

ORDINANCE NO. 56-20

AN ORDINANCE AMENDING SECTION 31.02(B), 31.04, 31.05 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE TREE CARE TECHNICIAN CLASSIFICATION, AND ACCEPTING THE JOB DESCRIPTION FOR THE PARKS DEPARTMENT.

WHEREAS: Section 31.02(B) of the Salaries and Benefits Code of the City of Medina, Ohio presently reads as follows pertaining to the Parks and Recreation Department:

(B) **PART-TIME EMPLOYEES.** (Part-time positions may not be filled for more than 29 hours in any week.)

(1) **PARKS AND RECREATION DEPARTMENT**

		<u>Hourly Rate</u>
1	Clerical Help	Pay Grade 5A
5	Laborers	per contract
1	Tree Technician	per contract *
1	Cemetery Laborer	per contract
1	Turf Technician	per contract + 7%

* See 31.04 (I)

(Ord. 76-08, 134-11, 32-14, 98-17)

WHEREAS: Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads as follows pertaining to the Parks and Recreation Department:

PARKS AND RECREATION DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Parks Director/Superintendent of Parks, Cemetery & Forestry (annual salary paid bi-weekly)	Pay Grade 112
1	Parks Foreman	37 A-F
1***	Parks Maintenance Technician	32 A-F per contract
1	City Arborist	9 A-F
1**	Laborer	31 A-F per contract
1	Sexton	32 A-F per contract
1	Clerical Help	Sec. 31.02(B)(1)
1	Tree Technician	Sec. 31.02(B)(1) per contract *
1	Cemetery Laborer	Sec. 31.02(B)(1) per contract
1	Turf Technician	per contract + 7%
	Part-time and Seasonal Employees	Sec. 31.02(A)(1)&(B)(1)

* See 31.04 (I)

** One (1) Laborer position will be abolished following the next vacancy. (Ord. 48-18)
 ** The Parks Maintenance Technician position will be filled following a Laborer vacancy. (Ord. 48-18)
 (Ord. 273-05, 7-06, 76-08, 81-09, 134-11, 27-13, 173-13, 32-14, 98-17, 48-18)

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

SEC. 1: That Section 31.02(B) of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read as follows pertaining to the Parks and Recreation Department:

(B) **PART-TIME EMPLOYEES.** (Part-time positions may not be filled for more than 29 hours in any week.)

(1) **PARKS AND RECREATION DEPARTMENT**

		<u>Hourly Rate</u>
1	Clerical Help	Pay Grade 5A
5	Laborers	per contract
1	Tree Technician	per contract * (after F/T filled)
1	Cemetery Laborer	per contract
1	Turf Technician	per contract + 7%

~~* See 31.04 (I)~~

(Ord. 76-08, 134-11, 32-14, 98-17, 56-20)

SEC. 2: That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read as follows pertaining to the Parks and Recreation Department:

PARKS AND RECREATION DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Parks Director/Superintendent of Parks, Cemetery & Forestry (annual salary paid bi-weekly)	Pay Grade 112
1	Parks Foreman	37 A-F
1***	Parks Maintenance Technician	32 A-F per contract
1	City Arborist	9 A-F
1**	Laborer	31 A-F per contract
1	Sexton	32 A-F per contract
1	Clerical Help	Sec. 31.02(B)(1)
1	Tree Technician	Sec. 31.02(B)(1) per contract***
1	Cemetery Laborer	Sec. 31.02(B)(1) per contract
1	Turf Technician	per contract + 7%
	Part-time and Seasonal Employees	Sec. 31.02(A)(1)&(B)(1)
1	Full-time Tree Care Technician	31 A-F per contract

~~* Sec 31.04 (I)~~

~~** One (1) Laborer position will be abolished following the next vacancy. (Ord. 48-18)~~

~~** Part-time Tree Technician position will be abolished following full-time hire/appointment.~~

~~** The Parks Maintenance Technician position will be filled following a Laborer vacancy. (Ord. 48-18)~~

(Ord. 273-05, 7-06, 76-08, 81-09, 134-11, 27-13, 173-13, 32-14, 98-17, 48-18, **56-20**)

SEC. 3: That Section 31.04 Special Regulations - shall be amended by the removal of Section 31.04 (H).

SEC. 4: That the revised job description of the Tree Care Technician is hereby approved and is Marked Exhibit A, attached hereto and incorporated herein.

