

**POTENTIAL POSITIONS LISTING**  
**FOR THE CITY OF ASHLAND**

<b>Position</b>	<b>Requirements</b>
Accounts Payable Clerk I	High School Diploma/GED with emphasis in business courses; 2 years related work experience. Must be bondable.
Animal Control Officer I	High School Diploma/GED; 1 year related work experience. Must possess and maintain driver's license.
Assisted Housing Specialist	Associates Degree in Social Work or Business and 2 years directly related work experience. Additional experience may be substituted for the educational requirement. Housing certification in Housing Choice Voucher Management must be obtained within 2 year of appointment.
Billing Clerk	High School Diploma/GED; 2 years directly related work experience. Must be bondable.
Building Inspector I	High School Diploma/GED; 1 year work experience in building construction. Must possess/maintain driver's license. Must successfully complete certification tests as a Level I Inspector by the Commonwealth of KY (1A, 4A, 1B, & 3B) before end of second year.
Customer Services Representative	High School Diploma/GED with emphasis in business courses supplemented by one year related work experience. Must be bondable.
Distribution Operator I	High School Diploma or GED; 1 year related work experience. Must possess/maintain driver's license. Must obtain Class I Water Distribution License within one year after meeting experience requirements.
Engineering Asst./Storm Water Inspector	High School Diploma/GED including or plus additional work related courses. Vocational courses, directly related work experience, or training in computer assisted drafting courses preferred but not required. Must possess and maintain drivers' license.
Equipment Operator I, II, III	High School Diploma/GED for all positions supplemented by one year related work experience for EO I; three years related work experience for EOII; or five years work experience in the operation and maintenance of vehicles and equipment for EOIII. Must possess/acquire CDL with air brake classification. Must be able to respond to emergency calls at all hours.
Fire Fighter	High School Diploma/GED. College level fire science desired, but not required. Must be 21 years of age on date application submitted. Must possess drivers' license. <i>Must include copy of diploma(s), copy of Official State Birth Certificate, and Drivers' License with application or by closing date/time during open process.</i>
Maintenance Worker I	Must be able to read and write. Must have drivers' license; may require CDL for certain divisions.
Mechanic I, II, III	High School Diploma/GED. Mechanic I must have one year mechanical work experience. Vocational courses in mechanical specialization preferred but not required. Must obtain three of eight ASE automotive certifications within two years. Mechanic II must have three years mechanical work experience and must possess five of eight ASE automotive certifications and possess or acquire CDL within 6 months. Mechanic III must have five years mechanical work experience and must possess all eight ASE automotive certifications and CDL.
Occupational/Net Profits Tax Clerk	High School Diploma/GED with emphasis in business courses; 2 years office/clerical experience; experience with tax returns desirable. KY Notary Commission. Must be bondable.
Payroll Specialist I	High School Diploma/GED; 1 year related work experience. Must be bondable.

Plant Operator I, II, III, IV (Wastewater Plant)	High School Diploma/GED required for all positions and supplemented by work experience and education acceptable to Natural Resources & Environmental Protection Cabinet to have received Class I License immediately upon completion of one year of employment for Operator I. Operator II, III, IV, require possession and maintenance of Class II, III, or IV Wastewater Treatment Plant Operator's License. Must possess drivers' license and acquire and maintain respirator certification for all positions.
Plant Operator I, II, III, IV (Water Production)	High School Diploma/GED required for all positions and supplemented by work experience and education acceptable to Natural Resources & Environmental Protection Cabinet to have received Class I License immediately upon completion of one year of employment for Operator I. Operator II, III, IV, require possession and maintenance of Class II, III, or IV Water Plant Operator's License. Must possess drivers' license.
Police Officer	High School Diploma/GED; no previous work experience. Must have drivers' license. Must be 21 years of age on date application submitted, no prior felony convictions, or convictions of domestic violence. Additional requirements listed in hiring ordinance. <i>Must include copy of diploma(s), copy of Official State Birth Certificate, and Drivers' License with application or by closing date/time during open process.</i>
Programs & Grants Specialist	Associates Degree required. Education in public or business administration, planning or related field preferred. Supplemented by 3 years progressively responsible experience with state/federal grant programs. Notary Commission must be obtained within the 1 <sup>st</sup> year. Must possess and maintain drivers' license.
Property Maintenance Inspector	High School Diploma/GED; 2 years work experience in a supervisory position. Must obtain BOCA Property Maintenance and Housing Inspection certification within 1 year of employment. Must possess drivers' license.
Public Service Officer	High School Diploma/GED; no previous work experience. Must possess driver's license.
Relief Bus Driver	Must be able to read and write; 1 year experience driving a bus or similar vehicle. Must possess or acquire CDL.
Secretary I	High School Diploma/GED; 1 year directly related work experience. KY Notary Commission required for some Divisions.
Solid Waste Worker I	Must be able to read and write. Must have drivers' license.
Wastewater Collection Operator I	High School Diploma/GED. Must possess/acquire CDL. Must obtain Class I Wastewater Collection license within 1 yr after meeting experience requirements.

*This is NOT a listing of current job openings. This listing of potential positions and the Employment Application are available for printing from the City's website of [ashlandky.gov](http://ashlandky.gov). Any open job postings are also available at that website.*

***It is in your best interest to complete a separate application for each position you are interested in applying toward.***