

# *Shelby County Fiscal Court*

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## **POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Litter Abatement Technician	<b>DEPARTMENT:</b>	Clean Community Department
<b>CLASSIFICATION:</b>	Skilled/Semi-Skilled	<b>SUBMITTED BY:</b>	Human Resources
<b>SALARY RANGE:</b>	\$12.50 to \$17.00/hour	<b>APPROVED BY:</b>	County Judge Executive

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## **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** Clean Community Coordinator

**POSITIONS SUPERVISED:** None

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## **POSITION PURPOSE**

Under general supervision of the Clean Community Coordinator performs semi-skilled and skilled duties related to light automotive and power equipment. Performs unskilled duties including a variety of general labor functions for the provision of county services. Performs related work as required. This is a part-time position working up to 20 hours per week. The Clean Community Coordinator will create schedules to accommodate the workload of any given week. Any needed schedule changes or adjustments will be made by the Coordinator.

## **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. Performs work related activities related to proper maintenance of county property, roads and rights of ways through collection/disposal of roadside litter.
2. Enforcement of County Ordinances.
3. Performs roadside grounds keeping duties sweeping, mowing and trimming landscaping.
4. Sweeps and picks up litter from walkways, streets, alleys, sidewalks of county owned facilities.
5. Follows applicable safety rules and regulations.
6. Performs other duties, as assigned.

## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Graduate from accredited high school or GED equivalent.
- Valid Kentucky Driver's License
- Obtain Class D Workers Certification

### **EXPERIENCE REQUIRED:**

- 1 to 3 years unskilled or semi-skilled manual work experience
- 1 to 3 years operation of variety of hand powered tools

**CONDITIONS OF EMPLOYMENT:**

- Participation in Payroll Direct Deposit Program
- Pre-Employment Background Check
- Pre-Employment Drug Screen

**WORKING CONDITIONS PHYSICAL EFFORT:**

- Work is typically performed outdoors, sometimes in inclement weather conditions.
- Lifting up to 25 pounds is a requirement of the position.

**OVERTIME REQUIREMENTS:** Non-Exempt

**AVAILABILITY:** Regular Shift but may be contacted on emergency basis.

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**INTENT AND FUNCTIONS OF JOB DESCRIPTIONS**

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decision. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risk to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.

Shelby County Fiscal Court is an Equal Opportunity Employer.