

ORDINANCE NO. 03-53 AC CMS

**AN ORDINANCE CREATING THE TEMPORARY POSITION OF WATER SUPERINTENDENT-
IN-TRAINING FOR THE OBERLIN MUNICIPAL WATER
DEPARTMENT AND DECLARING AN EMERGENCY**

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 temporary position of Water Superintendent-in-Training for the Oberlin Water Department. Said position shall be full-time, in the unclassified civil service, be appointed by the City Manager and be placed in pay grade 6 in the City of Oberlin Employee Classification Plan, and said Plan is hereby so amended.

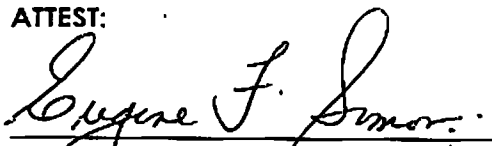
SECTION 2. That the attached job description for the position of Water Superintendent-in-Training is hereby approved.

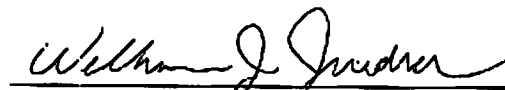
SECTION 3. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were 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, 2003 (E)
 2nd Reading –
 3rd Reading –

ATTEST:


CLERK OF COUNCIL


CHAIR OF COUNCIL

POSTED: 7/15/2003

EFFECTIVE DATE: 7/15/2003

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03/53

City of Oberlin

85 South Main St. Oberlin, OH 44074

Public Works Department

July 2, 2003

TO: Rob DiSpirito, City Manager

FROM: Jeff Baumann, Public Works Director 

RE: Temporary Job Description

Please find attached a proposed new job description for a proposed temporary position entitled "Water Superintendent in Training". The proposed job description is modeled very closely on the current "Superintendent" job description (also attached).

Bill Wossilek is retiring this December after many years of service to the City as its Water Superintendent. Although we wish Bill well, his retirement comes at a particularly challenging time. The City has contracted with Burgess & Niple, Inc. for engineering services to redesign the pump station and to rebuild/redesign the Water Treatment Plant in order to replace aging equipment and to meet upcoming Safe Drinking Water Act regulations. It is anticipated that improvements to the pump station will be bid this fall with construction beginning in spring/summer, 2004. The design phase of plant improvements should also be complete by early 2004 with bidding and construction to follow.

It is critical that the Public Works Department be allowed to hire a Superintendent in Training to work with Bill for the last three months of his employment both to learn the ropes at the plant and to come up to speed with the status of engineering work. This was discussed both with the PUC and with City Council during the operating budget work sessions last fall. As a result, additional funding was budgeted to pay for this temporary position during the transitional period.

The City Solicitor has reviewed the language making this a temporary appointment and would prepare an appropriate ordinance for City Council. The Civil Service Commission also reviewed the proposed job description on June 24th, determining the classification as "unclassified". The Code Administrator has the appropriate information required to review this job description and I am awaiting any response he may have. Any comments you have would also be appreciated.

With your consideration, I am hopeful this could be presented to City Council at the July 14th meeting. This would allow for advertising, interviewing and hiring a new Superintendent in time to work with Bill at the end of his tenure. If you have any questions, please let me know.

Cc: file

Draft

WATER PLANT SUPERINTENDENT-IN-TRAINING

GENERAL STATEMENT OF DUTIES

Works closely with the Water Plant Superintendent to learn the operations (including personnel) and maintenance of the Water Treatment Plant and the Water Distribution System.

SUPERVISION RECEIVED

Works under the supervision of the Water Plant Superintendent and the Public Works Director.

SUPERVISION EXERCISED

In training to supervise all personnel in the department.

JOB DUTIES

Works with the Water Plant Superintendent to.

- Interview, hire, evaluate and make recommendations regarding all department personnel; prepare work schedules and assignments, and time sheets of all department personnel.
- Plan, organize, direct and control all activities related to raw water supply, water treatment, distribution metering and backflow prevention.
- Conduct training and implement new programs for department personnel
- Keep department records and make reports to local, state, and federal authorities
- Review engineering plans, contractor requests and customer inquiries related to the water supply system, metering and backflow prevention.
- Purchase and keep inventory of all department chemicals and other supplies
- Prepare department budget for approval of the Public Works Director.
- Prepare purchase order requests and solicitation reports
- Acquire and disseminate all pertinent information from the Ohio EPA regarding test procedures
- Responsible for remote transmit of water tank signals and responding to emergency calls.

- Supervise maintenance of all department machinery and equipment, reservoirs and adjacent areas.
- Provide customer service relations regarding complaints, new services, high bills, etc.
- Help prepare and deliver presentations to City Council, the Public Utilities Commission, press releases, etc.
- Provide inspection services on construction projects, elevated storage tanks, the City's reservoirs and the lime waste lagoon.
- Attend seminars and workshops related to field to obtain information on new laws and current trends in public water supply.
- Perform other related duties as assigned

MINIMUM QUALIFICATIONS

High school diploma or equivalent. Course work related to laboratory testing as required by regulatory agencies. Five (5) years related experience, at least two (2) of which have been in a supervisory position within a water system. Class III Water Operators Certification required by the Ohio EPA.

LICENSES AND CERTIFICATES REQUIRED

- Must be eligible to earn an Ohio Class B Commercial Driver's License including air brakes.
- Class III Water Operator's Certification.

SPECIAL WORKING CONDITIONS

The Superintendent-in-Training is a temporary appointment only with a maximum term of three months.

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Paygrade: 6
F.L.S.A. Rating:

Classification: Provisional
Civil Service Rating: Unclassified

WATER PLANT SUPERINTENDENT

GENERAL STATEMENT OF DUTIES

Directs all operations and maintenance of the water supply and treatment plant and all related personnel.

SUPERVISION RECEIVED

Works under the supervision of the Public Works Director.

SUPERVISION EXERCISED

Supervises all personnel in the department.

JOB DUTIES

- Interview, hire, evaluate and make recommendations regarding all department personnel; prepare work schedules and assignments, and time sheets of all department personnel.
- Plan, organize, direct and control all activities related to raw water supply, water treatment, distribution metering and backflow prevention.
- Conduct training and implement new programs for department personnel.
- Keep department records and make reports to local, state, and federal authorities.
- Review engineering plans, contractor requests and customer inquiries related to the water supply system, metering and backflow prevention.
- Purchase and keep inventory of all department chemicals and other supplies.
- Prepare department budget for approval of the Public Works Director.
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- Acquire and disseminate all pertinent information from the Ohio EPA regarding test procedures.
- Responsible for remote transmit of water tank signals and responding to emergency calls.
- Supervise maintenance of all department machinery and equipment, reservoirs and adjacent areas.
- Provide customer service relations regarding complaints, new services, high bills, etc.
- Help prepare and deliver presentations to City Council, the Public Utilities Commission, press releases, etc.

- Provide inspection services on construction projects, elevated storage tanks, the City's reservoirs and the lime waste lagoon.
- Attend seminars and workshops related to field to obtain information on new laws and current trends in public water supply.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent. Course work related to laboratory testing as required by regulatory agencies. Five (5) years related experience, at least two (2) of which have been in a supervisory position within a water system. Class III Water Operators Certification required by the Ohio EPA

LICENSES AND CERTIFICATES REQUIRED

- Valid Ohio Class E Commercial Driver's license including air brakes.
- Class III Water Operator's Certification.

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Paygrade: 12
F.L.S.A. Rating.

Classification: Provisional
Civil Service Rating: Classified -
Noncompetitive