

**VILLAGE OF SOUTH LEBANON, OHIO
RESOLUTION NO. 2018-28**

A RESOLUTION CREATING A PERMANENT FULL-TIME POSITION OF SEWER SPECIALIST IN THE PUBLIC WORKS DEPARTMENT AND ESTABLISHING COMPENSATION

WHEREAS, due to recent growth in the Village and increasing demands on the Public Works personnel and Village utilities, the Village requires additional personnel to operate and maintain the Village's sanitary sewer facilities; and,

WHEREAS, it is necessary to create the permanent full-time position of Sewer Specialist and establish compensation for said position; and,

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of South Lebanon, Ohio, at least a majority of all members elected hereto concurring:

Section 1. That one (1) permanent full-time position of Sewer Specialist in the Public Works Department is hereby created.

Section 2. That compensation pay range for said position shall be equal to Pay Grade 4 as set forth in the Village of South Lebanon Compensation Plan, as attached hereto and made a part hereof.

Section 3. The Village Administrator shall advertise for the forthcoming full-time position of Sewer Specialist, review applications, and select qualified applicants subject to the Mayor's approval pursuant to Ohio Revised Code § 735.273.

Section 4. That the Council is acting in its administrative capacity in accordance with Ohio Rev. Code § 733.48.

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 the adoption of this Resolution were adopted in an open meeting of Council in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

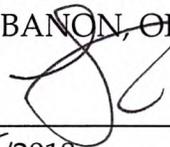
Adopted this 5th day of July, 2018.

Attest: Nicole Armstrong James D. Smith
Nicole Armstrong, Fiscal Officer James D. Smith, Mayor

Rules Suspended: / /2018 (if applicable)	Effective Date - / /2018
Vote - ___ Yeas ___ Nays	
First Reading - <u>6/7</u> /2018	Effective Date - / /2018
Second Reading - <u>6/21</u> /2018	
Third Reading - <u>7/5</u> /2018	
Vote - <u>6</u> Yeas ___ Nays	

Prepared by and approved as to form:

PAUL R. REVELSON
VILLAGE SOLICITOR
SOUTH LEBANON, OHIO

By: 
Date: 7/5/2018

DRAFT

VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		Position Title:	Sewer Specialist
Dept.:	Utilities	Employment Status:	Full-Time
Reports to:	Superintendent/Administrator	FLSA Status/Pay:	Non-exempt
Normal Hours:	40 Hours Per Week	Pay Status:	

GENERAL DESCRIPTION:

Under general supervision, the Sewer Specialist performs a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of Village’s streets, storm drains, sidewalks and related Village’s public service facilities.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED), completion of vocational/technical training in wastewater collection systems and minimum two (2) years experience in water, stormwater, or wastewater collection/distribution system; 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 and must remain insurable under the Village’s vehicle insurance plan; must possess a valid State of Ohio Class A CDL License; must possess an OEPA Class I Operator or Collection License.

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

Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; telephone, two-way radio, cell phone; Jet/Vac truck; main line sewer camera, sewer lateral push camera, sewer easement machine, sewer eel; motor vehicle, dump truck, plow truck, back-hoe, tractor, fork lift, skid steer, front end loader, weed eater, mower, pumps, and other light and heavy motorized equipment; shoring equipment, generators, air compressor, jack hammer, laser, concrete saw, chain saw, circular saw, shovels, rakes, and various other maintenance equipment and miscellaneous hand tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in an area in which the means of egress is or can be obstructed; 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 caused by blowers, backwashing filters, engines, etc.; is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possibly injury as a result of working with moving mechanical parts of equipment or machines; 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 hazardous driving conditions; exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

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

Date Adopted 7/5/18
Date Revised _____

Developed by:
Clemans, Nelson & Associates, Inc.

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VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:

Position Title:

Sewer Specialist

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- 55% 1. Installs storm catch basins; repairs sanitary laterals; televises sanitary lines and storm lines; installs or repairs sanitary main lines and storm lines; map and GIS sanitary lines and storm lines; cleans and performs preventative maintenance on sanitary main lines.

Responsible for operation and maintenance of the sanitary sewer lift stations connected to the Village's sanitary sewer collection systems. This includes, but not limited to pumps, controls, telemetry equipment, and power (including backup power).

- 15% 2. Operates pumps, valves and other equipment, regulating such equipment as necessary; takes and interprets readings of temperatures, pressures, weights, flow and other data which are obtained from various gages and meters; collects samples of wastewater, performs laboratory analysis, interprets and records results.

- 15% 3. Makes semi-skilled repairs and adjustments to plant equipment; makes major repairs to equipment; maintains inventory of maintenance supplies and requests replenishment of stock.

- 10% 4. Participates in maintaining the plant structures and surrounding grounds.

- 5. Attends meetings and serves on committees, as directed; attends training and seminars, as directed.

- 6. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; follows OEPA and AWWA Standards while making repairs to water mains and equipment.

- 7. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% 1. Performs other duties as assigned.

Knowledge of: Village's goals and objectives;* Village's policies and procedures;* two-way radio operations; wastewater treatment plant operating procedures; wastewater treatment regulations; water distribution systems construction, maintenance, and repair; sewer construction maintenance and repair; grounds maintenance and repair; water distribution systems and components; water distribution principles and practices; sewer construction, maintenance, and repair English grammar and spelling.

Skill in: mechanics; painting; pipe fitting; use of bench and/or hand tools; use of mechanics' tools and equipment; motor vehicle operation.

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POSITION DESCRIPTION

Employee Name:

Position Title:

Sewer Specialist

Ability to: Carry out simple instructions; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; prepare accurate documentation; complete routine forms; communicate effectively; understand a variety of written and/or verbal communications; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite; performs heavy manual labor.

POSITIONS DIRECTLY SUPERVISED:

None.

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 and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted 7/5/19
Date Revised _____

Developed by:
Clemans, Nelson & Associates, Inc.