



Lexington-Fayette Urban County Government
DIVISION OF HUMAN RESOURCES

Jim Gray
Mayor

Janet Graham
Commissioner

M E M O R A N D U M

TO: Jim Gray, Mayor
Richard Moloney, Chief Administrative Officer
Council Members

FROM: _____
Leslie Jarvis, Director
Division of Human Resources

DATE: December 16, 2011

RE: Create Positions—Division of Water Quality

The attached action amends Section 22-5 of the Code of Ordinances, creating one (1) temporary position of Staff Assistant Sr. (Grade 108N); the term of the position will be for three (3) years beginning April 1, 2012 and ending April 1, 2015 and one (1) position of Project Engineering Coordinator (Grade 119E); the term of the position will be for three (3) years beginning February 25, 2012 and ending February 25, 2015 all within the Division of Water Quality, effective upon passage by Council.

The Division of Water Quality is requesting an extension of the terms for three more years of two seasonal/temporary positions to meet project management, reporting and other administrative and engineering requirements as outlined in the Consent Decree.

The Staff Assistant Senior position will continue to be responsible for reception, record keeping, filing, report generation and other clerical duties. These duties include providing front line customer service for the Administration, the Urban County Council and the public in person, by phone and through LexCall. In addition, the position is responsible for weekly monitoring of required Erosion and Sediment Control inspections along with compilation of the monthly report required by the EPA Consent Decree and the MS4 Storm Water Permit. Frequent monitoring of completed inspections performed by staff inside and outside the Division of Water Quality is necessary to prevent underperformance of the Consent Decree Performance Standard. Failure to meet the monthly quota exposes LFUCG to stipulated penalties ranging from \$2,000 to \$6,000 per month.

The second position of Project Engineering Coordinator and is held by an engineer responsible for assisting the Division in designing and modifying Consent Decree driven engineering projects or administering existing infrastructure rehabilitation projects including reviewing and approving designs, plans and specifications submitted by consulting engineers for projects related to wastewater treatment and/or collection; primary contact for designing and supervising the design of stormwater capital construction and rehabilitation projects.

These positions are fully funded for FY 2012. Future funds will be requested in the FY 13 budget and thereafter for the extension period of the positions.

If you have questions or need additional information, please contact Daniel H. Fischer at 258-3030.

Attachment

cc: Susan Bush, Acting Commissioner – Department of Environmental Quality and Public Works

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