

Spencer County, Kentucky
Ordinance No. 8
Fiscal Year 2012 Series

An Ordinance to Amend the Spencer County Fiscal Court Administrative Code

Whereas, Kentucky Revised Statute Chapter 68, as amended, was created for the purpose of creating a sound and efficient administration of county government; and

Whereas, on September 7, 2011 the Fiscal Court of Spencer County, Kentucky adopted the Spencer County Administrative Code, as Ordinance No. 2 (2012series) pursuant to and as required by KRS Chapter 68; and

Whereas, the Fiscal Court has determined it necessary to amend the Code to reflect changes in personnel;

Now Therefore Be It Ordained by the Fiscal Court of Spencer County, Commonwealth of Kentucky that:

Section One. Chapter Three Personnel Administration Plan II Classification Plan is hereby amended to create the job class title of "Maintenance Technician" as class code 1016 with the following additions:

1. Add "**Pay Range:** \$20.00-\$30.00/hr"
2. Add "**Characteristics of the Class:** Under general direction, performs skilled fleet maintenance work in the scheduled maintenance, general and specialized repair of automobiles, light trucks, vans, Law Enforcement and EMS vehicles. Perform related work as required."
3. Add "**Essential Job Functions:** Does preventative maintenance, general overhaul and repair work of County vehicles. Maintains shop area and tools in a clean and orderly condition. Conducts road tests to identify defects in equipment. Develop and maintain a detailed preventative maintenance repair program for each vehicle. Prepares repair work orders for work to be performed and selects and purchases replacement parts. Does final inspections and checks on repair work before the return of equipment to active service. Maintains extensive computerized maintenance records on each vehicle as to inspections, normal servicing, preventative maintenance, general and specialized maintenance, including work performed by other persons or shop facilities."
4. Add "**Job Related Physical Activity Requirements:** This position involves very heavy work requiring the employee to exert in excess of 100 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motion. Sufficient visual acuity is required to visually inspect and detect defects in small parts at a distance close to the eye. An employee in this position will be exposed to indoor and outdoor environmental conditions throughout the year including

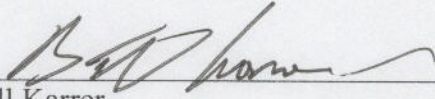
extreme heat and cold; subject to noise and vibration; subject to hazards including working near functioning machinery; subject to fumes, odor, gases, poor ventilation, oils and cutting fluids; may occasionally wear a respirator; and subject to working in tight or enclosed spaces. An employee in this position could "reasonably anticipate" as a result of performing their job duties, to face contact with potentially dangerous materials. Therefore, it is imperative that the employee understands the use and application of the various solvents, cleaners, oils, fuels, etc. associated with mechanical maintenance and repair procedures."

5. Add "**Required Knowledge, Skills and Abilities:** Good knowledge of tools, techniques and procedures required to repair automotive equipment; ability to perform difficult mechanical repairs; ability to read, comprehend, and follow detailed written instructions; ability to follow oral and written instructions; ability to establish cooperative working relationships with fellow employees; initiative; dependability; good physical condition."
6. Add "**Acceptable Experience and Training:** Two years experience in repairing automotive equipment in a general garage repair shop or successful completion of vocational school training in automotive repair and service and completion of high school or GED or any equivalent combination of experience and training. Additionally, employee must be a currently ASE certified automotive technician with multiple ASE automotive or truck certifications. Employee will supply their own necessary hand tools. Must possess a valid Kentucky driver's license."

Section Two. All clerical/technical corrections are to be made in appropriate sections/index of the County Administrative Code to reflect the creation the "maintenance technician" as detailed in Section One of this ordinance.

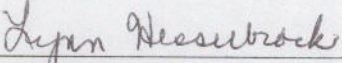
Given first reading on February 6, 2012 .

Given second reading on March 5, 2012 .



Bill Karrer
Spencer County Judge Executive

Attest:



Lynn Hesselbrock
Spencer County Fiscal Court Clerk