

CITY OF SOUTH LEBANON, OHIO
ORDINANCE NO. 2023-24

AN ORDINANCE CREATING THE POSITION OF SENIOR MAINTENANCE
WORKER 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 SENIOR MAINTENANCE WORKER, 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 June 21, 2023, and recommended creating the Senior Maintenance Worker position as attached; 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 fill this position immediately, and such action is necessary in order to preserve the public peace, health, safety or welfare of the City.

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

Section 1. That the position of Senior Maintenance Worker in the Public Works Department is hereby created.

Section 2. That the compensation pay range for said position shall be equal to Pay Grade 3 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

Senior Maintenance Worker

General – 60%

Water – 15%

Sewer – 25%

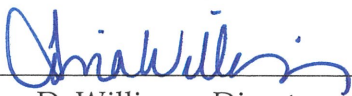
Ordinance No. 2023-24

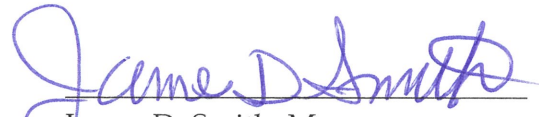
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Section 3. That this Ordinance is hereby declared to be an emergency measure in accordance with Ohio Rev. Code § 731.30 for the immediate preservation of the public peace, health, safety and general welfare; and, this Ordinance shall be in full force and effective immediately upon its passage.

Section 4. 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 6th day of July, 2023.


Attest: 
Petrina D. Williams, Director of Finance


James D. Smith, Mayor

Rules Suspended: <u>7/6</u> /2023 (if applicable)	Effective Date – <u>7/6</u> /2023
Vote - <u>6</u> Yeas ___ Nays	
First Reading – / /2023	Effective Date – / /2023
Second Reading – / /2023	
Vote - ___ Yeas ___ Nays	

Prepared by and approved as to form:

ANDREW P. MEIER
LAW DIRECTOR
CITY OF SOUTH LEBANON, OHIO

By: 
Date: 7/6/2023

CITY OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Title: Senior Maintenance Worker **Name:**

Employment Status: Full-time

Dept./Div.: Public Works

FLSA Status: Non-Exempt

Reports To: Administrator

Pay Status:

Classification: Classified

QUALIFICATIONS: Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Completion of secondary education or equivalent, plus minimum three (3) years of previous experience in concrete, asphalt, water, and sewer line repair and installation, and building, grounds, or street maintenance, or equivalent training, and/or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license.

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

1. Performs a variety of unskilled, semi-skilled, and skilled tasks in order to assist with the maintenance of streets and other city facilities or property (e.g. erects street signs, paints traffic lines, installs guardrails, patches roadways, seals cracks in roadways, cleans and repairs storm sewers, cleans ditches, plows snow, etc).
2. Identifies, plans and directs infrastructure and other construction projects in the City as directed by City Administration.
3. May be responsible for supervising City Public Works staff during City-performed construction projects. Also responsible for training City staff in various construction skills as assigned.
4. Performs a variety of skilled trades, such as installs and repairs water and sewer lines in accordance with approved standards, installs and repairs complex concrete and asphalt jobs, assists with plumbing, electrical, and other skilled remodeling and construction tasks.
5. Performs general landscaping duties (e.g., grass cutting, weed eating, tree trimming and cutting, etc.); maintains parks, ball fields, and school buildings; performs painting, drywall, and remodeling tasks.
6. Operates light and heavy motorized equipment in order to assist with the maintenance of streets and other City facilities (tractor, dump truck, mower, sewer jet, etc.); maintains vehicles and equipment.
7. Lifts and carries objects weighing up to one hundred (100) pounds.

Developed by:

Date Adopted:

Clemons, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

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CITY OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

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8. Demonstrates regular and predictable attendance.
9. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
10. Maintains valid Ohio driver's license

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs any other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: City policies and procedures; department policies and procedures*; safety practices and procedures; project planning and implementation, general construction, maintenance, and repair; electrical installation, maintenance, and repair; road construction, maintenance, and repair; utility construction, maintenance, and repair; building construction, maintenance, and repair; mechanical maintenance; grounds maintenance and repair; heating, ventilation, and air conditioning installation, maintenance, and repair; basic water and sewer monitoring and maintenance; tool and vehicle use and maintenance; basic plumbing; basic building inspection; painting techniques.

Skill in: heavy equipment operation; use of bench and/or hand tools; carpentry; masonry; plumbing; pipe fitting; welding; motor vehicle operation.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; develop and maintain effective working relationships; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Backhoe, bobcat, plow truck, dump truck, tractors, mowers, jackhammer, saws, and other related hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee must negotiate, use, or work with or in the vicinity of:

1. Portable metal ladders.
2. Fixed ladders.
3. Noisy operations or activities.

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4. Compressed gasses (including acetylene).
5. Flammable and combustible liquids.
6. Personal protective equipment.
7. Confined spaces.
8. Portable fire extinguisher.
9. The handling of materials and supplies.
10. Hand operated power truck.
11. Portable jacks.
12. Air contaminants.
13. Hazardous chemicals.
14. Trenching and shoring activities.
15. Construction type equipment.
16. Construction activity.

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:

The employee:

1. May be exposed to potentially dangerous situations.
2. Is frequently exposed to hot, cold, wet, humid, and windy weather conditions.
3. Is occasionally exposed to hazardous driving conditions.
4. Is occasionally exposed to shaking objects or surfaces.
5. Is exposed to dust and dirt.
6. May occasionally encounter hostility from the general public.

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 signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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