

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2021-138**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resource and Community Support Committee, to approve revisions to the following job descriptions within the Engineering Department:

1. Operations / Solid Waste Director
2. County Code Enforcement Officer
3. Engineering Staff Technician

APPROVED, by the Hardin County Fiscal Court in its regular meeting on 27 July 2021.



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Debbie Donnelly
Hardin County Clerk

Hardin County Government

Job Description

Non-Hazardous

Operations/Solid Waste Director

Pay Grade 20

STATUS	
Date: July 27, 2021	Department: Engineering
FLSA Status: Exempt	Reporting Authority: County Engineer
Supervisory Responsibility: GIS Coordinator, Maintenance Tech, GIS Specialist, Code Enforcement Officer & Engineering Staff Technician	

Job Summary

The purpose of this position is to serve as the day-to-day supervisor of the department, execution of Hardin County Government solid waste activities and quality assurance and quality control of Intergovernmental Service Agreements (IGSA) with Fort Knox as assigned.

Major Essential Duties

- Supervision of department staff and execution of the department's goals and objectives as outlined by the department head.
- Liaison between Fort Knox officials and contractors executing county contracts on the installation.
- Ensure quality assurance and quality control (QA/QC) of contract activities on Fort Knox as outlined in the performance work statements and agreements between Hardin County and Fort Knox.
- Develop and administer a solid waste management plan for the County as required
- Enforce county solid waste ordinances and resolutions
- Ensure the proper collection, recycling and billing of solid waste by the County's contractors.
- File all state monthly, quarterly, and annual reports with the State of Kentucky and/or ensure reports are filed by the county's contractors.
- Assist in preparing the annual budget
- Prepare grant applications for recycling, litter abatement, e-scrap, dead animal removal and household hazardous waste disposal

Minor Essential Duties

- QA/QC free-service under the Federal Poverty Guidelines
- QA/QC waste pickup services 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 invoices for payment to solid waste and IGSA contractors
- 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 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

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:

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3)

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)

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

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: July 27, 2021
Status Box Change:


Harry L. Berry
Hardin County Judge/Executive

Hardin County Government

Job Description

Non-Hazardous

County Code Enforcement Officer

Pay Grade 12

STATUS	
Date: July 27, 2021	Department: Engineering
FLSA Status: Non-Exempt	Reporting Authority: Operations & Solid Waste Director
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to enforce rules and regulations set forth in the Property Maintenance Ordinance

Major Essential Duties

- Investigates code enforcement complaints in a timely manner
- Surveys the county for violations and takes immediate action against property owners
- Performs inspections of building exterior and interior as needed
- Consults with property owners, tenants or financial institutions
- Assists in preparation of official legal documents for District Court filing
- Documents and maintains records of all activity related to Code Enforcement
- Operates within the prescribed budget
- Assists in filing liens in District Court to recover costs incurred in enforcement activities
- Communicates in a courteous and professional manner with the general public and the county government officials and employees
- Takes photographs using digital camera equipment for court proceedings
- Appears in court as defendant on code enforcement violations

Minor Essential Duties

- Represents the county at civic activities and community events
- Researches and investigates illegal dumping within the county

Qualifications

Education and/or Experience

-
- Must be a graduate of an accredited high school or equivalent; college credits in appropriate fields preferred
- Must have experience in office procedures and practices or willingness to learn said practices
- Working knowledge of county government operations is preferred

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, and governmental regulations
- Possess strong oral, written and listening skills
- Ability to handle sensitive issues

Mathematical Skills

- Add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals

Reasoning Ability

- Defines problems, collects data, establishes facts, and draws valid conclusions
- Interprets a variety of technical and instructional information
- Makes decisions which serve the County's best interest and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- Maintain a valid Kentucky Driver's License

Other Knowledge and/or Skills

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

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)

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)

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.

Work Environment

The work environments 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 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 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
- Must be a citizen of Hardin County, Kentucky

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: July 27, 2021
Status Box Change:


Harry L. Berry
Hardin County Judge/Executive

Hardin County Government

Job Description

Non-Hazardous

Engineering Staff Technician

Pay Grade 8

STATUS	
Date: July 27, 2021	Department: Engineering
FLSA Status: Non-Exempt	Reporting Authority: Operations & Solid Waste Director
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to perform various clerical and public contact work within the department. The person holding this position must have a thorough knowledge of all aspects of administration duties, and develop a thorough knowledge of county government operations. The incumbent will perform all administrative tasks directed by the reporting authority.

Major Essential Duties

- Assist reporting authority in the development, implementation and documentation of the six minimum control measures for the Small Municipal Separate Storm Sewer Systems (SMS4) Kentucky Pollutant Discharge Elimination System (KPDES) General Permit.
- Perform erosion prevention and sediment control (EPSC) field inspections for compliance with approved development plans. Coordinates directly with developer / builder for correction of any violations. Maintains all necessary documentation.
- Conduct, document and maintain quarterly / annual outfall monitoring
- Assist reporting authority in the review, permitting and documentation requirements for FEMA floodplains and stream permitting.
- Prepare uncomplicated technical reports .
- Perform administrative duties including monthly reporting; correspondence preparation and response; and filing and organizing departmental documents as directed.
- Receive visitors into the department.
- Answer department calls and assist the public as required.
- Open daily mail and distributes to appropriate departments, offices or staff members.
- Maintain control of office supplies.

Minor Essential Duties

- Operates standard office machines and fulfills necessary office errands.
- Sends mail and documents to be recorded or delivered at the end of each day to the appropriate offices.

Qualifications

Education and/or Experience

- Graduate of an accredited college or university with an Associate's degree in office technologies, business practices, office administration, etc. with two years' experience in appropriate fields; or,
- Graduate of an accredited high school or equivalent with four years' experience in office administration, business practices; college credits in appropriate fields preferred.
- Must have experience in office procedures and practices or willingness to learn said practices.
- Must possess advanced skills in Microsoft Word, Excel and other computer programs for word processing, spreadsheets and database management.
- Working knowledge of county government 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.
- Ability to speak before department sized groups.

Mathematical Skills

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

Reasoning Ability

- Defines problems, collects data, establishes facts, and draws valid conclusions.
- Interprets a variety of technical and instructional information.
- Makes decisions which serve the County's best interest and follow the missions and objectives of the department.

Certificates, Licenses, Registrations

- None Required

Other Knowledge and/or Skills

- Operate standard office machines.
- Exercise mature judgment, courtesy and tact in dealing with county employees on the telephone or in person .

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees.
- Skilled in effective use of computers and standard office machines and records management, and correspondence preparation.
- Possess advanced skills of standard office computer programs for word processing, spread sheets, and database management.

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)

Sit
Talk or hear
Use hands to handle, feel or type

Occasionally (under 1/3)

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

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

Work Environment

The work environment characteristics 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 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 at least 18 years of age
- Must be a citizen of Hardin County
- Must have personal integrity and remain free of felony convictions
- Must sign a form agreeing to non-disclosure of confidential information

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

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Harry L. Berry
Hardin County Judge/Executive