

ORDINANCE NO. 4-19

AN ORDINANCE AMENDING SECTION 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE SANITATION DEPARTMENT, AND APPROVING THE REVISED JOB DESCRIPTIONS OF SANITATION SUPERINTENDENT AND FOREMAN.

WHEREAS: At the December 5, 2018 Civil Service Commission meeting the commission approved the revisions to the job descriptions of Sanitation Superintendent and Foreman.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That a copy of the approved job descriptions are marked Exhibits A and B, attached hereto, and incorporated herein.

SEC. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 3: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: January 14, 2019

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: January 15, 2019

SIGNED: Dennis Hanwell
Mayor

THE CITY OF MEDINA
JOB DESCRIPTION

PROPOSED

ORD 4-19
Exh. A

TITLE: Sanitation Superintendent

REPORTS TO: Public Services Director

DEPARTMENT/DIVISION: Sanitation

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification supervises the work of the sanitation crews engaged in the collection and disposal of solid waste. Work is performed under the general supervision of the Public Services Director, with considerable leeway granted for the exercise of independent judgment. The individual in this classification is responsible for assigning areas of work, communicating standards that are to be met and performing frequent inspections to ensure that standards are being met.

ESSENTIAL JOB FUNCTIONS:

Determines routes required for department crews to service the City's collection and disposal of solid waste.

Schedules and assigns crews to collect solid waste as broken down by area.

Makes frequent inspections of areas covered by Department crews.

Receives and investigates complaints from citizens of the City and business and industry, making adjustments as required.

Oversees residential, commercial and industrial accounts that the City services.

Determines equipment and supply needs, orders supplies and equipment as required and inspects such items upon receipt to ensure they meet City standards.

Monitors the disposal of materials that might be considered health or fire hazards.

Schedules maintenance and repair of department equipment as required.

Maintains regular and consistent attendance.

Keeps records and files reports as needed.

Assists the Public Services Director in preparation of annual Department budget.

Attends seminars and briefings as required to keep abreast of state, federal and local developments and legislation pertaining to the field of refuse removal/disposal.

Able to perform physical demands that include but are not limited to being able operate heavy equipment and walk during the scheduled shift with bending, stooping, squatting, climbing, twisting, reaching and working in the open on moving vehicles. Able to operate heavy equipment or working

PROPOSED

outside in all types of weather situations and occupational exposure to interaction with citizens. Able to spend time standing and walking throughout the day.

EDUCATION, TRAINING AND EXPERIENCE:

Supervisory experience at the foreman level or considerable experience in refuse collection and disposal.

High school diploma or GED

Any combination of experience and training that provides the required knowledge, skills and abilities.

License:

Valid commercial driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

QUALIFICATIONS:

Knowledge of:

- Current regulations and procedures in the field of sanitation collection and disposal and removal work;
- Equipment maintenance used in the collection and disposal solid waste;
- Occupational hazards involved with and safety precautions required in sanitation collection and removal work;
- **Operation systems on refuse trucks and equipment;**
- **Microsoft Excel, Word and Outlook.**

Skilled in:

- Supervising workers in the collection and disposal of solid waste from residential and industrial areas;
- **Proficient computer skills.**

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio.
- Plan, lay-out and supervise the work of Department employees;
- Establish and maintain effective relationships with co-workers, subordinates, and the general public;
- Understand and follow oral and written instructions;
- **Diagnose problems with refuse trucks and equipment in the field;**
- Operate heavy equipment; and
- Observe unsafe conditions of roadways.

PROPOSED

- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

PHYSICAL DEMANDS:

~~This position may require an employee to operate heavy equipment or walking during a scheduled shift with bending, stooping, squatting, climbing, twisting, reaching and working in the open on moving vehicles. It involves operating heavy equipment or working outside in all types of weather situations and occupational exposure to interaction with citizens. Time may also be spent standing and walking.~~

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend time in an office atmosphere, working at a desk and on the telephone. Time may also be spent riding in or driving a heavy vehicle or in inspection of work of employees operating such equipment. This position may require working outside in all types of weather situations and occupational exposure to interaction with citizens.

WORKING CONDITIONS:

May be required to work outside normal business hours, including weekends, evenings and holidays.

