

Linda S. Burke
Mayor



Linda Allen
Councilmember

Sharon Carmack
Councilmember

Brenda Combs
Councilmember

Lisa Fedor
Councilmember

Maryan Harrison
Councilmember

Rolin Spicer
Vice-Mayor

**CITY OF SOUTH LEBANON
REGULAR MEETING OF CITY COUNCIL
AGENDA**

MAY 2, 2024, at 6:00 P.M.

1. Meeting Call to Order
2. Roll Call
3. Prayer/Pledge of Allegiance
4. Guest Mike McGinty, Warren County Foundation
5. Floor open to the public
6. New Business Ordinance 2024-10, First Reading, amending the job description requirements and compensation pay level for the Director of Finance position.

 Ordinance 2024-11, First Reading, setting the rate of compensation for the City Administrator.

 Ordinance 2024-12, First Reading, setting the rate of compensation for the Director of Finance.

 Ordinance 2024-13, First Reading, zoning map amendment to rezone 11.09 acres of property located between SR 48 and Turtlecreek Road (parcels 12-02-351-004, 12-02-351-003 and 12-02-351-009) from B-2 General Business District to MEP Mineral Extraction and Processing district.

 Emergency Ordinance 2024-14, creating the position of Public Works Director and establishing compensation and fund allocation.

 Approval of Invoices

 Approval of Meeting Minutes:
 Regular Meeting – April 18, 2024
 Special Meeting – April 25, 2024
7. Old Business:

8. Communications and reports from City Officials and Committees
 - a. Mayor
 - b. Director of Finance
 - c. Administrator
 - d. Law Director
 - e. Sergeant
 - f. Council Members

9. Executive Session:

10. Adjournment



City of South Lebanon
10 N. High Street, South Lebanon, Ohio 45065
513-494-2296
fax: 513-494-1656
www.southlebanonohio.org

MEMORANDUM

To: Mayor & City Council

CC: Jerry Haddix, City Administrator
Andrew Meier, Law Director

From: Tina Williams, Director of Finance

Date: April 30, 2024

Subject: Pay Grade Level Change and Revised Pay Scale Point Factor Schedule

In 2019, the City used our Human Resources Consultant, Clemans & Nelson, to establish a pay grade scale based on a point factoring system. Each position was evaluated based on 10 criteria which included the required education, experience, responsibility level, consequences for errors, etc. Anytime we create a new position or recommend any changes to a position, the point factors need to be determined or adjusted.

The City Personnel Committee met on Friday, April 19, 2024, and is recommending the pay grade level for the Director of Finance be changed from a level 7 to level 9 based on the duties and responsibilities established within the new City Charter. This change puts the Director of Finance position on the same pay grade level as the City Administrator.

Attached is the revised pay scale point factoring schedule with all current or future employment positions.

CITY OF SOUTH LEBANON POINT FACTORING 2024																						
Position	Education		Experience		Supervision Exercised		Personal Contacts		Responsibility for Assets		Independence of Work/Discretion		Responsibility for Policies and Procedures		Work Environment / Health and Safety		Responsibility for Accurate Records / Reports		Consequence of Errors		Total Points	Pay Scale Level
	Degree	Points	Degree	Points	Degree	Points	Degree	Points	Degree	Points	Degree	Points	Degree	Points	Degree	Points	Degree	Points	Degree	Points		
City Administrator	4	116	4	75	6	125	4	75	4	75	4	150	6	150	1	8	3	100	4	116	990	9
Director of Finance	4	116	4	75	4	69	4	75	4	75	4	150	6	150	1	8	3	100	5	150	968	9
Asst. City Administrator	4	116	4	75	5	87	3	52	3	53	3	105	5	102	1	8	3	100	4	116	814	8
Public Works Director	4	116	4	75	4	69	3	52	2	30	3	105	5	102	2	41	3	100	4	116	806	7
Lead Operator	3	82	4	75	3	40	3	52	3	53	2	60	2	34	3	75	2	55	2	49	575	5
Asst. Fiscal Officer	3	82	2	30	2	12	2	30	4	75	2	60	3	57	1	8	3	100	3	82	536	4
Tax Administrator	3	82	2	30	2	12	2	30	4	75	2	60	3	57	1	8	3	100	3	82	536	4
Code Enforcement Officer	2	49	2	30	1	0	3	52	2	30	2	60	3	57	2	41	2	55	3	82	456	4
Foreman	2	49	4	75	3	40	1	8	3	53	2	60	2	34	3	75	1	10	2	49	453	4
Water Operator	3	82	4	75	2	12	1	8	1	8	2	60	2	34	3	75	2	55	2	49	458	4
Wastewater Operator	2	49	4	75	2	12	1	8	1	8	2	60	2	34	3	75	2	55	2	49	425	3
Court Clerk	2	49	2	30	1	0	2	30	2	30	2	60	2	34	1	8	2	55	3	82	378	3
Tax Clerk	2	49	2	30	1	0	2	30	3	53	2	60	2	34	1	8	2	55	2	49	368	3
Utilities Clerk	2	49	2	30	1	0	2	30	3	53	2	60	2	34	1	8	2	55	2	49	368	3
Senior Maintenance Worker	2	49	3	52	1	0	1	8	2	30	2	60	2	34	3	75	1	10	2	49	367	3
Maintenance Worker	2	49	2	30	1	0	1	8	2	30	1	15	1	12	3	75	1	10	2	49	278	2
Groundskeeper	2	49	1	8	1	0	1	8	2	30	1	15	1	12	3	75	1	10	1	15	222	2
Part-Time Laborer	1	15	1	8	1	0	1	8	2	30	1	15	1	12	3	75	1	10	1	15	188	1

