

ORDINANCE NO. 168-19

AN ORDINANCE AMENDING SECTIONS, 31.05, 31.02(E) AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO CREATING A NEW MEDINA COMMUNITY RECREATION CENTER PART-TIME POSITION - FACILITY ATTENDANT, AMENDING PAY CODE FOR BUILDING MONITORS, AND ACCEPTING THE JOB DESCRIPTION OF FACILITY ATTENDANT.

WHEREAS: Section 31.02(E) of the Salaries and Benefits Code of the City of Medina, Ohio presently reads as set forth in Exhibit A, attached hereto.

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

SEC. 1: That Section 31.02(E) of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to include the following pay schedule for the Facility Attendant and Building Monitors, attached hereto as Exhibit B:

Facility Attendant – RC15 starting at \$9.72 per hour
Building Monitors – RC20 starting at \$10.77 per hour

SEC. 2: That Section 31.07 of the Salaries and Benefits Code be amended by accepting the job description of Facility Attendant, attached hereto as Exhibit C.

SEC. 3: 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: October 28, 2019

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: October 29, 2019

SIGNED: Dennis Hanwell
Mayor

Ord. 168-19
31.02 (E)
New Exh. B (w/ changes shown)

Recreation Center 2020
Part Time Pay Scale

CPI Increase of 1.4% or 15 cents over 2019 minimum wage.