SEC. 5: 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. 6: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: March 23, 2020 **SIGNED:** John M. Coyne, III
President of Council

ATTEST: Teresa Knox **APPROVED:** March 24, 2020
Acting Clerk of Council

SIGNED: Dennis Hanwell
Mayor

THE CITY OF MEDINA
JOB DESCRIPTION

Ofd 5620
Exh. A

TITLE: Tree Care Technician

REPORTS TO: Arborist

DEPARTMENT/DIVISION: Parks/Forestry

CIVIL SERVICES STATUS: ~~Unclassified~~ **Classified**

JOB STATUS: ~~Part-Time~~ **Full-Time**

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The work in this class is manual labor of more than ordinary difficulty that often involves the use of acquired skill and calls for the use of some skills acquired by experience or on-the-job training. Under the general direction of the Arborist, the employee in this classification performs substantial arboricultural work consisting of tree maintenance, corrective pruning, mulching, chipping, fertilization and treatment, sucker removal, watering of trees, planting of trees, maintaining a nursery, and snow removal. ~~Minor tree climbing and pruning work~~ **Working aloft will be** maybe required but most of the work will be performed from the ground.

ESSENTIAL JOB FUNCTIONS:

Perform corrective pruning to properly train young trees to grow and develop into structurally strong trees.

Remove water sprouts along trunk and base of trees.

Assist in small tree removal and planting of trees.

Mulch, fertilize, **treat**, and water trees.

Identify tree species to aid in maintaining and updating computerized tree inventory.

Operate a skid-steer, chipper, chainsaws, **bucket truck**, and pruning tools.

Sharpens chain saws, axes, sickles and other tools.

Assists in daily maintenance of vehicles and equipment.

Assist other departments such as the Cemetery and Parks departments with mowing, edging, weed-whacking, mulching, leaf clean-up and digging.

Maintains regular and consistent attendance.

Fills in for and assists the Arborist as needed or required

Other duties as assigned

Maintains regular and consistent attendance

Lift at least 60 pounds on a regular basis

Able to perform the physical duties that include but are not **limited to working outside in all-weather situations, being able to stand or walk most of the scheduled shift, with** having the strength and agility sufficient to lift and maneuver trees and equipment as required and to climb into and onto to operate vehicles and equipment, along with the ability to stand, bend, stoop, crawl, squat, lift, kneel, **climb scaffolding and ladders, twist, reach and work on irregular surfaces and in the open on moving vehicles** throughout the day.

EDUCATION, TRAINING AND EXPERIENCE:

High school diploma or GED preferred

Willingness to learn how to climb trees safely and efficiently.

Line Clearance Arborist or Line Clearance Arborist Trainee preferred

CPR and First Aid certification

At least two (2) years of tree care experience preferred

International Society of Arboriculture Certified Arborist preferred

License:

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

QUALIFICATIONS:

Knowledge of:

- Principles and practices of forestry including the care of trees, corrective pruning, spraying, **fertilization and treatment**, planting, removal, equipment operation, and **tree climbing working aloft climbing and/or using an aerial device;**
- Occupational hazards and required safety precautions involved with the operation of forestry equipment according to the Occupational Safety and Health Administration.
- **American National Standard (A300) for Tree Care Operations and the American National Standard (Z133) Safety Requirements for Arboricultural Operations**

Skilled in:

- Operating equipment and machinery;
- Preparing records and reports; and
- Communicating effectively

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio; and
- **Pass a pre-employment drug test, physical examination, background check and Department of Motor Vehicle report;**

- Understand and follow complex oral and written instructions.

PHYSICAL DEMANDS:

~~Strength and agility sufficient to lift and maneuver heavy objects and the ability to climb into and operate large equipment and trucks. Bending, stooping, squatting, climbing of scaffolding and ladders, twisting, reaching, and working on irregular surfaces and in the open on moving vehicles is also involved.~~

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend most of each day outside in the field. It also involves working outside in all types of weather situations and occupational exposure to interaction with citizens.

WORKING CONDITIONS:

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

EQUIPMENT USED: Chipper, skid-steer, bucket truck, dump truck, backhoe, snow plow, chainsaws and other equipment and vehicles as assigned.

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 ACKNOWLEDGEMNT: _____

DATE: _____