**CITY OF SOUTH LEBANON, OHIO
ORDINANCE 2024-10**

**AN ORDINANCE AMENDING ORDINANCE 2021-26 SETTING THE
COMPENSATION PAY LEVEL FOR THE DIRECTOR OF FINANCE (FORMERLY
FISCAL OFFICER) POSITION AS PART OF THE CITY'S PERSONNEL POLICY
MANUAL**

WHEREAS, with the assistance of human resources consultant Clemans Nelson & Associates, the City (formerly Village) created and the Council approved Ordinance No. 2020-24 on November 5, 2020, placing in effect the City's Personnel and Policy Procedure Manual for the City's employees; and

WHEREAS, the City's Personnel and Policy and Procedures Manual defines the City's employment positions, compensation pay scale and the job requirements for each position; and,

WHEREAS, per Ordinance 2021-26, the job description for the Director of Finance (formerly Fiscal Officer) was amended to require a Bachelor's Degree and the pay grade was changed from a level 6 to level 7; and

WHEREAS, the City Personnel Committee is recommending the pay grade for the Director of Finance position be amended from level 7 to level 9 to reflect the position duties and responsibilities as established by the City Charter approved on May 2, 2023, with an effective date of July 1, 2023; and,

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of South Lebanon, Ohio, at least a majority of all members elected thereto concurring:

Section 1. That the Council does hereby amend Ordinance 2021-26 for the proposed changes to the Director of Finance's compensation pay grade level.

Section 2. That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

Section 3. That it is found and determined that all formal actions of the Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of Council in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted this ____ day of _____, 2024.

Linda S. Burke, Mayor

Attest: _____
Pertrina D. Williams, Director of Finance/Clerk

Ordinance 2024-10 Director of Finance Pay Level

Rules Suspended:	_____ (if applicable)
First Reading:	_____
Second Reading:	_____
Vote:	____ Yeas ____ Nays
Effective Date:	_____

Prepared by and approved as to form:

Andrew P. Meier
Law Director
City of South Lebanon, Ohio

By: _____

Date: _____



City of South Lebanon
10 N. High Street, South Lebanon, Ohio 45065
513-494-2296
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MEMORANDUM

To: Mayor & City Council

CC: Jerry Haddix, City Administrator
Andrew Meier, Law Director

From: Tina Williams, Director of Finance

Date: April 30, 2024

Subject: Wage Study and Employee Compensation

The City Personnel Committee met on Friday, April 19, 2024 and discussed the results of a wage study that was prepared by the City's Human Resources Consultant, Clemans Nelson & Associates.

In late 2023, Clemans & Nelson updated the wage study that was previously prepared in 2019 to reflect South Lebanon's new City status. Jurisdictions of the same size and those near South Lebanon, due to competition for employment, were included in the study. The results of the study showed that South Lebanon's management positions are currently compensated below market by 30%.

The Personnel Committee is recommending that the compensation of the City Administrator and Director of Finance be increased to reflect the duties and responsibilities established by the City Charter and required of those positions.

