

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2022-178**

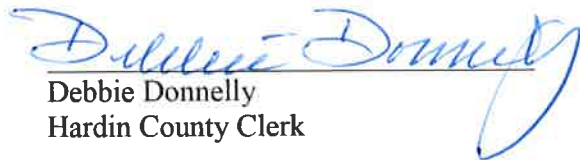
**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resource and Community Support Committee, to approve revisions to the following job descriptions within the Engineering Department:

1. Public Works Director

**APPROVED**, by the Hardin County Fiscal Court in its regular meeting on 27 September 2022.

  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
Debbie Donnelly  
Hardin County Clerk

# Hardin County Government

## Job Description

*Non-Hazardous*

**Public Works Director**

**Pay Grade 22**

STATUS	
<b>Date:</b> September 27, 2022	<b>Department:</b> Public Works
<b>FLSA Status:</b> Exempt	<b>Reporting Authority:</b> Deputy Judge/Executive- County Operations Officer
<b>Supervisory Responsibility:</b> 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 engineering, solid waste activities, code enforcement and quality assurance and quality control of Intergovernmental Service Agreements (IGSA) with Fort Knox and other duties as assigned. When necessary and in coordination with the road supervisor, coordinates and supports activities related to the county road system. Administers the Small Municipal Separate Storm Sewer System (MS4) permit under the National Pollutant Discharge Elimination System (NPDES).

### **Major Essential Duties**

- Serve as program manager for the county's MS4 permit and storm water management program. Produce reports and submit appropriate applications or other documentation as required by federal and state regulatory agencies to ensure the county's compliance with all minimum control measures (MCMs).
- Supervision of department staff and execution of the department's goals and objectives as outlined by the Judge/Executive and/or reporting authority.
- Liaison between Fort Knox officials and contractors executing county contracts on the installation.
- In coordination with the road supervisor, coordinate and prioritize projects for review by the contract engineer to include bridge replacement, drainage, and construction for private and commercial developments for the county.
- 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.
- Work closely with the Planning and Zoning Department on plat reviews, growth management and other interrelated issues.

- Conduct pre-application and pre-construction conferences and explain permit conditions and requirements.
- Conduct inspections of work-in-progress and ensure projects are completed in compliance with applicable codes, regulations and standards.
- Respond to questions and complaints from the public concerning drainage, private construction and other related issues. In coordination with the contract engineer, recommend changes to the County Judge/Executive, the reporting authority and the Planning and Zoning Director in reference to the public works standards as they apply to private development.
- 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.
- Prepare grant applications for recycling, litter abatement, e-scrap, dead animal removal and household hazardous waste disposal.
- Plan, direct, coordinate and review the work plan for staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems. Plan and organize workloads and staff assignments; train, coach and evaluate assigned staff; review progress and direct changes as needed.

#### **Minor Essential Duties**

- Represent the county at public meetings and hearings as required. Represent the county at civic activities and community events as directed by the County Judge/Executive and/or reporting authority.
- Be politically sensitive to matters of public interest to create and maintain a solid, effective working relationship with the public, business leaders, consultants and government officials.
- 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***

- Five or more years' experience in 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:

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**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: September 27, 2022  
Status Box Change:

  
Harry L. Berry  
Hardin County Judge/Executive