

ORDINANCE NO. 97-84 AC CMS

**AN ORDINANCE CREATING THE POSITION OF PART-TIME CONSTRUCTION
TECHNICIAN FOR THE CITY OF OBERLIN, OHIO**

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. There is hereby created the position of Construction Technician for the City of Oberlin. Said position shall be part-time, in the classified, non-competitive civil service, and be appointed by the City Manager.

SECTION 2. That the attached job description for the position of Construction Technician is hereby approved.

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That this Ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - July 14, 1997 (Amended)
2nd Reading - August 4, 1997 (E)
3rd Reading -

ATTEST:



CLERK OF COUNCIL



CHAIR OF COUNCIL

POSTED: August 5, 1997

EFFECTIVE DATE: August 5, 1997

CONSTRUCTION TECHNICIAN

GENERAL STATEMENT OF DUTIES:

Assists the Public Works Director and City Engineer in the planning, design, and execution of Public Works construction projects.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

SUPERVISION RECEIVED:

Works under the supervision and direction of the Director of Public Works and/or the City Engineer.

SUPERVISION EXERCISED:

May supervise Collection and Distribution Operators, Service Maintenance Workers and part-time employees.

JOB DUTIES:

- Obtains information (plats, deeds, records, etc.) for projects.
- Provides accurate measurements and inventory of existing conditions within project limits.
- Assists City Engineer in survey and project layout.
- Observes and inspects construction and/or testing to verify that quantities and procedures used are in accordance with plans and specifications. Maintains logs of daily construction activities.
- Revises and prepares final drawings, quantity take-offs, and legal descriptions. Reviews partial estimates to verify amounts billed.
- Follows up with residents to insure problems have been corrected.
- Provides a means for day-to-day communications between City and contractors.
- Attends construction progress meetings.

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- Assists in preparation of punch list. Is responsible for follow-up to insure items on punch list are completed.
- Provides information and referral service for residents and property owners affected by the construction project. Assists in the resolution of construction claims.
- Other related duties as assigned.

MINIMUM QUALIFICATIONS:

Course work and/or significant experience in construction, estimating, and surveying. Must show mathematical ability, communication skills, and planning and organizing skills. Associates Degree in Engineering Technology or related field preferred.

Knowledge of traffic safety issues relating to construction zone and construction safety issues.

Ability to read and interpret blueprints, plans, and construction documents.

Basic computer literacy including use of word processing and spreadsheet applications.

UNUSUAL OR SPECIAL WORKING CONDITIONS:

Assists superiors with the resolution of conflicting or incomplete information,

Required to work in severe weather conditions and possible hazardous traffic conditions.

Work hours may be adjusted to match construction schedule.

LICENSES AND CERTIFICATES REQUIRED:

- Valid Ohio Driver's License.

Paygrade: IBEW Contract
F.L.S.A. Rating: Non-Exempt

Classification: Provisional
Civil Service Rating: Classified -
Non-competitive

Civil Service Approval: 7/1/97

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