

**CITY OF UNION, KENTUCKY
ORDINANCE NO. 2018-2**

The City of Union, Kentucky at its meeting held on February 5, 2018 had a second reading of Ordinance 2018-2 and same was adopted by the Union, Kentucky City Commission, a Summary of which is set forth below:

**AN ORDINANCE RELATING TO THE CREATION OF THE POSITION OF MAINTENANCE
TECHNICIAN FOR THE CITY OF UNION, KENTUCKY SPECIFYING POWERS AND
DUTIES OF THE POSITION**

There is hereby created the position of Maintenance Technician for the City of Union, Kentucky. Under the direct supervision of the City Administrator, the Maintenance Technician position will be responsible for performing a variety of tasks, general maintenance and repairs on City equipment, property, facilities, streets and grounds on an as needed basis. The candidate must have a High School Diploma or GED equivalent and one year experience working as a maintenance technician or in a comparable capacity. The Maintenance Technician must have a basic knowledge of basic hand and power tools, cement work, carpentry, plumbing, drywall and painting, occupational hazards and safety precautions required in public works maintenance; must be bondable; and must possess a valid driver's license and ownership of personal vehicle.

Work is performed in a variety of environmental conditions, both indoor and outdoor with exposure to wide temperature variations, noise, vibrations, fumes, grease, possible machinery, odors and dust. Physical demands require bending, kneeling, stooping, and frequently lifting moderately heavy to heavy objects. Must be able to lift up to 60 pounds. Compensation for this position shall be between Fifteen Dollars (\$15.00) and Fifty Dollars (\$50.00) an hour unless amended by a Salary Ordinance.

FIRST READING:
SECOND READING:

January 10, 2018
February 5, 2018

This Summary of the Ordinance was prepared by Greg D. Voss, Esq., 301 West Pike Street, Covington, Kentucky, an attorney licensed to practice law in the Commonwealth of Kentucky.

A complete copy of this Ordinance may be reviewed during normal business hours at the Office of the Union City Clerk, located at the Union City Building, 1843 Mt. Zion Road, Union, Kentucky.

CITY OF UNION, KENTUCKY



DONNA WAHOFF
CITY CLERK

**CITY OF UNION, KENTUCKY
ORDINANCE NO. 2018-02**

**AN ORDINANCE RELATING TO THE CREATION OF THE POSITION OF MAINTENANCE
TECHNICIAN FOR THE CITY OF UNION, KENTUCKY SPECIFYING POWERS AND
DUTIES OF THE POSITION**

***NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF
UNION, KENTUCKY, AS FOLLOWS:***

SECTION I

There is hereby created the position of Maintenance Technician for the City of Union, Kentucky.

SECTION II

Under the direct supervision of the City Administrator, the Maintenance Technician position will be responsible for performing a variety of tasks, general maintenance and repairs on City equipment, property, facilities, streets and grounds on an as needed basis.

SECTION III

The essential functions of this position may include, but are not limited to the following:

- ▲ General maintenance and minor repairs to equipment.
- ▲ Basic masonry, carpentry, plumbing, drywall and painting.
- ▲ Replacing lightbulbs.
- ▲ Minor HVAC repairs.
- ▲ Removal of weeds from right of ways and city grounds.
- ▲ Clearing of storm drains.
- ▲ Clean up of trash and debris.
- ▲ Installation and removal of street signs.
- ▲ Removal of graffiti from city property and facilities.
- ▲ Operate motor vehicles and other equipment in a safe and efficient manner.
- ▲ Ability to respond to city requests in a reasonable quick manner.
- ▲ Any and all duties/requests as assigned.

SECTION IV

The essential skills of this position shall include, but are not limited to the following:

- ▲ Providing efficient customer service, communicating clearly and objectively both verbally and in writing.
- ▲ Organizing with the ability to prioritize work and exercise independent judgment, common sense and initiative.
- ▲ Thoroughly carrying out oral and written instructions.
- ▲ Lifting and transporting materials and supplies weighing up to 60 lbs.

- ⤴ Establishing and maintaining effective working relationships with those contacted in the course of work, including city and other governmental officials, community groups, and the general public.
- ⤴ Apply safe work practices.

The duties listed hereinabove are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and the requirements of the job change.

SECTION V

The minimum qualifications for the position are as follows:

- Experience working as a maintenance technician or in any other comparable capacity.
- Must have a basic knowledge of hand/power tools.
- Willingness to learn while on the job.
- Satisfactory communication skills to interact with the public and city employees.
- Must be bondable.
- The applicant must possess a valid driver's license and ownership of personal vehicle.

SECTION VI

Work is performed in a variety of environmental conditions, both indoor and outdoor with exposure to wide temperature variations, noise, vibrations, fumes, grease, possible machinery, odors and dust. Physical demands require bending, kneeling, stooping, and frequently lifting moderately heavy to heavy objects. Must be able to lift up to 60 pounds.

SECTION VII

Compensation for this position shall be between Fifteen Dollars (\$15.00) and Fifty Dollars (\$50.00) an hour unless amended by a Salary Ordinance.

SECTION VIII

All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed.

SECTION IX

This Ordinance shall become effective upon passage and publication.

