

Spencer County, Kentucky
Ordinance No. 15
Fiscal Year 2003 Series

An Ordinance To Amend the Administrative Code For Spencer County, Kentucky

Whereas, Kentucky Revised Statute Chapter 68.005, as amended, requires counties to adopt an administrative code, which is not limited to, providing procedures and designation of responsibility, and;

Whereas, the Spencer County Fiscal Court adopted an administrative code on October 2nd, 2000 under Ordinance No. 4, Fiscal Year 2001 Series, and amended sections of the same ordinance on May 7th, 2001 under Ordinance No. 13 (Fiscal Year 2001 Series) and on August 5th, 2002 under Ordinance No. 3 (Fiscal Year 2003 Series), and

Whereas, Kentucky Revised Statute Chapter 68.005, as amended, also requires that counties review the administrative code annually during the month of June, and may by a two-thirds majority of the Fiscal Court amend the administrative code at that time,

Now Therefore, Be It Ordained by the Fiscal Court of Spencer County, Commonwealth of Kentucky that the following revisions be made to the Spencer County Administrative Code:

A. Amend Section 3.52 Health Insurance, subsection A to read as: The County pays ~~\$150.00~~ \$200.00 per month towards the single health insurance policy of full-time employees. In the event an employee is out of work due to illness, regardless of cause, the County limits the payment of the health insurance premium for a period not exceed six months.

B. Amend the job description in Chapter 3 Personnel Administration, 1000 Administrative Department, Class Title Building Inspector to read as follows:

Class Title: Building and Electrical Inspector
Class Code: 1011
Pay Grade: Exempt (Salary)

Characteristics of the Class: Under general direction, employee will inspect residential building projects and inspect electrical wiring and equipment in residential projects for compliance with all applicable local, state, and federal building and electrical codes, ordinances, and standards.

Essential Job Functions: Employee will review proposed building plans and documents and approve or modify plans for compliance with all applicable building and electrical codes, laws, regulations and ordinances; perform structural inspection of

residential projects; prepare and/or maintain written reports, files, and correspondence for future use; submit reports of inspections and investigations and make recommendations for corrective action; issue written warnings and violation notices requiring corrective action regarding structural or electrical violations; discuss or explain verbally or in writing inspections, investigations, and code interpretations with the public, builders, homeowners, engineers, architects, electricians, contractors, or government officials; inspect with visual observation and with electrical testing equipment new installations and alterations of electrical wiring and equipment; check visually and mechanically such items as circuit loads, sizes of conductors and raceways, connections and taping, over current protection and the use of approved service-related devices, fixtures, and equipment; gather evidence on reported code violations and prepare necessary reports; testify at administrative hearings and in court regarding violations of building or electrical codes, law, or regulations; perform related work appropriate to this classification as assigned.

Required Knowledge, Skills and Abilities: Employee must have considerable knowledge of local, state, and federal building and electrical codes and related laws and regulations; considerable knowledge of the standard practices, processes, tools, equipment and materials applicable to the work; considerable knowledge of inspection techniques and practices; considerable knowledge of the occupational hazards and safety precautions applicable to the work.

Acceptable Experience and Training: Employee must be at least 21 years of age, have a high school diploma or G.E.D., and possess a valid Kentucky driver's license. Employee must have a minimum of four (4) years experience in general construction; a thorough knowledge of building and electrical codes and have the ability to read, interpret, and apply those codes, plans and specifications; the ability to observe critically, electrical installations or alterations, obtain accurate data and prepare reports; the ability to communicate effectively; and the ability to meet and deal effectively with others. Employee must complete or have completed the Kentucky Inspector Certification Test; and must submit to drug testing. Employee may be expected to provide own insured vehicle for on the job transportation needs, with expenses to be reimbursed by local government.

Special Note: In conducting building inspections, employee must complete the following three (3) inspections:

- 1) Footing
- 2) Frame
- 3) Final

After final building inspection, a Permit for Occupancy will be issued by the Building Inspector. Building plans must be submitted to the inspector for review before a building permit will be issued.

C. Create a new job description within Chapter 3 Personnel Administration, 1000 Administrative Department, as follows:

Class Title: Parks Director
Class Code: 1013
Pay Grade: Exempt (Salary)

Characteristics of the Class: Under general direction, employee will administer and manage parks and recreational programs, and serve as liaison between all sports associations' representatives and civic organizations.

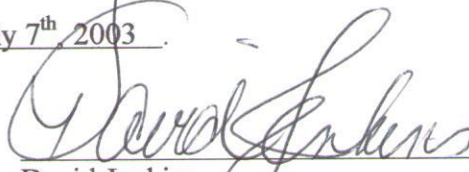
Essential Job Functions: Employee will manage all fields; develop and implement new and existing programs; assist and coordinate new facilities; organize and schedule games and special events; oversee maintenance of facilities and concessions; prepare, submit and implement department budget; coordinate long range planning and development of parks, facilities, and programs; respond to public inquiries, investigate and resolve disputes.

Required Knowledge, Skills, and Abilities: Employee must have considerable knowledge of objectives and activities in recreation and parks administration; knowledge of the principles and methods used in organizing and directing recreation activities, knowledge of first aid/CPR methods and necessary safety precautions used in recreation work.

Acceptable Experience and Training: Employee must have a high school diploma or G.E.D. with some computer skill, a valid Kentucky driver's license, proven management and organizational skills, and the ability to meet and deal effectively with others. Employee may be expected to provide own insured vehicle for on the job transportation needs, with expenses to be reimbursed by local government.

Given first reading and approval on June 2nd, 2003.

Given second reading and adoption on July 7th, 2003.



David Jenkins
Spencer County Judge Executive

Attest:


Judy Puckett
Spencer County Fiscal Court Clerk