Position	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
RC1 Café Attendants	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
Field House Attendants															
Fitness Room Attendants															
Office Aides															
Program Aides															
Recreation Aides															
Tour Guides															
RC2	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC3 Counselors	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC4	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC5	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC6	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC7 Youth Specialists	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC8 Activity Leaders	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC9	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC10	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC11	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
RC12 Café Supervisor	\$8.70	\$8.80	\$8.90	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10
Front Desk Attendants															
Head Counselors															
Lead Teacher															
RC13 WSI Aide	\$9.00	\$9.10	\$9.20	\$9.30	\$9.40	\$9.50	\$9.60	\$9.70	\$9.80	\$9.90	\$10.00	\$10.10	\$10.20	\$10.30	\$10.40
RC14 Team Leaders	\$9.46	\$9.56	\$9.66	\$9.76	\$9.86	\$9.96	\$10.06	\$10.16	\$10.26	\$10.36	\$10.46	\$10.56	\$10.66	\$10.76	\$10.86
Lifeguards															
RC15 *WCRC Facility Attendant - Pending	\$9.72	\$9.82	\$9.92	\$10.02	\$10.12	\$10.22	\$10.32	\$10.42	\$10.52	\$10.62	\$10.72	\$10.82	\$10.92	\$11.02	\$11.12
Office Assistant															
WSI															
RC16 League Supervisor	\$9.98	\$10.08	\$10.18	\$10.28	\$10.38	\$10.48	\$10.58	\$10.68	\$10.78	\$10.88	\$10.98	\$11.08	\$11.18	\$11.28	\$11.38
Rascal Room Supervisor															
Receptionist															
Recreation Leaders															
RC17	\$10.24	\$10.34	\$10.44	\$10.54	\$10.64	\$10.74	\$10.84	\$10.94	\$11.04	\$11.14	\$11.24	\$11.34	\$11.44	\$11.54	\$11.64
RC18	\$10.35	\$10.45	\$10.55	\$10.65	\$10.75	\$10.85	\$10.95	\$11.05	\$11.15	\$11.25	\$11.35	\$11.45	\$11.55	\$11.65	\$11.75
RC19	\$10.51	\$10.61	\$10.71	\$10.81	\$10.91	\$11.01	\$11.11	\$11.21	\$11.31	\$11.41	\$11.51	\$11.61	\$11.71	\$11.81	\$11.91
RC20 *Building Monitor - Pending (RC16)	\$10.77	\$10.87	\$10.97	\$11.07	\$11.17	\$11.27	\$11.37	\$11.47	\$11.57	\$11.67	\$11.77	\$11.87	\$11.97	\$12.07	\$12.17
Atrey Before School Supervisor															
Front Desk Supervisor															
Head Lifeguard															
Rental Coordinator															
Day Camp Supervisor															
RC21	\$11.03	\$11.13	\$11.23	\$11.33	\$11.43	\$11.53	\$11.63	\$11.73	\$11.83	\$11.93	\$12.03	\$12.13	\$12.23	\$12.33	\$12.43
Deck Supervisor	\$11.56	\$11.66	\$11.76	\$11.86	\$11.96	\$12.06	\$12.16	\$12.26	\$12.36	\$12.46	\$12.56	\$12.66	\$12.76	\$12.86	\$12.96
RC22 Marketing Coordinator/Travel Aide	\$12.61	\$12.71	\$12.81	\$12.91	\$13.01	\$13.11	\$13.21	\$13.31	\$13.41	\$13.51	\$13.61	\$13.71	\$13.81	\$13.91	\$14.01
RC24	\$13.13	\$13.23	\$13.33	\$13.43	\$13.53	\$13.63	\$13.73	\$13.83	\$13.93	\$14.03	\$14.13	\$14.23	\$14.33	\$14.43	\$14.53
RC25	\$13.66	\$13.76	\$13.86	\$13.96	\$14.06	\$14.16	\$14.26	\$14.36	\$14.46	\$14.56	\$14.66	\$14.76	\$14.86	\$14.96	\$15.06
RC26	\$14.18	\$14.28	\$14.38	\$14.48	\$14.58	\$14.68	\$14.78	\$14.88	\$14.98	\$15.08	\$15.18	\$15.28	\$15.38	\$15.48	\$15.58
RC27 Senior Activities Coordinator	\$14.71	\$14.81	\$14.91	\$15.01	\$15.11	\$15.21	\$15.31	\$15.41	\$15.51	\$15.61	\$15.71	\$15.81	\$15.91	\$16.01	\$16.11
RC28	\$15.23	\$15.33	\$15.43	\$15.53	\$15.63	\$15.73	\$15.83	\$15.93	\$16.03	\$16.13	\$16.23	\$16.33	\$16.43	\$16.53	\$16.63
RC29 Pool Manager A	\$15.76	\$15.86	\$15.96	\$16.06	\$16.16	\$16.26	\$16.36	\$16.46	\$16.56	\$16.66	\$16.76	\$16.86	\$16.96	\$17.06	\$17.16
RC30 Pool Manager B	\$16.28	\$16.38	\$16.48	\$16.58	\$16.68	\$16.78	\$16.88	\$16.98	\$17.08	\$17.18	\$17.28	\$17.38	\$17.48	\$17.58	\$17.68
RC31	\$16.81	\$16.91	\$17.01	\$17.11	\$17.21	\$17.31	\$17.41	\$17.51	\$17.61	\$17.71	\$17.81	\$17.91	\$18.01	\$18.11	\$18.21
RC32	\$17.36	\$17.46	\$17.56	\$17.66	\$17.76	\$17.86	\$17.96	\$18.06	\$18.16	\$18.26	\$18.36	\$18.46	\$18.56	\$18.66	\$18.76
RC33 WSI / LTS Private Lessons	\$17.86	\$17.96	\$18.06	\$18.16	\$18.26	\$18.36	\$18.46	\$18.56	\$18.66	\$18.76	\$18.86	\$18.96	\$19.06	\$19.16	\$19.26
RC34 WSI / LTS Semi-Private Lessons	\$18.00	\$18.10	\$18.20	\$18.30	\$18.40	\$18.50	\$18.60	\$18.70	\$18.80	\$18.90	\$19.00	\$19.10	\$19.20	\$19.30	\$19.40
Group Exercise Instructor A															
Group Exercise Instructor B	\$22.00	\$22.10	\$22.20	\$22.30	\$22.40	\$22.50	\$22.60	\$22.70	\$22.80	\$22.90	\$23.00	\$23.10	\$23.20	\$23.30	\$23.40

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: MCRC Facility Attendant

REPORTS TO: Office Administrator and Recreation Supervisor

DEPARTMENT/DIVISION: Recreation

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Part-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The Facility Attendant is a combined position under the direction of the Office Administrator that ensures the efficient operations of all front desk procedures and policies, completes training with the full knowledge of membership software in regard to selling memberships, program registration and maintains a balanced cash drawer. The Facility Attendant also is under the direction of the Recreation Supervisor throughout the day to ensure the safety and well-being of the Fitness Room, including patron questions and concerns, machine and equipment upkeep, proper machine instruction and assistance with any fitness programming which utilizes the Fitness Room.

