

**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.

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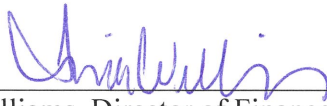
Section 5. All formal actions of the City Council regarding this Ordinance were adopted in an open meeting of City Council in compliance with all legal requirements, including, but not limited to, Section 121.22 of the Ohio Revised Code.

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 2nd day of May, 2024.



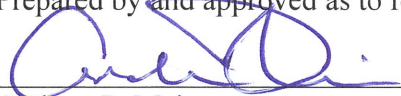
Linda S. Burke, Mayor

Attest: 

Petrina D. Williams, Director of Finance/Clerk

Rules Suspended:	<u>5/2/24</u>	(if applicable)
First Reading:	<u>-</u>	
Second Reading:	<u>-</u>	
Vote:	<u>5</u> Yeas	
	<u> </u> Nays	
Effective Date:	<u>5/2/24</u>	

Prepared by and approved as to form:

 5/2/2024

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

CITY OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

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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

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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:

(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.

(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.

Date Adopted:

Developed by:

Date Revised:

Clemans, Nelson & Associates, Inc.

{7/29/2019 PDSLBI 00235965.DOCX }

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Employee Name:

Position Title:

Public Works Director

(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.

(4) Prepares and presents operation and special reports as required; assists with the preparation of department budget and expenditures.

(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:

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.

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POSITION DESCRIPTION

Employee Name:

Position Title:

Public Works Director

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)

Date Adopted:

Developed by:

Date Revised: