school or equivalent
- Working knowledge of county government operations is preferred
- Prefer a minimum of five years of supervisory experience at an animal shelter which houses 3500+animals annually, and a minimum of two year's experience at a department level position
- Knowledge of and familiarity with tranquilizer techniques used in the field for animal capture
- Advanced knowledge of animal behavior as evidenced by at least 40 hours of classroom attendance on the subject or willingness and ability to obtain it within 1 year
- Knowledge of animal related Kentucky Revised Statutes
- Working knowledge of "Adopt-A-Friend" shelter software
- Experience in gathering evidence and courtroom procedures as related to Kentucky animal laws
- Experience in educational classes (dog bite prevention, animal care, etc.) for K-3rd grade and for law enforcement personnel
- Experience in off-site animal adoption as a special event
- Experience with dog licensing programs
- Experience with adoption programs
- Experience with rabies vaccination clinics
- Experience with spay/neuter programs and surgeries

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, business correspondence, and policy and procedure documents
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other members of government organizations
- Ability to display strong oral, written, and listening skills
- Ability to write speeches, articles, and publications when necessary

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, and to draw and interpret graphs
- Ability to apply concepts of algebra as needed and statistics as needed

Reasoning Ability

- Solve practical problems while dealing with several abstract and concrete variables
- Interpret an extensive variety of complex technical and instructional information
- Make decisions which serve the best interest of the County and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- Meets all qualifications to serve as a Peace Officer as required by KRS 61.300
- Current Commonwealth of Kentucky driver's license
- Certification in use or care of firearms or a willingness and ability to acquire such certification including the use of a pistol and 12-gauge shotgun on an annual basis with the Hardin County Sheriff Office Firearm Instructor
- Possess a Controlled Substance Registration Certificate 2n and 3n or willingness and ability to obtain within 1 year
- Possess a National Animal Control Association Training Academy Level 1 and Level 2 certification or willingness and ability to obtain within 1 year
- Possess a Euthanasia Technician License
- Possess a FEMA National Incident Management Certificate or willingness and ability to obtain within 1 year
- Possess a FEMA Incident Command System for Federal Disaster Workers Certificate or willingness and ability to obtain it within 1 year

Other Knowledge and/or Skills

- Exercise mature judgment, courtesy and tact in dealing with the public, elected officials, and government employees on the telephone or in person
- Ability to operate vehicles and weapons used in the performance of job duties
- Ability to establish and maintain effective relationships with other employees and the general public
- Ability to perform aspects of the job which routinely include pursuing animals in all environments
- Ability to routinely lift heavy objects (up to 100 pounds)

Physical Demands

The physical demands described represent 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, walk or run | Sit |
| Talk or hear | Reach with hands and arms |
| Lift and/or move up to 100 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.

Work Environment

The work environment characteristics described represent those encountered while performing the essential job functions. Work involves at certain times being in dangerous situations by facing vicious and/or diseased animals or hostile animal owners. Work environment includes all weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the 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, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required
- Must be 21 years or older
- Must be a citizen of the United States

Date Approved: _____



Harry L. Berry
Hardin County Judge/Executive

Hardin County Fiscal Court Job Description

Solid Waste Coordinator/Director

October 25, 2016

**Solid Waste
Pay Grade 18**

Job Summary

The purpose of the position of Solid Waste Coordinator/Director is to serve as the point of contact for the coordination, further implementation and management of solid waste activities with the exception of Pearl Hollow and Springfield Road Landfills, in Hardin County, Kentucky. These activities include the management of control, collection, and transportation of solid waste in the county. Other duties include the administration of the County's Solid Waste Plan; the enforcement of Hardin County Ordinance 159 series 2000, requiring property owners to maintain their property in an acceptable condition; and the completion of other duties as assigned by the Judge/Executive.

