



KRIS A. KNOCHELMANN
County Judge/Executive
859.392.1415

OFFICE OF THE COUNTY JUDGE/EXECUTIVE

303 Court Street, Suite 205
Covington, KY 41012-0792

JOE SHRIVER
County Administrator
859.392.1415

MEMORANDUM

PLEASE POST IMMEDIATELY

INTERNAL/EXTERNAL POSTING

DT: 4/26/17

TO: All Department Managers

FR: Joe Shriver 
County Administrator

RE: Vacancy in the Public Works Department

There is an opening for Part-time Litter Crew Supervisor in the Public Works Department. The essential functions of the position are attached. Starting hourly compensation is \$14.00. *Anyone wishing to apply for this position needs to contact the Human Resource Office by application and resume.*

PART TIME LITTER CREW SUPERVISOR

GENERAL NATURE OF WORK

This is unskilled work in the clearing of litter and debris from public right of ways through the use of an inmate litter crew. An employee in this class is responsible for the safe operation of a litter crew vehicle and ensures that the litter crew follows basic safe practices while working in the public right of ways. Generally works as part of a crew but may be assigned to work alone. Duties are performed under limited supervision.

EXAMPLES OF DUTIES

Operates equipment such as trucks, signage and other related hand tools which may be manual.

Works at such tasks as directing community service inmates by weeding and litter of County right-of-way and any day to day work request needed.

Clears rights-of-way; cuts grass, brush and small trees with hand or power tools; loads brush as required for disposal.

Keeps vehicles and equipment cleaned, serviced and in good operating condition; performs minor field maintenance as may be required and reports needed repairs to supervisor.

Performs related duties as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Ability gets along with others in the work place or crew and to respect their rights as individuals.

Ability to communicate verbally with individuals; ability to comprehend simple verbal orders and to perform the directed task.

Ability to read and understand written work orders; ability to record the quantities of material used on the job.

Ability to read and/or view training materials and safety information and to comprehend same.

Ability to measure the quantities of work performed such as the length of pipe placed, the square feet or yards of pavement placed, the cubic quantities of earth excavated; at a minimum the individual should be able to take the raw measurements for others to complete the calculations.

Knowledge of safe work practices and ability to apply them in work day situations.

Good knowledge of the equipment, tools, etc. used to perform required daily work operations; knowledge of basic field maintenance procedures to keep equipment, tools, etc. in good working condition.

Ability to work effectively on a daily basis with standard supervision.

DESIRABLE TRAINING AND EXPERIENCE

Graduate of a standard high school or the equivalency, supplemented by experience in performing road construction and maintenance; or any combination of training and experience which provides the desired knowledge, skills and abilities.

NECESSARY SPECIAL REQUIREMENTS

Ability to attain a commercial motor vehicle operator's license.

Must be available to work a semi-flexible shift, including occasional weekend work.

PHYSICAL REQUIREMENTS

Must be able to lift eighty (80) pounds or more to a height of four (4) feet or more.

Eye sight must be correctable to 20/20 vision.

Hearing must be within normal acceptable range of 20-25 with or without a hearing aid.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above Job Description is intended to describe the general content of, and the requirements for, the performance of this job, including the essential functions. The description is not to be construed as an exhaustive, all inclusive statement of job duties, requirements, or responsibilities.

Employee Signature

Date

Supervisor

Date