

**CITY OF UNION, KENTUCKY
ORDINANCE NO. 2022-08**

**AN ORDINANCE RELATING TO THE CREATION OF THE POSITION OF PUBLIC
WORKS SUPERVISOR FOR THE CITY OF UNION, KENTUCKY SPECIFYING POWERS
AND DUTIES OF THE POSITION**

BE IT ORDAINED BY THE CITY OF UNION, KENTUCKY AS FOLLOWS:

SECTION I

There is hereby created the position of Public Works Supervisor for the City of Union, Kentucky.

SECTION II

The duties and responsibilities of this position shall include, but are not limited to, the following:

Duties and Responsibilities

- Plans, organizes, controls, expands, integrates and evaluates the City's public works activities; develops, implements and monitors long-term plans, goals and objectives focused on achieving the City's mission and Commission priorities; directs the development of and monitors performance against the Public Works budget and bench marks the City's performance to other comparable communities.
- May coordinate activities of City Engineering contractor and reviews plans, specifications and monitoring are done in a timely fashion.
- In conjunction with City Administrative Officer, confers with developers concerning engineering and public works concerns. Reviews site plans and provides input and advice.
- In conjunction with the City Engineer, prepares bid specifications and aids in the bidding process in addition to the selection of the best bidder. Ensures proper oversight of projects and thoroughly documents activities of contractors as necessary.
- Supervises daily maintenance activities and coordinates with contractors, including building maintenance and cleaning, storm water catch basin maintenance, litter control, mowing and landscape maintenance, snow removal, street sweeping, garbage removal from Rice Cemetery and along roadways and all other associated public works responsibilities.
- Works with Rice Cemetery Sexton on the purchasing of grave plots and coordinates efforts with burial prep and funeral homes to facilitate burials as needed.
- Identifies and prioritizes project needs, establishes project completion timelines, and provides direction to contractors as needed.
- Plans, develops and implements strategies with other city officials to properly maintain and enhance city infrastructure, including streets, roads, bridges, signage and open spaces.
- Establishes policies and procedures to comply with local, state and federal laws.
- Investigates and responds to complaints by the public regarding conditions of the streets including curb and gutter, storm drainage, and public property.
- Provides compliance activities for storm water monitoring and reporting requirements with

Sanitation District 1.

- Works with City employees in preparation and implementation of special events.
- All other duties as assigned.

SECTION III

The qualifications for the position are as follows:

- High School Diploma or GED minimum.
- A minimum of five (5) years' experience in public works related activities, preferably with a governmental agency. However, experience in project management of maintenance related work is acceptable if comparable with public sector requirements.
- Hands on experience with project management, coordination of contractors, preparation of bid documents, working with the public, reviewing engineering plans and specifications, on-site inspection of construction work, coordination of professional services, understanding and management of street repair requirements.
- Excellent time management, planning, organizational, and data processing skills.
- Knowledge of laws and administrative policies governing municipal practices and procedures.
- Mathematical abilities to calculate volumes, dimensions, etc. in preparing and reviewing project specifications.
- Ability to prepare informative reports and prepare budget/cost estimates.
- Good written and oral communications skills. Ability to take concise and accurate notes of meetings.
- Ability to evaluate and recommend operational modifications.
- Good interpersonal skills. Ability to seek solutions to issues that require tact, diplomacy and compromise on behalf of the City.
- Ability to establish harmonious working relationships with citizens, other employees, and elected officials.
- Initiative, integrity and good professional judgment.
- Possess a valid Kentucky Driver's License.

SECTION IV

Compensation for this position shall be \$20.00 hour to \$35.00 per hour.

SECTION V

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

SECTION VII

This Ordinance shall become effective upon passage and publication.

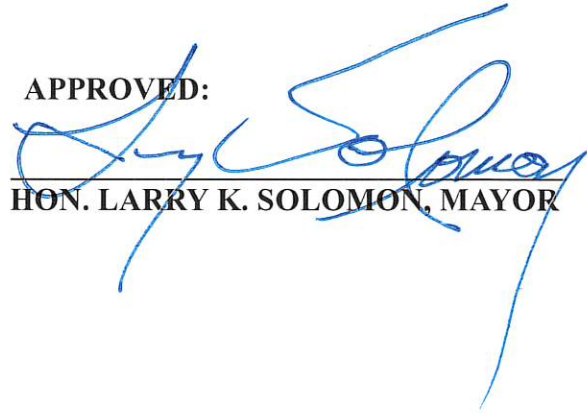
FIRST READING:

April 4, 2022

SECOND READING:

April 18, 2022

APPROVED:



HON. LARRY K. SOLOMON, MAYOR

ATTEST:



TAMMY WILHOITE, CITY CLERK

Published: _____