Major Essential Duties

- Develop and administer a solid waste management plan for the county as required.
- Administer the enforcement of county solid waste ordinances and resolutions.
- Ensure the proper collection of solid waste by the County's exclusive solid waste hauler.
- Ensure the proper billing of the county's solid waste customers by the designated billing service.
- Ensure the operation of a county recycling program with drop-off sites strategically located throughout the county.
- File all state monthly, quarterly, and annual reports with the Division of Waste Management, Air & Water.
- Prepare and file annual report for Division of Waste Management outlining activities for the year.
- Assist in preparing the annual budget for the Solid Waste operation, with the exception of the Pearl Hollow and Springfield Road landfills, and for Code Enforcement.
- Develop and/or maintain a departmental handbook.
- Prepare grant applications for recycling, litter abatement, e-scrap and household hazardous waste disposal.

Minor Essential Duties

- Approve exemptions for free-service under the Federal Poverty Guidelines.
- Approve exemptions for waste pickup service as outlined in the waste hauler's franchise agreement.

- Reconcile payments from the landfill operator based on reported tonnage, sludge, and remediation, etc.
- Prepare “bid package” for billing/collection service and county-wide waste collection service.
- Assist the Finance Department in the preparation of semi-monthly invoices for payment to county waste haulers as needed.
- Schedule dates and assist in annual e-scrap and household hazardous waste events.
- Assist in the enforcement of the Property Maintenance Ordinance.
- Keep all leases, letters of credit, performance bonds, etc. in force and up-to-date.
- Work with the county’s recycler in coordinating recycling activities.
- Approve all invoices for claims to solid waste, except Pearl Hollow and Springfield Road Landfills, and code enforcement.
- Assist the Finance Department in calculations of quarterly remediation fee payments and prepare invoice for payment to Kentucky State Treasurer as needed.
- Attend seminars and workshops held by Division of Waste Management and Solid Waste Association.

Supervisory Responsibility

Responsibilities may include the following, in accordance with organizational policies and applicable laws for all positions reporting to the Judge/Executive’s office:

- Supervise the Code Enforcement Officer and any other employee in the Solid Waste Department except those in the Landfill Operations which may include the following:
 - Assist with hiring, training, development and work assignment
 - Evaluate job performance
 - Provide complaint and problem resolution
 - Enforce policies and procedures

Relationships

The Solid Waste Director performs duties with the Solid Waste Department, under the direct supervision of the Judge/Executive.

Qualifications

Education and/or Experience

- A bachelor’s degree from an accredited college or university; or
- An associate’s degree from an accredited college or university and two or more years experience in organizational leadership, business administration, and resource management; or
- A high school diploma or equivalent plus four or more years experience in organizational leadership, business administration, and resource management.

Language Skills

- Possess the ability to read, analyze and interpret policies, procedures, professional publications, government regulations, financial reports and legal documents
- Possess the ability to respond to sensitive inquiries or complaints from employees, regulatory agencies, business community members or the general public
- Possess the ability to write reports, business correspondence, policy and procedure manuals
- Possess the ability to make effective presentations on controversial or complex topics to top management, emergency response personnel and elected officials
- Display strong oral, written and listening skills

Mathematical Skills

- Possess the ability to add, subtract and divide in all units of measure, using whole numbers, common fractions and decimals
- Possess the ability to compute ratio, percentages and the ability to draw and interpret graphs
- Possess the ability to apply concepts of algebra and statistics as needed

Reasoning Ability

- Possess the ability to define problems, collect data, establish facts and draw valid conclusions
- Possess the ability to interpret an extensive variety of complex and technical information and instructions
- Possess the ability to solve practical problems and deal with several abstract and concrete variables
- Possess the ability to make decisions in the County's best interests

Certificates, Licenses, Registrations

- Maintain a valid Kentucky Driver's License

Other Knowledge and/or Skills

- Possess the ability to display courtesy and tact in dealing with the public, contractors, elected officials, and government employees.
- Possess the ability to use computers and standard office equipment.
- Possess the ability to manage workflow, employees, projects, budgeting and financial matters.

