

## ORDINANCE NO. 00-84 AC CMS

### AN ORDINANCE APPROVING JOB DESCRIPTIONS FOR SERVICE MAINTENANCE WORKERS FOR THE CITY OF OBERLIN AND DECLARING AN EMERGENCY

BE T ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, five-sevenths (5/7ths) of all members elected thereto concurring:

SECTION 1. That the attached proposed job descriptions for Service Maintenance Workers for the City of Oberlin are hereby approved, and the City of Oberlin Position Classification Plan is hereby so amended.

SECTION 2. 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 3. That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health and safety of the citizens of the City of Oberlin to wit:

“to ensure the efficient operation of the City and to provide for the usual daily operation of a municipal department”,

and shall take effect immediately upon passage.

PASSED: 1<sup>st</sup> Reading - July 17, 2000 (E)  
2<sup>nd</sup> Reading -  
3<sup>rd</sup> Reading -

ATTEST:

  
CLERK OF COUNCIL

  
CHAIR OF COUNCIL

POSTED: July 18, 2000

EFFECTIVE DATE: July 18, 2000

## **Service Maintenance Workers**

### **Construction**

#### **General Statement of Duties**

Performs a wide variety of skilled and unskilled work in the maintenance and repair of roadways, utilities, buildings and grounds.

#### **Supervision Received**

Works under the supervision of the Crew Leader.

#### **Supervision Exercised**

May supervise part-time employee(s).

#### **Job Duties**

- Operates heavy equipment such as trucks, tractors, backhoes, sludge equipment, refuse packers, rollers, snow plows, compressors, loaders, brush chippers, leaf vacuum machine and street sweeper.
- Operates power and hand tools.
- Repairs and maintains streets by laying asphalt and concrete, filling potholes, plowing snow and spreading salt.
- Performs routine and non-routine maintenance work on City buildings, grounds and equipment.
- Performs sanitary and storm sewer maintenance and repair, including sewer laterals and mains.
- Rebuild, repair and install catchbasins and manholes.
- Operates sophisticated televising equipment used to evaluate the condition of sewer mains and sewer laterals.
- Performs other duties as assigned.

#### **Minimum Qualifications**

High school diploma or equivalent. Able to perform heavy manual labor. Able to follow both written and verbal instructions. Must be able to work with little supervision.

### **Unusual or Special Working Conditions**

Responds to call-outs in times of emergency or other times of need.

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

Required to work in holes and trenches.

Significant levels of physically demanding effort may be required.

### **Licenses & Certificates Required**

- Valid Ohio Class B Commercial Driver's License including air brakes, with a tanker endorsement.

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Paygrade: IBEW Contract

F.L.S.A. Rating: Non-Exempt

Civil Service Rating: Classified - Non-competitive

## **Service Maintenance Workers**

### **Sanitation & Recycling**

#### **General Statement of Duties**

Perform heavy manual labor in all phases of solid waste collection. Drive sanitation/recycle trucks. Responsible for completion of the route and coordination of services with staff.

#### **Supervision Received**

Works under the supervision of the Crew Chief.

#### **Supervision Exercised**

May supervise part-time employee(s).

#### **Job Duties**

- Responsible for completion of each daily route, without unjustified misses, whether the residential route or the commercial route.
- Collects garbage and other solid waste, including recycling from approximately 500 residential houses per day.
- Performs large trash pickups and dumpsters as scheduled.
- Wash, inspect and lubricate sanitation/recycling equipment between service maintenance intervals.
- Helps fill in on commercial route in the absence of regularly- scheduled employee.
- Positions containers used in commercial collection operations.
- Responsible for servicing commercial corrugated cardboard containers.
- Responsible for sorting, separating and delivering commercial and residential recyclables.
- Performs other duties as assigned.

#### **Minimum Qualifications**

High school diploma or equivalent. Able to perform heavy manual labor. Able to follow both written and verbal instructions. Must be able to work with little supervision.

**Unusual or Special Working Conditions**

Required to work in severe weather conditions and possible hazardous traffic conditions. Significant levels of physically demanding effort may be required. Works Holidays.

**Licenses & Certificates Required**

Valid Ohio Class B Commercial Driver's License including air brakes, with a tanker endorsement.

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Paygrade: IBEW Contract

F.L.S.A. Rating: Non-Exempt

Civil Service Rating: Classified - Non-competitive

## **Service Maintenance Workers**

### **Cemetery & Parks**

#### **General Statement of Duties**

Performs a wide variety of skilled and unskilled work in the cemetery and parks along with building maintenance.

#### **Supervision Received**

Works under the supervision of the Chief Caretaker.

#### **Supervision Exercised**

May supervise part-time employee(s).

#### **Job Duties**

- Install and maintain trees, shrubs and flowers on municipal properties.
- Operates heavy equipment such as trucks, backhoes and mowing equipment.
- Operates power tools and hand tools.
- Adjusts and regulates equipment.
- Maintain, service, and/or repair cemetery buildings, tools and equipment, including maintenance work (i.e. plumbing, electrical, masonry and carpentry work).
- Performs manual labor as required for City operations.
- Complies with all safety procedures, work rules and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property and the public.
- Construct or repair picnic tables, park benches, fences, signs and playground equipment/areas.
- Assist the Recreation Coordinator with programs and festivals.
- Performs other duties as assigned.

#### **Minimum Qualifications**

High school diploma or equivalent. Able to perform heavy manual labor. Able to follow both verbal and written instructions. Must be able to work with little supervision.

### **Unusual or Special Working Conditions**

Responds to call-outs in times of emergency or other times of need.  
Required to work in severe weather conditions.  
Required to dig underground.

### **Licenses & Certificates Required**

- Valid Ohio Class B Commercial Driver's License including air brakes, with a tanker endorsement.

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Paygrade: IBEW Contract

F.L.S.A. Rating: Non-Exempt

Civil Service Rating: Classified - Non-competitive