**CITY OF SOUTH LEBANON, OHIO
ORDINANCE NO. 2024-11**

**AN ORDINANCE AMENDING ORDINANCE 2022-32 AND SETTING THE
COMPENSATION OF THE CITY ADMINISTRATOR, JERRY HADDIX**

WHEREAS, the then-Village Council established the position on Village Administrator pursuant to Ordinance No. 4-73, dated March 5, 1973, and,

WHEREAS, on April 2, 2015, per Section 735.271 of the Ohio Revised Code, the Village Council confirmed the appointment of Jerry Haddix as Village Administrator; and,

WHEREAS, in accordance with Article V of the City of South Lebanon Charter approved on May 2, 2023, with an effective date of July 1, 2023, the City Administrator position was created, replacing the Village Administrator position; and,

WHEREAS, in accordance with Article V, Section 5.03 of the City of South Lebanon Charter, the powers and duties were established for the position of City Administrator; and,

WHEREAS, the City's Human Resources Consultant, Clemans Nelson & Associates, Inc., (CNA) recently conducted a salary survey of comparable local governments and determined that the positions of City Administrator and Director of Finance of the City are significantly under the area averages for similar positions; and,

WHEREAS, the City Personnel Committee has reviewed the CNA salary study and is recommending salary increases for calendar years 2024, 2025 and 2026, to equitably compensate the City Administrator for the duties and responsibilities of the position as compared to similar positions in the local vicinity; and,

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of South Lebanon, at least a majority of all members elected thereto concurring:

Section 1. That City Council hereby amends Ordinance No. 2022-32, which set compensation for the City Administrator.

Section 2. That the City Council sets the compensation at \$114,409.36 for the City Administrator beginning with the pay period commencing on June 24, 2024.

Section 3. That rate of compensation for the City Administrator position shall increase ten (10) percent on the first pay date of calendar year 2025.

Section 4. That rate of compensation for the City Administrator position shall increase five (5) percent on the first pay date of calendar year 2026.

Ordinance 2024-11 City Administrator Compensation

Section 5. That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

Section 6. That it is found and determined that all formal actions of the Council concerning and relating to passing this Ordinance were adopted in an open meeting of Council in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted this ____ day of _____, 2024.

Linda S. Burke, Mayor

Attest: _____
Pertrina D. Williams, Director of Finance/Clerk

Rules Suspended:	_____ (if applicable)
First Reading:	_____
Second Reading:	_____
Vote:	____ Yeas ____ Nays
Effective Date:	_____

Prepared by and approved as to form:

Andrew P. Meier
Law Director
City of South Lebanon, Ohio

By: _____

Date: _____

**CITY OF SOUTH LEBANON, OHIO
ORDINANCE NO. 2024-12**

**AN ORDINANCE AMENDING ORDINANCE 2022-32 AND SETTING THE
COMPENSATION OF THE DIRECTOR OF FINANCE, PETRINA D. WILLIAMS**

WHEREAS, in accordance with Ohio Revised Code (ORC) § 733.262(A), the City (formerly Village) Council established the position of Fiscal Officer pursuant to Ordinance 2013-12, dated June 19, 2003; and

WHEREAS, per ORC § 733.262(D), the Mayor appointed Petrina D. Williams to the position of Fiscal Officer effective May 8, 2021; and,

WHEREAS, in accordance with Article VI, Section 6.02 of the City of South Lebanon Charter approved on May 2, 2023, with an effective date of July 1, 2023, the Director of Finance position was created and therefore eliminated the position of Fiscal Officer; and,

WHEREAS, in accordance with Article VI, Section 6.03 of the City of South Lebanon Charter, the powers and duties were established for the position of Director of Finance; and,

WHEREAS, the City's Personnel and Policy and Procedures Manual defines the City's employment positions, compensation pay scale and the job requirements for each position; and,

WHEREAS, per Ordinance No. 2024-10, the City Council adopted a revised compensation pay scale for the Director of Finance position; and,

WHEREAS, the City's Human Resources Consultant, Clemans Nelson & Associates, Inc., (CNA) recently conducted a salary survey of comparable local governments and determined that the positions of City Administrator and Director of Finance of the City are significantly under the area averages for similar positions; and,

WHEREAS, the City Personnel Committee has reviewed the CNA salary study and is recommending salary increases for calendar years 2024, 2025 and 2026, to equitably compensate the Director of Finance for the duties and responsibilities of the position as compared to similar positions in the local vicinity; and,

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of South Lebanon, at least a majority of all members elected thereto concurring:

Section 1. That City Council hereby amends Ordinance No. 2022-32, which set compensation for the Fiscal Officer.

