

ORDINANCE NO. 06-58 AC CMS

AN ORDINANCE CHANGING THE TITLE OF THE POSITION OF WATER POLLUTION CONTROL SUPERINTENDENT TO WATER ENVIRONMENT PROTECTION FACILITY SUPERINTENDENT AND AMENDING THE JOB DESCRIPTION RELATING TO SAME AND DECLARING AN EMERGENCY

BE IT 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 title of the position of "Water Pollution Control Superintendent" for the City of Oberlin is hereby changed to "Water Environment Protection Facility Superintendent".

SECTION 2. That the job description for said position is hereby amended to read as set forth in Exhibit A attached hereto, and said job description 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 actions, 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 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, Ohio, or to provide for the usual daily operation of a municipal department, to wit:


"to approve an amended job description as soon as possible to allow the filling of a vacant supervisory position to be completed in a timely manner", and shall take effect immediately upon passage.

PASSED: 1st Reading – July 5, 2006 (A) (E)
 2nd Reading –
 3rd Reading –

ATTEST:



CLERK OF COUNCIL



PRESIDENT OF COUNCIL

POSTED: July 6, 2006

EFFECTIVE DATE: July 6, 2006

WATER ENVIRONMENT PROTECTION FACILITY
SUPERINTENDENT

JUL 10 '06 AM 9:45

GENERAL STATEMENT OF DUTIES

Directs all operations and maintenance of the Wastewater Treatment Plant

SUPERVISION RECEIVED

Works under the supervision of the Public Works Director.

SUPERVISION EXERCISED

Supervises all personnel at the Wastewater Treatment Plant

JOB DUTIES

- Responsible for overall operation and maintenance of the Wastewater Treatment Plant.
- Responsible for contract management, including planning, capital and maintenance projects, service contracts, etc.
- Assign duties and schedules for all employees in the division.
- Purchase all division supplies and equipment.
- Prepare division budget for Public Works Director's approval.
- Interview, recommend for hire, train, and evaluate all division personnel.
- Conduct tours of the facility; conduct inspections of the facility with both the Federal EPA and the Ohio EPA.
- Assists with the management and implementation of the City's inflow and infiltration program.
- Maintain all division records regarding personnel, operations and maintenance.
- Keep all Wastewater Collection and Treatment records in order to make reports to the state and federal EPA agencies, and the Lorain County Health Department.
- Responsible for the safety program for the division.
- Responsible for all division rolling stock, fixed and moveable equipment.
- Carries pager for SCADA notification and emergency contact.
- Perform other related duties as assigned.

~~John~~ Karen

Final attachment for Ord 06-58

I added an "approved
by Council" line at the
very end and corrected
a typo. Jeff

Final Description
Jan 2/12/06

WATER ENVIRONMENT PROTECTION FACILITY SUPERINTENDENT
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MINIMUM QUALIFICATIONS

High school diploma or equivalent. Completion of Wastewater Collection Correspondence Course. Five (5) years previous relevant experience.

LICENSES AND CERTIFICATES REQUIRED

- Valid Ohio Class B Commercial Driver's License including air brakes, with a tanker endorsement within one year of date of hire.
- Class IV Wastewater Treatment Certification within one year of date of hire.

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

Classification:
Civil Service Rating:

Provisional
Classified -
Noncompetitive

Approved by Civil Service Commission: June 14, 2006
Approved by Oberlin City Council, Ordinance No. 06-58