EQUIPMENT USED: Computers, printers, fax machines and other office equipment necessary to do the job. May be required to operate various trucks and heavy equipment to assist crews.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

**THE CITY OF MEDINA
JOB DESCRIPTION**

PROPOSED

*Ord. 4-19
Exh. B*

TITLE: Sanitation Department Foreman
REPORTS TO: Sanitation Superintendent
DEPARTMENT/DIVISION: Sanitation
CIVIL SERVICES STATUS: Classified
JOB STATUS: Full-Time
EXEMPT STATUS: Non-Exempt

CLASSIFICATION FEATURES: The individual in this classification supervises a group of employees in the Laborer and Motor Equipment Operator classifications, who are engaged in general solid waste collection and disposal work. Such work includes assigning and inspecting the work of employees in the Laborer and Motor Equipment Operator classification, and may require technical knowledge or skill. The Sanitation Department Foreman assists the department Superintendent in route formulation and the calculation of rates. Areas of work and standards to be met are assigned by the Superintendent.

ESSENTIAL JOB FUNCTIONS:

- Assigns and supervises the work of employees in the Laborer and Motor Equipment Operator classification in solid waste collection and disposal.
- Acts as the Sanitation Superintendent when the Superintendent is unavailable.
- Assigns and supervises Department employees in other tasks involving manual labor.
- Assigns trucks to transport employees to job sites.
- Discusses job requirements with and receives instructions from Sanitation Superintendent.
- Inspects work in progress to assure conformity with instructions given.
- Makes and adjusts work assignments.
- Requests necessary equipment and supplies needed to perform the jobs tasked to the Sanitation Department.
- Maintains material and inventory records for the Sanitation Department.
- Receives and investigates complaints from citizens of the City and business and industry, making adjustments as required.
- Oversees residential, commercial and industrial accounts that the City services.
- Monitors the disposal of materials that might be considered health or fire hazards.
- Performs or assists in performing more difficult or skilled operations.
- Maintains regular and consistent attendance.

PROPOSED

Attends seminars and briefings as required to keep abreast of state, federal and local developments and legislation pertaining to the field of refuse removal/disposal.

Keeps time records for payroll purposes.

Assembles and maintains a variety of forms and reports to aid in the evaluation of operations of the Sanitation Department.

Prepares work reports.

Able to perform physical demands that include but are not limited to being able to have the strength and agility sufficient to lift and maneuver heavy objects and climb into and operate large equipment and trucks. Able to spend time walking, standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching throughout the day.

EDUCATION, TRAINING AND EXPERIENCE:

Considerable experience as a laborer and motor equipment operator.

High school diploma or GED

Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Licenses:

Valid commercial driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

QUALIFICATIONS:

Knowledge of:

- Department repair and maintenance requirements;
- **Operation systems on refuse trucks and equipment;**
- Traffic and safety regulations and accident prevention practices; and
- **Microsoft Excel, Word and Outlook.**

Skilled in:

- Supervising workers performing general laborer or motor equipment operator duties;
- Assigning daily tasks to workers in order to further the department's purpose; and
- **Proficient computer skills.**

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;

PROPOSED

- Understand and follow oral and written instructions;
- Assign and supervise department work;
- Oversee department operations in the Superintendent's absence;
- Establish and maintain effective relationships with co-workers, subordinates and the general public;
- Operate heavy equipment;
- **Diagnose problems with refuse trucks and equipment in the field;**
- Observe unsafe conditions of roadways; and
- **Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.**

PHYSICAL DEMANDS:

~~Strength and agility sufficient to lift and maneuver heavy objects and climb into and operate large equipment and trucks. Time may also involve occasional walking, standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.~~

ENVIRONMENTAL ELEMENTS:

This position requires that the employee spend time in an office atmosphere, working at a desk and on the telephone. Time may also be spent riding in or driving a heavy vehicle or in inspection of work of employees operating such equipment. This position may require working outside in all types of weather situations and occupational exposure to interaction with citizens.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED: Computers, printers, fax machines and other office equipment necessary to do the job. May be required to operate various trucks and heavy equipment to assist crews.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

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