Section 2. That the City Council sets the compensation at \$101,660 for the Director of Finance beginning with the pay period commencing on June 24, 2024.

Ordinance 2024-12 Director of Finance Compensation

Section 3. That rate of compensation for the Director of Finance position shall increase ten (10) percent on the first pay date of 2025.

Section 4. That rate of compensation for the Director of Finance position shall increase five (5) percent on the first pay date of 2026.

Section 5. That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

Section 6. That it is found and determined that all formal actions of the Council concerning and relating to passing this Ordinance were adopted in an open meeting of Council in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted this ____ day of _____, 2024.

Linda S. Burke, Mayor

Attest: _____
Pertrina D. Williams, Director of Finance/Clerk

Rules Suspended:	_____ (if applicable)
First Reading:	_____
Second Reading:	_____
Vote:	____ Yeas ____ Nays
Effective Date:	_____

Prepared by and approved as to form:

Andrew P. Meier
Law Director
City of South Lebanon, Ohio

By: _____

Date: _____



City of South Lebanon
10 N. High Street, South Lebanon, Ohio 45065
513-494-2296
fax: 513-494-1656
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MEMORANDUM

To: Mayor & City Council

From: Jerry Haddix, City Administrator

Date: April 30, 2024

Subject: Oeder Rezoning Ordinance

On April 25, 2024, the City Council held the public hearing for the zoning map amendment for parts of three (3) parcels totaling 11.09 acres between State Route 48 and Turtlecreek Road owned by Oeder & Sons Garage Inc. Attached for a 1st reading is an ordinance to approve the rezoning application.

If you have any questions or need additional information, please contact me.

**CITY OF SOUTH LEBANON, OHIO
ORDINANCE NO. 2024-13**

**AN ORDINANCE APPROVING ZONING MAP AMENDMENT TO PARTS OF
CERTAIN PROPERTIES IN THE CITY OF SOUTH LEBANON, CONSISTING OF
11.09 ACRES FROM B-2 [GENERAL BUSINESS DISTRICT] TO MEP [MINERAL
EXTRACTION AND PROCESSING DISTRICT]**

WHEREAS, Oeder & Sons Garage, Inc. has submitted an application for a zoning map amendment for parts of certain properties on State Route 48 (Parcel# 12-01-451-002) consisting of 11.09 acres from B-2 [General Business District] to MEP [Mineral Extraction and Processing District]; and,

WHEREAS, in accordance with Section 15.7.7 of the City of South Lebanon Zoning Regulations, on March 14, 2024, the City Planning Commission, heard the aforementioned Rezoning Application and issued its recommendation to the City Council that the zoning amendment be granted, as requested; and,

WHEREAS, in accordance with Section 15.7.8 of the City Zoning Regulations, the City Council scheduled the Rezoning Application for a public hearing; and,

WHEREAS, the City Council held the public hearing on April 25, 2024 at 6:00 P.M., after publication and other proper notice thereof, to consider the recommendation of the Planning Commission; and,

WHEREAS, upon considering the recommendation of the Planning Commission, a copy of which is incorporated by reference herein, and the testimony given during the public hearing, the Council finds the process has been in accordance with Article 7 [Amendment Procedures], and adopts the recommendation of the Planning Commission; and,

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of South Lebanon, Ohio, at least a majority of all members elected thereto concurring:

Section 1. That the Council does hereby amend the official Zoning Map of the City of South Lebanon, Ohio, for parts of certain properties located between State Route 48 and Turtlecreek Road (Parcel# 12-02-351-004, 12-02-351-003, and 12-02-351-009) consisting of 11.09 acres from B-2 [General Business District] to MEP, as shown on Attachment 1.

Section 2. Upon the expiration of the period of referendum provided by law (the effective date being 30 days after the date of adoption), within fifteen (15) days of the effective date, the Zoning Administrator shall amend the Official Zoning Map to reflect the zoning changes in accordance with Sec. 15.7.14 [Zoning Map Amendments] of the Zoning Regulations.

Ordinance No. 2024-13
Page 2

Section 3. The recitals contained in the Whereas clauses set forth above are incorporated by reference herein.