ESSENTIAL JOB FUNCTIONS:

Front Desk (report to Office Administrator)

Participates in training program to obtain thorough knowledge of membership sales, programs and facility access.

Provide excellent customer service when checking patrons into building, assisting with membership and class registration, answering questions or concerns and collecting fees.

Promotes and contributes to a team environment with co-workers and staff.

Provides knowledge of all Medina Community Recreation Center (MCRC) policies and procedures to patrons.

Ensures the front desk area and lobby are clean, orderly and neat at all times.

Reads and adds appropriate notations to daily communication.

Utilizes any electronic reference available as it pertains to the MCRC to ensure current and accurate distribution of information.

Monitors front door access, lobby area, fitness area, and community rooms during operating hours. Additional areas of the building, as needed.

Assigns facility equipment to patrons and ensures appropriate return procedures.

Maintains accurate reports and records related to the daily activities of MCRC.

Builds and maintains positive working relations with co-workers.

Operates various office machines and equipment as needed.

Maintains a visibly positive and approachable composure to promote patron-employee interaction.

Ensures all MCRC policies and procedures are followed by members and visitors.

Fitness Room (report to Recreation Supervisor)

Provides instruction on proper exercise equipment use and techniques.

Enforces all Fitness Room rules and policies.

Monitors use of the fitness equipment during operating hours.

Maintains order and appearance of all Fitness Room equipment.

Inspects equipment and reports any unsafe conditions or maintenance needs.

Completes the cleaning and programming responsibilities for the assigned shift.

Assists with the implementation and promotion of wellness/incentive programs and special events.

Solicits and documents patron concerns and questions involving Fitness Room or programs taking place within the Fitness Room.

Assists with the setup and teardown for events and rentals.

Assists with crowd control and crowd flow.

Front Desk & Fitness Room

Maintain current certifications in First Aid and Cardiopulmonary Resuscitation.

Communicates and relays information, concerns and feedback to the Office Administrator and Recreation Supervisor.

Provides a clean and enjoyable atmosphere for the patrons.

Attends all mandatory staff meetings and training sessions.

Perform duties with minimal supervision.

Maintains regular and consistent attendance.

Able to perform the physical demands including but are not limited to being able to sit continuously at a computer terminal, desk or work station along with being able to lift and move MCRC equipment and objects, and have the strength and agility to walk, stand, bend, stoop, crawl, squat, kneel and reach for long periods throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Certifications:

First Aid
Cardiopulmonary Resuscitation/ AED

License:

Valid driver's license issued by the State of Ohio.

QUALIFICATIONS:

Knowledge of:

- MCRC policies and procedures as they relate to patrons;
- Membership sales, programs and facility access;
- Membership software in regard to selling memberships and program registration;
- Fitness and wellness concepts;
- Fitness Room policies; and
- Emergency procedures of the Fitness Room and Medina Community Recreation Center.

Skilled in:

- Customer service;
- Handling sales transactions;
- Basic arithmetic; and
- Personal computer use preferred.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public on the telephone or in person;
- Remain organized;
- Understand and follow complex oral and written instructions;

- Maintain a balanced cash drawer;
- Work with others in a dynamic customer service oriented environment;
- Interact with the public in a professional, courteous and informative manner;
- Report to work on time and in the proper uniform; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

ENVIRONMENTAL ELEMENTS:

This individual works indoors at the MCRC front desk, Fitness Room and/or Memorial Park Pool.

WORKING CONDITIONS:

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

EQUIPMENT USED:

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees 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: _____