

ORDINANCE NO. 22-042

AN ORDINANCE CREATING NEW POSITIONS AND ESTABLISHING RESPECTIVE PAY RANGES FOR THE CITY OF CANAL WINCHESTER

WHEREAS, it is the recommendation of the Mayor and Human Resources Coordinator to create several new positions for the city, and

WHEREAS, Council hereby finds and determines that these positions are warranted for the city to expand services offered to the public.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CANAL WINCHESTER, STATE OF OHIO:

SECTION 1. That there by, and hereby is, created for the City of Canal Winchester, Ohio the following positions:

- a. Assistant Public Service Director – Streets, Lands, and Buildings
- b. Assistant Public Service Director – Utilities
- c. Information Technology Technician

SECTION 2. That the job descriptions for each position are attached as Exhibit A and incorporated herein by reference.

SECTION 3. That the hourly salary ranges for each position shall be established as follows:

Position Title	Minimum Hourly Rate	Maximum Hourly Rate
Assistant Public Service Director	\$37.32	\$52.24
Information Technology Technician	\$23.89	\$34.80

SECTION 4. That the newly established positions shall be entitled to the same fringe benefits currently offered to city employees.

SECTION 5. That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

DATE PASSED 12-5-22

ATTEST [Signature]
CLERK OF COUNCIL

[Signature]
PRESIDENT OF COUNCIL
[Signature]
MAYOR

DATE APPROVED 12-6-22

APPROVED AS TO FORM:
[Signature]
LEGAL COUNSEL

I hereby certify that the ordinance as set forth above was published for a period of not less than fifteen days after passage by the Council, by posting a copy thereof in not less than three (3) public places in the municipal corporation, as determined by Council and as set forth in the Canal Winchester Charter.

[Signature]
Clerk of Council



Position Description

Technology Technician

Class Number: 57000	PCN:	Class Title: Technology Technician
FLSA Status: Nonexempt		Department: Public Service
Employment Status: Classified		Reports to: Public Service Director/Tech Coordinator

General Purpose:

This position assists the Public Service Director/Technology Coordinator and supports all citywide technologies by providing end user's computer and telecommunication systems including hardware, software and basic connectivity issues. Provides user training and frontline helpdesk services. Installs desktop computers and printers, resolves problems and queries and implements resolutions.

Essential Functions of the Position: For purposes of 42 USC 12101

The following duties are examples which would be normal for this position. These are not to be considered as exclusive or all-inclusive.

Provides first-level support and problem resolution to the City's computer applications.

Performs installations, maintenance, preventative maintenance, and upgrades for computers, related technology equipment, and software throughout the city.

Provides technical assistance to staff to assist in understanding and use of the City's technology; conducts regular staff technology presentations and trainings.

Assists Technology Coordinator in annual technology goals and detailed plans for goal accomplishment.

Monitors network systems to verify proper operating condition and reports malfunctions to the Technology Coordinator. Assists Technology Coordinator in policies, standards and procedures manual; develops and maintains related technology checklists.

Maintains accurate records of time, parts, materials and duties performed in the repair and service of city equipment. Assists in the preparation of a technology disaster recovery plan.

Assists in technology projects.

Possesses knowledge of municipal operations.

Required Knowledge, Skills and Abilities:

Knowledge

- Information Technology – Comprehensive knowledge of Microsoft office, modern principles, methods, concepts, practices, equipment and recent developments related to the integration of information systems, information technology (IT) trends and software applications.
- Customer Service – Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for service and evaluation of customer satisfaction.

Skills

- Critical Thinking – Utilizes logic and reasoning to understand, analyze and evaluate complex situations and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions and/or approaches to a situation. Applies general rules to specific problems to provide answers that makes sense. Combines pieces of information to form general rules or conclusions.
- Judgment/Decision Making – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees, managers and representatives from other organizations.



Position Description

Assistant Public Service Director

Streets, Lands, Buildings and Parks

Class Number:	PCN:	Class Title: Asst. Public Service Director
FLSA Status: Exempt		Department: Public Service
Employment Status: Unclassified		Reports to: Public Service Director

General Purpose: Under general direction of the Public Service Director, this position is responsible for the overall management of the Streets, Lands, Buildings and Parks to include coordinating assigned programs involved in all aspects of Street, Lands, Buildings and managing the City Parks, including the street tree and landscaping programs. Reports to the Director of Public Service.

Major emphasis will be on administrative and operational activities; however, work will also include assisting the Public Service Director in the implementation of departmental policies and procedures.

Essential Functions of the Position: For purposes of 42 USC 12101

The following duties are examples which would be normal for this position. These are not to be considered as exclusive or all-inclusive.