Section 4. All formal actions of City Council regarding this Ordinance were adopted in an open meeting of City Council in compliance with all legal requirements, including, but not limited to, Section 121.22 of the Ohio Revised Code.

Adopted this ____ day of _____, 2024.

Linda S. Burke, Mayor

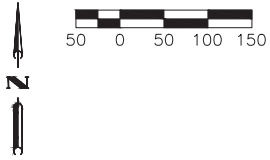
Attest: _____
Petrina D. Williams, Director of Finance/Clerk

Rules Suspended:	_____ (if applicable)
First Reading:	_____
Second Reading:	_____
Vote:	____ Yeas ____ Nays
Effective Date:	_____

Prepared by and approved as to form:

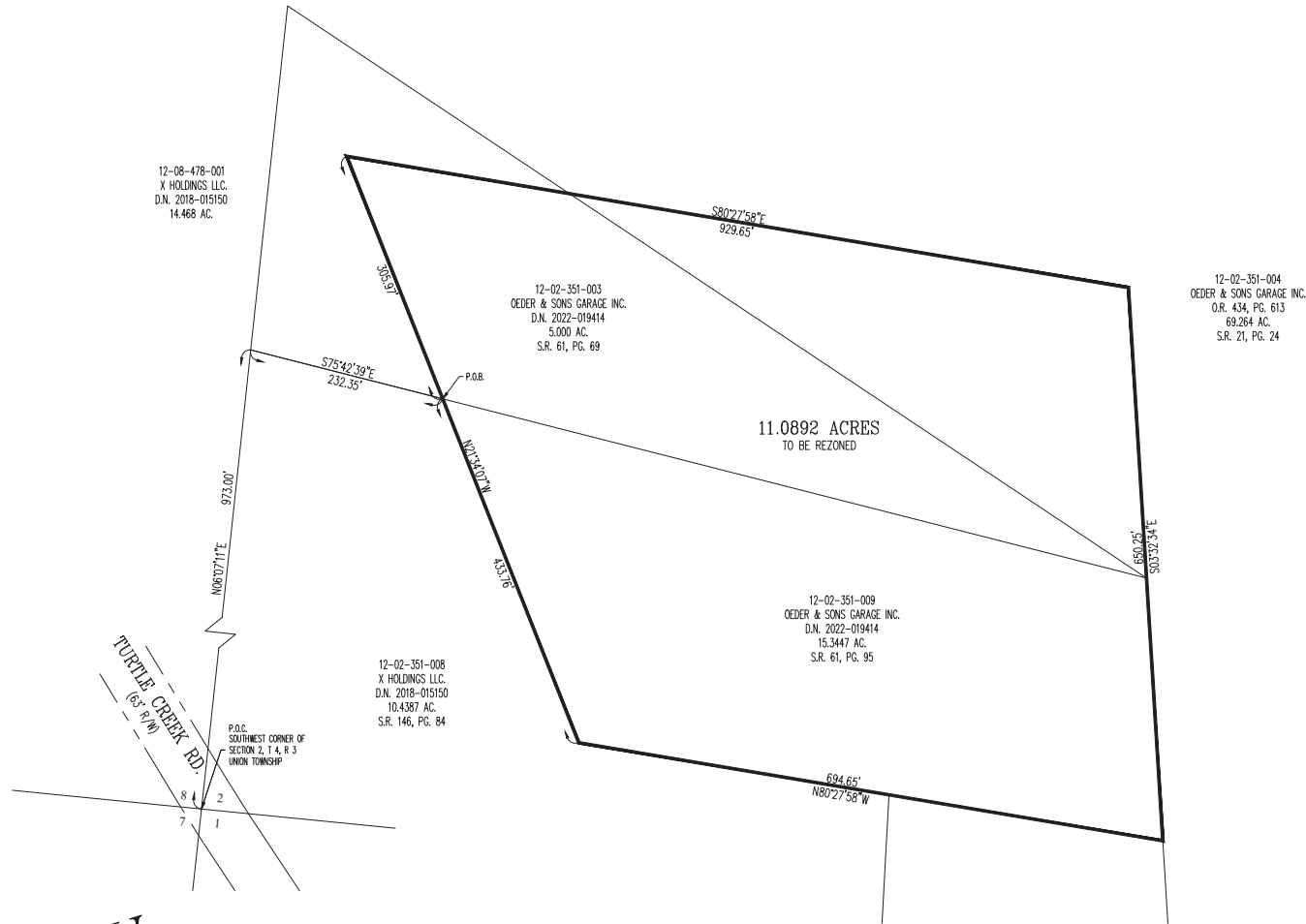
Andrew P. Meier
Law Director
City of South Lebanon, Ohio

AREA TO BE REZONING
 11.0892 ACRES
 SECTION 2, TOWN 4, RANGE 3
 UNION TOWNSHIP
 WARREN COUNTY, OHIO
 FOR: OEDER AND SONS GARAGE INC.



