

ORDINANCE NO. 22-052

AN ORDINANCE CREATING THE POSITION OF PARKS SUPERINTENDENT AND ESTABLISHING PAY RANGE 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 position of Parks Superintendent.

SECTION 2. That the job description for the position is attached as Exhibit A and incorporated herein by reference.

SECTION 3. That the hourly salary range for the position shall be established with a minimum hourly rate of \$29.49, and a maximum hourly rate of \$43.17.

SECTION 4. That the newly established position 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 12-19-22

ATTEST Joel Plase
CLERK OF COUNCIL

Michael Ebert
PRESIDENT OF COUNCIL
Michael Ebert
MAYOR

DATE APPROVED 12-20-22

APPROVED AS TO FORM:
Matthew M. Byers
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.

Joel Plase
Clerk of Council



Position Description

Parks Superintendent

Class Number: 7.7 PCN:68000

Class Title: Parks Supt.

FLSA Status: Exempt

Department: Public Service

Employment Status: Unclassified

Reports to: Asst. Public Service Director

General Purpose: Under limited supervision, this position is responsible for the overall management of the Division of Parks, to include coordinating the overseeing and supervising crews involved in all aspects of Parks, including street trees and landscaping programs. Reports to the Assistant Public Service Director – Streets, Lands and Buildings.

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.

Parks:

Responsible for the strategic planning, budgeting, project management, operations and personnel of the Parks division.

Plans, directs and schedules the maintenance, repair and construction of parks, grounds, equipment, playgrounds, street trees, landscaping and building operations; enforces departmental safety rules and regulations; maintains records according to established procedures and State laws; provides recommendations to the Assistant Public Service Director to repair facilities and equipment; establishes rapport with contractors; addresses citizen and governmental complaints.

Instructs Parks employees in methods and procedures to be followed in the safe performance of their respective duties. Assigns same employees to specific duties such as tree and landscape maintenance, mowing, weeding, city grounds, right of ways and medians, and regular inspection of the parks and assigned grounds.

Implements and directs urban forestry planning (e.g. City Tree program, annual flower displays) to identify characteristics and quantity of trees and landscaping programs in the city. Maintains a cooperative relationship with the Street Tree Advisory Board; communicates with Board on tree species to be planted or removed in new and old developments and capital projects; works with contractors to coordinate tree

plantings, installation, design and removals, and performs field investigations to ensure design plans have been implemented.

Oversees, inspects, and monitors the landscaping, irrigation and maintenance needs of the City's formally landscaped areas;

Assists with special event planning and coordination.

Aquatics:

Works cooperatively with pool management contractor in managing pool facility and services.

Ensures public safety and cleanliness of pool facility.

Ensures compliance with Board of Health laws and regulations, Public Service standards, City codes, and pool safety standards.

Other:

Responsible for the effective supervision and administration to include prioritizing and delegating tasks, monitors work in progress, ensures proper completion of assignments; monitoring expenditures, interviewing applicants, approving leave requests (e.g. sick, vacation, overtime); determines work schedules; staff development and training; evaluates performance, receives employee complaints; exercises independent judgment in handling interpersonal and disciplinary situations; recommends disciplinary action to the Director of Public Service.

Prepares cost estimates and written justifications for Parks and Recreation projects; evaluates resource needs and manages the deployment of resources; prepares specifications for equipment purchase and purchases materials; monitors work orders, service requests and quality assurance programs,

Participates on management teams to provide input into the development and implementation of citywide policies; assists with strategic planning and special projects; remains current on statewide policies impacting the department initiatives, best practices, legislative and regulatory developments in the field.

Responds to emergency calls and/or works nontraditional hours including evenings, weekends, and holidays.

Peripheral Duties:

Represents the City at project-related meetings as directed by the Director and the Mayor.

Conducts on-site inspection of work on Parks and Aquatics.

Assists in the city's Stormwater Management Program.

Assists in non-woody vegetation control.

Participates in planning Arbor Day, Tree City USA Awards and other urban forestry related events.

Attends Council, staff and other meetings as required.

Serves on various employee or other committees as assigned.

Performs other related duties as assigned.

Performance Standard: The City of Canal Winchester expects all employees to work together to meet the needs of the community. Employees are also expected to lead by example through regular attendance, punctuality and demonstrate the highest level of ethics.

Desired Minimum Qualifications:

Education and Experience: Bachelor's degree in Recreation, Sports Management, Public Administration, Forestry or related field and 3-5 years of progressively responsible experience in park, tree, and landscape maintenance supervisory experience, or any combination of experience and education.

Required Knowledge, Skills and Abilities:

Knowledge:

Parks, and Aquatics - Knowledge of the methods, materials, and equipment used in work in all aspects of Parks, Trees, Landscaping, and Aquatics.

Safety - Knowledge of occupational hazards and safety precautions associated with Parks, and Aquatics.

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: Maintenance Technician I, II and III

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.

Additional Requirements: Prior to hire, prospective candidates will submit to drug testing and a general background check. Once employed, employees may be subject to random drug testing. Additionally, a valid driver's license with an acceptable driving record will be required and must maintain insurability under the City's vehicle insurance policy. Class B Commercial Driver's License.

This position is designated by the Employer to serve on an on-call status through use of cell phone and home phone numbers.

Tools and Equipment Operated: Chain saws, pumps, propane kettle, compressor, sanders, generators, weed eaters, mowers, jackhammers, equipment that sprays chemicals, tractors, trucks (e.g. dump truck, pickup truck, utility truck) of various sizes, backhoe, skid steer, front end loader, bucket truck, , portable engine driven pumps and generators, shovels, wrenches, detection devices, mobile radio and phone, and various hand, power, hydraulic, pneumatic tools; proficient with computers and software, specifically MS Office applications..

Work Environment: While performing the duties, the employee works in both indoor and outdoor conditions. The job may risk exposure to bright/dim light, dusts and pollen, extreme temperatures, wet or humid conditions, noise, noxious odors, traffic, moving machinery, electrical shock, or hazardous chemicals.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Signature of Mayor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

The City of Canal Winchester is an Equal Opportunity Workplace. We value diversity and are committed to creating an inclusive environment for all employees.

DRAFT