Responsible for the supervision and administration of the Streets, Lands, Buildings and Parks daily operations. Ensures proper completion of assignments for Streets and Parks superintendents and respective crews. Undertake staffing responsibilities (e.g. hiring, training and evaluating performance). Meet with staff to identify and resolve problems. Recommends disciplinary action to the Director of Public Service.

Assists Public Service Director in developing and implementing plans and goals for the department. Plans, directs and schedules all maintenance, repair and construction of Street, Land, Building and Parks operations; enforces departmental safety rules and regulations; maintains records according to established procedures and State laws; provides recommendations to the Director of Public Service to repair facilities and equipment; establishes rapport with contractors; respond to and resolve difficult and sensitive citizen inquiries and governmental complaints.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommends to Public Service Director appropriate service and staffing levels.

Safety - Knowledge of occupational hazards and safety precautions associated with streets, land, and buildings.

Supervision – Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of staff.

Technology – Knowledge of general office equipment and personal computers and related software and equipment.

Customer Service – Knowledge of principles and processes for providing customer services

Skills:

Critical Thinking – Using logic and reasoning to understand, analyze and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions/approaches to the situation.

Judgment/Decision Making — Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.

Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.

Computer Skills

Abilities:

Coordination of Work – Ability to establish and implement administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with time management principles. Attends and maintains a calendar for meetings, deadlines and events.

Communication – Excellent ability to communicate complex ideas and proposals effectively; ability to listen and understand information and ideas presented verbally and/or in writing; ability to handle a variety of employee relations issues with tact, confidentiality and diplomacy.

Accounting and Budgeting – Ability to perform arithmetic and statistical applications, ability to employ accounting principles and practices in the analysis and reporting of data.

Positions Directly Supervised: Street Superintendent and Parks Superintendent

Physical and Dexterity Requirements:

Requires medium to heavy work that involves frequent walking, standing, sitting, kneeling, squatting, stooping, and climbing, with occasional lifting, gripping, and pushing and raising objects and exerting between 20 to 100 pounds of force as well as routine keyboard operations.



Position Description

Assistant Public Service Director - Utilities

Class Number: PCN: 6.1

Class Title: Assistant Public Service Director

FLSA Status: Exempt

Department: Public Service

Employment Status: Unclassified

Reports to: Public Service Director

General Purpose: Under general direction of the Public Service Director, this position is responsible for the overall management for all activities which include overseeing and supervising crews involved in utility water and wastewater utility maintenance and operations.

Major emphasis will be on administrative and operational activities; however, work will also include assisting the Public Service Director in the implementation of departmental policies and procedures.

Essential Functions of the Position: For purposes of 42 USC 12101

The following duties are examples which would be normal for this position. These are not to be considered as exclusive or all-inclusive.

Responsible for the supervision and administration of the Water and Wastewater daily operations. Ensures proper completion of assignments for Water and Wastewater superintendents and respective crews. Undertake staffing responsibilities (e.g. hiring, training and evaluating performance). Meet with staff to identify and resolve problems. Recommends disciplinary action to the Director of Public Service.

Assists Public Service Director in developing and implementing plans and goals for the department. Plans, directs and schedules all maintenance, repair and construction of utility operations; enforces departmental safety rules and regulations; maintains records according to established procedures and State laws; provides recommendations to the Director of Public Service to repair facilities and equipment; establishes rapport with contractors; respond to and resolve difficult and sensitive citizen inquiries and governmental complaints.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommends to Public Service Director appropriate service and staffing levels.

Laboratory Analysis – Knowledge of chemical, biological and bacteriological principles, terminology, analytical techniques and methods, and equipment pertaining to the analysis of water and wastewater.

Regulations - Knowledge of EPA and state laws and regulations that apply to drinking water and wastewater facilities and systems. Knowledge of the processes and treatment techniques involved in drinking water and wastewater treatment.

Safety - Knowledge of occupational hazards and safety precautions associated with water systems.

Supervision – Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of staff.

Technology – Knowledge of general office equipment and personal computers and related software and equipment.

Customer Service – Knowledge of principles and processes for providing customer services.

Skills:

Critical Thinking – Using logic and reasoning to understand, analyze and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions/approaches to the situation.

Judgment/Decision Making — Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.

Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.

Proficient in computer software (e.g. MS Office and Windows applications; copy/fax/scan)

Abilities:

Coordination of Work – Ability to establish and implement administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with time management principles. Attends and maintains a calendar for meetings, deadlines and events.

Communication – Excellent ability to communicate complex ideas and proposals effectively; ability to listen and understand information and ideas presented verbally and/or in writing; ability to handle a variety of employee relations issues with tact, confidentiality and diplomacy.

Accounting and Budgeting – Ability to perform arithmetic and statistical applications, ability to employ accounting principles and practices in the analysis and reporting of data.

Positions Directly Supervised: Water Superintendent and Wastewater Superintendent