SURVEYOR NOTES:

- 1.) OCCUPATION FITS SURVEY AS SHOWN.
- 2.) MONUMENTATION IN GOOD CONDITION.
- 3.) SOURCE DOCUMENTS AS NOTED.
- 4.) BEARINGS BASED ON GPS OBSERVATION USING ODOT'S VRS NETWORK
- 5.) DEED REFERENCE: AS NOTED



I HEREBY CERTIFY THAT THIS PLAT IS BASED UPON A FIELD SURVEY MADE IN THE DIRECTION

JUSTIN LEE SCHULZ _____ DATE
 OHIO PROFESSIONAL SURVEYOR NO. 8653

A CURRENT TITLE EXAMINATION/REPORT IS NECESSARY TO DETERMINE ANY ADDITIONAL EASEMENTS, RESTRICTIONS, COVENANTS, CONDITIONS OR ENCUMBRANCES WHICH MAY AFFECT THE LANDS HEREIN PLATTED.

SCALE: 1"=100'
 DATE: NOV. 2023
 DRAWN: JLS
 DESIGNED:
 CHECKED: JLS

ENGINEERING & SURVEYING, INC.
 1068 NORTH UNIVERSITY BLVD. MIDDLETOWN, OHIO 45042
 PH - (513) 424-5202 OR (513) 932-8991 FAX - (513) 424-6202

REVISIONS:	SHEET
1.	1 OF 1
2.	
3.	
4.	
PROJECT: 232142	
DRAWING: 232142REZONING	

Attachment 1



City of South Lebanon
10 N. High Street, South Lebanon, Ohio 45065
513-494-2296
fax: 513-494-1656
www.southlebanonohio.org

MEMORANDUM

To: Mayor & City Council

CC: Tina Williams, Director of Finance
Andrew Meier, Law Director

From: Jerry Haddix, City Administrator

Date: April 30, 2024

Subject: Public Works Director Position

On April 19th, the Personnel Committee met and one of the items discussed was the addition of a Public Works Director position for the Public Works department.

The Personnel Committee recommended adding the Public Works Director position to provide more direct oversight of the Public Works department including personnel and administratively. This position will be in Pay Grade 7 and would be a non-classified position as determined by the Civil Service Commission.

If you have any questions or need additional information, please contact me.

**CITY OF SOUTH LEBANON, OHIO
ORDINANCE NO. 2024-14**

**AN ORDINANCE CREATING THE POSITION OF PUBLIC WORKS DIRECTOR IN
THE PUBLIC WORKS DEPARTMENT, ESTABLISHING COMPENSATION, AND
DESIGNATING COMPENSATION OF CERTAIN CITY EMPLOYEES TO SPECIFIC
CITY FUND(S) FOR THE NEWLY CREATED POSITION OF PUBLIC WORKS
DIRECTOR, AND DECLARING AN EMERGENCY**

WHEREAS, the City staff has reviewed the current positions within the Public Works Department and is recommending the creation of a new position within the department; and,

WHEREAS, the City Personnel Committee met on April 19, 2024, and recommended creating the Public Works Director position as attached; and,

WHEREAS, on April 1, 2024, the City Civil Service Commission made a determination that this position is, per the City Civil Service Rules, an unclassified position; and

WHEREAS, allocation of pay shall be established for all City positions and reflective of an employees' job description and duties and responsibilities; and

WHEREAS, immediate action is required to advertise for and fill this position as soon as possible, and such action is necessary in order to preserve the public peace, health, safety or welfare of the City.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of South Lebanon, at least two-thirds of all members elected thereto concurring:

Section 1. That the unclassified position of Public Works Director in the Public Works Department is hereby created.

Section 2. That the compensation pay range for said position shall be equal to Pay Grade 7 as set forth in the City of South Lebanon Compensation Plan.