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 25 pounds

Occasionally
(under 1/3 of regular work day)

- Sit
- Reach with hands and arms
- Drive a vehicle

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


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 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 be 21 years or older

Date Approved: _____


Harry L. Berry
Hardin County Judge/Executive

**Hardin County Fiscal Court
Job Description**

Operations Coordinator

October 25, 2016

**Animal Control
Pay Grade 12**

Job Summary

The purpose of the position of Animal Control Operations Coordinator is to provide administrative support to the Hardin County Animal Shelter under the direct supervision of the Animal Control Director. The person holding this position is responsible for overseeing the clerical and administrative functions of the animal shelter. This person will oversee the volunteer program. A thorough knowledge of day to day operations of animal shelter and a thorough knowledge of county government operations is a must. The Operations Coordinator will perform any other jobs that may fall under this class title per the Animal Control Director's instructions.

Major Essential Duties

- Supervises Animal Control Receptionist
- Serve as Volunteer Coordinator
- Coordinate services for visitors to the shelter (i.e. animal adoptions, collect adoption fees)
- Identify staff and volunteer development and training needs and coordinate measures to correct the deficiencies.
- Develops work schedule for volunteers
- Updated required documentation for the Veterinarian.
- Develops the work schedule for part-time employees to ensure they stay within hourly guidelines
- Respond to incoming telephone calls and provide information as it pertains to the animal control shelter and its functions
- Place outgoing telephone calls in support of office activities
- Advise local personnel in regard to county policy and procedures as appropriate
- Ensure that all office equipment is in working order and request necessary maintenance
- Maintain files, SOPs, office correspondence, and documents
- Keeps license and certification documentation up to date on all shelter employees
- Maintain records related to the issuance of licenses and fees collected
- Assist in the preparation of monthly reports required by Kentucky Department of Agriculture
- Prepare regular monthly, annual and specialized reports as required
- Must maintain confidentiality when required
- Assist in preparing monthly department reports

Minor Essential Duties

- Distribute public notices to media
- Support and participate in training, exercise programs and classes
- Maintain the office calendar, office time, and attendance records
- Approves ordering and receiving office supplies
- Perform any other tasks as required by the Animal Control Director.

Supervisory Responsibility

Responsibilities may include the following in accordance with organizational policies and applicable laws for all positions on county government under the direction of the Judge/Executive's Office

- Supervise the receptionist, kennel techs and volunteers within the Animal Control department, which may include the following:
 - Assisting with hiring, training, developing and work assignment
 - Evaluate job performance
 - Provide complaint and problem resolution
 - Enforce policies and procedures

Relationships

The Animal Control Operations Coordinator performs duties within the Animal Control department under the direct supervision of the Animal Control Director.

Qualifications

Education and/or Experience

- Must be a graduate of an accredited high school or equivalent; college credits in appropriate fields preferred
- Must have thorough experience in office procedures and practices, computers, copiers, fax machines, calculators, other office equipment, and bookkeeping; willingness to learn said procedures and practices
- Working knowledge of county government operations is preferred

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, government regulations, financial reports, policy and procedure manuals, and legal documents
- Ability to respond to sensitive inquiries or complaints from employees, regulatory agencies, and insurance vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills

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, percent, and draw and interpret graphs

Reasoning Ability

- Define problems, collect data, establish facts, and draw valid conclusions
- Interpret an extensive variety of complex and technical information, and instructions
- Solve practical problems
- Make decisions and recommend actions to serve the county's best interests and follow the missions and objectives of the department
- Read, analyze, and interpret policies, procedures, professional publications, government regulations, payroll reports, and legal documents

Certificates, Licenses, Registrations

- Current Commonwealth of Kentucky driver's license

Other Knowledge and/or Skills

- Exercise mature judgment, courtesy and tact in dealing with the public, elected officials, and government employees on the telephone or in person
- Skilled in effective use of computers and standard office machines and possess ability to use the computer for records management, and correspondence preparation
- Working knowledge of standard office computer programs for word processing, spread sheets, and database management

Pre-Employment Requirements

- Must submit to and pass a through 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 and alcohol test
- Must be 18 years of age or older

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.

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 characteristics described 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 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, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required
- Must be at least 18 years of age

Date Approved: _____



Harry L. Berry
Hardin County Judge/Executive