Section 3. That the following position of the City of South Lebanon, Ohio shall be paid from the respective City fund(s) as indicated herein:

Public Works Department

Public Works Director

General – 40%

Water – 30%

Sewer – 30%

Section 4. The recitals contained in the Whereas clauses set forth above are incorporated by reference herein.

Ordinance No. 2024-14
Page 2

Section 5. All formal actions of the City Council regarding this Ordinance were adopted in an open meeting of City Council in compliance with all legal requirements, including, but not limited to, Section 121.22 of the Ohio Revised Code.

Section 6. This Ordinance is hereby declared to be an emergency measure in accordance with Section 731.30 of the Ohio Revised Code for the immediate preservation of the public peace, health, safety, and general welfare; and this Ordinance shall be in full force and effective immediately upon its passage.

Adopted this ____ day of _____, 2024.

Linda S. Burke, Mayor

Attest: _____
Petrina D. Williams, Director of Finance/Clerk

Rules Suspended:	_____ (if applicable)
First Reading:	_____
Second Reading:	_____
Vote:	____ Yeas ____ Nays
Effective Date:	_____

Prepared by and approved as to form:

Andrew P. Meier
Law Director
City of South Lebanon, Ohio

CITY OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

Dept./Division:	Public Works	Employee Name:	
Position Title:	Public Works Director	Employment Status:	Full-time
Reports To:	City Administrator	FLSA Status:	Exempt

MINIMUM QUALIFICATIONS FOR EMPLOYMENT: An example of acceptable qualifications: Bachelor's degree from an accredited college or university with major course work Civil Engineering, Construction Management, Business Administration, Public Administration or related field and ten (10) years recent documented work experience in public works, utility construction and maintenance of which at least five (5) years in a supervisor capacity over professional and labor or trades personnel; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS: Must possess a valid State of Ohio driver's license. Must remain insurable under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive. Motor vehicle; personal computer, laptop computer, computer software, printer, copier, fax machine, postage machine, calculator, scanner, shredder, telephone, cell phone, and other commonly used standard modern business office equipment; digital cameras; gas detectors; infrared camera; lasers; level sensors or transmitters; levels; notebook computers; laser imaging detection and ranging systems; large-format scanner, and other standard equipment used for public works construction projects.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: Employee ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., loud sirens, screaming people, building alarms, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from radiation; exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to extreme non-weather related heat or cold; exposure to shaking objects or surfaces; exposure to second-hand smoke; exposure to hazardous driving conditions; works, first, second or third shift; is periodically exposed to blood and other bodily fluids, as well as other potentially infectious materials; uses eye and face protection for potential exposure to flying objects, respiratory protection for potential exposure to airborne contaminants, head protection for potential impacts of objects to the head, and occupational foot protection for potential impacts of objects to the feet; participants in medical and first aid activities; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to

CITY OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:

Position Title:

Public Works Director

move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 25% (1) Under general direction, supervises various activities performed by the City including the maintenance of streets and alleys, and the maintenance of the water distribution, wastewater collection systems, the maintenance of parks and all municipal buildings; supervises shop activities (e.g., equipment maintenance, equipment procurement, storage of materials, etc.); oversees daily record hours, operation of all sewage lift stations, scheduling of repairs and replacements of all sewage lift stations and pumps; oversees scheduling of maintenance contracts and operations of all City water towers; oversees maintenance and operations of all backup generators for critical lift stations, buildings, and water functions; assists subordinate supervisors with training new employees.
- 25% (2) Provides leadership and insight to Public Works Department staff; assists department heads with difficult and/or complex problems; establishes departmental priorities; administers or recommends disciplinary action; conducts performance evaluations; handles employee grievances and complaints; makes recommendations as to the hiring, firing, advancement, promotion or any other changes of status of subordinate employees; effectively recruits, properly staffs, and, fosters practices to retain quality workers; trains, instructs, and develops employees; approves vacation and other time-off benefits.

CITY OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:	Position Title:	Public Works Director
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- 25% (3) Directs and coordinates a comprehensive snow removal program; coordinates program activities involving more than one department; coordinates the maintenance and construction of City streets, water distribution, wastewater collection, and sanitation facilities with other City departments and the general public; creates and directs backflow prevention program required by the Ohio EPA; directs and coordinates recycling program and scheduling; directs asset management program; acts as liaison between contractors, residents, and City administration.
- 10% (4) Prepares and presents operation and special reports as required; assists with the preparation of department budget and expenditures.
- 10% (5) Remains informed of current development and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences.
- (6) Maintains required licenses and/or certificates.
- (7) Demonstrates regular and predictable attendance.
- (8) Meets all job safety requirements and all OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: Budgeting; purchasing; City goals and objectives; City policies and procedures; workplace safety practices and procedures; *Public Works department goals and objectives; *Public Works department policies and procedures; Occupational Safety and Health Administration rules and regulations; water treatment regulations; wastewater treatment regulations; road construction, maintenance, and repair; building construction, maintenance, and repair; water distribution systems construction, maintenance, and repair; water distribution principles and practices; sewer construction, maintenance, and repair; park and recreation facilities, equipment, and supplies; methods, materials, and techniques used in municipal public works construction projects; office practices and procedures; English grammar and spelling; records management; employee training and development; supervisory principles and practices; manpower planning; asset management.

Skill in: Computer operation; operation monitoring; motor vehicle operation; use or operation of materials, tools, and equipment used in municipal public works construction projects; snowplow operation; interpersonal communication.

CITY OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:	Position Title:	Public Works Director
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Ability to: Exercise independent judgement and discretion; select most qualified applicant according to specifications for referral; determine material and equipment needs; identify existing or potential problem areas and formulate corrective measures; adapt to changes in the work environment, manage competing demands, and deal with frequent change, delays, or unexpected events; objectively evaluate the performance of others to an established performance standard; efficiently and effectively plan and execute programs and special assignments; work with a wide range of planning and operational issues; analyze the performance levels of various components of the public works department and make changes where necessary; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; recognize safety warnings; understand and utilize principles of supervision, interaction management, and delegation of authority; accept lines of authority, promote harmony, and work cooperatively with City administration, employees, and the public; answer routine telephone inquiries; resolve complaints; establish and maintain friendly atmosphere as division head; direct and coordinate activities of others; supervise and schedule work; operate equipment used in public works construction projects; listen to and understand information and ideas presented through spoken words and sentences; communicate information and ideas in speaking so others will understand; read and understand information and ideas presented in writing; apply general rules to specific problems to produce answers that make sense; tell when something is wrong or is likely to go wrong; come up with a number of ideas about a topic; see details at close range (within a few feet of the observer); see details at a distance; remember information such as words, numbers, pictures, and procedures; concentrate on a task over a period of time without being distracted; travel to and gain access to worksite.

POSITIONS DIRECTLY SUPERVISED:

Foreman (Streets), Lead Operator, Equipment Operator, Water Operator, Wastewater Operator, Senior Maintenance Worker, Maintenance Worker, Groundskeeper, Part-Time and Temporary Laborers.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description. I agree to abide by the requirements set forth. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

(Approval of Appointing Authority or Designee)

(Date)

(Employee Signature)

(Date)



South Lebanon - Warren County Foundation

May 2, 2024 - City Council Meeting

Concept for Discussion: South Lebanon Civic Fund

- Offer residents a local funding option to support their community through charitable giving
- Provide city and council leaders a process to manage charitable contributions for South Lebanon
- Support community projects and non-profits that positively impact citizens
- Designated fund held with the Warren County Foundation (WCF)
- WCF provides the administrative backroom support
- Give donors an opportunity for tax-deductible donation (WCF is a 501c3 organization)

Warren County Foundation Civic Funds / Initiatives / Partnerships

- Deerfield Township Parks and Recreation Foundation
- Lebanon Civic Fund; Miller Ecological Park Fund (City of Lebanon Parks)
- Morrow Civic Fund
- Warren County Parks Fund
- Warren County Soil & Water Conservation District – joint project to create urban conservation lab
- Duke Energy Foundation collaboration to distribute funding to small businesses in partnership with local government leaders
- Warren County Imagination Library – funding support from local governments and libraries

“The Warren County Foundation has been an outstanding partner for the City of Lebanon in support of our civic programs and projects. Through this partnership, they have enhanced our Civic Donation program and have connected the City with potential donors looking to support community projects such as the Miller Ecological Park Welcome Center.”

Scott Brunka, Lebanon City Manager



Warren County Foundation collaborated with the City of Lebanon and Miller Ecological Park to support a \$300,000+ building construction project

Warren County Foundation

118 E. Main Street, Lebanon, Ohio

www.warrencountyfoundation.org

Tom Seddon, CEO, Mike McGinty info@warrencountyfoundation.org