

**ORDINANCE NO. 48-18**

**AN ORDINANCE AMENDING SECTIONS 31.05 AND 31.07  
OF THE SALARIES AND BENEFITS CODE OF THE CITY  
OF MEDINA, OHIO RELATIVE TO THE  
REORGANIZATION OF THE PARKS AND RECREATION  
DEPARTMENT, AND ACCEPTING VARIOUS REVISED JOB  
DESCRIPTIONS, AND DECLARING AN EMERGENCY.**

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

**PARKS AND RECREATION DEPARTMENT**

| <u>Number</u> | <u>Classification</u>   | <u>Steps Authorized</u>         |
|---------------|---|---------------------------------|
| 1             | Parks & Recreation Director<br>(annual salary paid bi-weekly) | Pay Grade 112                   |
| 1             | Parks Superintendent  | 15 A-F                          |
| 1             | City Arborist   | 9 A-F                           |
| 2             | 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)

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

**WHEREAS:** Section 31.07.7 of the Salaries and Benefits Code of the City of Medina, Ohio, The Schematic List of Classes presently reads as follows relative to the Clerical and Administrative and the Labor, Trades and Labor Supervisor positions:

| <u>Clerical and Administrative</u>                     | <u>Code</u> |
|--|-------------|
| Clerk-Typist   | 05          |
| Probation Secretary                                    | 10          |
| Law Department Secretary                               | 15          |
| Building Department Administrative Assistant           | 20          |
| Building Department Administrative Assistant           | 20          |
| Economic Development/Planning Administrative Assistant | 25          |
| Administrative Office Manager                          | 35          |
| Clerk of Council/Certified Clerk of Council            | 40          |
| Secretary to Civil Service Commission                  | 50          |
| <b>Parks &amp; Recreation Director</b>                 | <b>60</b>   |
| Community Development Director                         | 65          |
| Public Service Director                                | 70          |
| Law Director/Chief Prosecutor                          | 75          |

|  |    |
|--|----|
| Assistant Prosecutor                             | 80 |
| Economic Development Director                    | 95 |
| (Ord. 273-05, 47-06, 88-06, 82-10, 83-10, 25-11) |    |

|   |                       |
|---|-----------------------|
| <u>Labor, Trades and Labor Supervisor</u> |                       |
| Building Maintenance & Repair             | 405                   |
| Building & Properties Custodian           | 410                   |
| Laborer                                   | 415                   |
| City Arborist                             | 425                   |
| Motor Equipment Operator                  | 435                   |
| Sexton                                    | 445                   |
| Equipment Maintenance Mechanic            | 450                   |
| Equipment Maintenance Superintendent      | 455                   |
| Street Foreman                            | 475                   |
| Street Superintendent                     | 480                   |
| Sanitation Foreman                        | 485                   |
| Sanitation Superintendent                 | 490                   |
| <b><del>Parks Superintendent</del></b>    | <b><del>495</del></b> |
| (Ord. 81-09, 33-14, 168-17)               |                       |

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

**SEC. 1:** That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read as follows relative 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<br>Parks, Cemetery & Forestry<br>(annual salary paid bi-weekly) | Pay Grade 112                   |
| <del>1</del>      | <del>Parks Superintendent</del>  | <del>15 A-F</del>               |
| 1                 | Parks Foreman  | 37 A-F                          |
| 1 ***             | Parks Maintenance Technician   | 32 A-F                          |
| 1                 | City Arborist  | 9 A-F                           |
| <del>2</del> 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.

\*\*\* The Parks Maintenance Technician position will be filled following a Laborer vacancy.

(Ord. 273-05, 7-06, 76-08, 81-09, 134-11, 27-13, 173-13, 32-14, 98-17, 49-18)

**SEC. 2:** That Section 31.07.7 of the Salaries and Benefits Code of the City of Medina, Ohio, The Schematic List of Classes shall be amended as follows relative to the Clerical and Administrative, and the Labor, Trades and Labor Supervisor positions:

| <u>Clerical and Administrative</u>   | <u>Code</u>           |
|--|-----------------------|
| Clerk-Typist   | 05                    |
| Probation Secretary  | 10                    |
| Law Department Secretary   | 15                    |
| Building Department Administrative Assistant   | 20                    |
| Building Department Administrative Assistant   | 20                    |
| Economic Development/Planning Administrative Assistant   | 25                    |
| Administrative Office Manager  | 35                    |
| Clerk of Council/Certified Clerk of Council  | 40                    |
| Secretary to Civil Service Commission  | 50                    |
| <b><del>Parks &amp; Recreation</del> Director/Superintendent of Parks, Cemetery and Forestry</b> | 60                    |
| Community Development Director   | 65                    |
| Public Service Director  | 70                    |
| Law Director/Chief Prosecutor  | 75                    |
| Assistant Prosecutor   | 80                    |
| Economic Development Director  | 95                    |
| (Ord. 273-05, 47-06, 88-06, 82-10, 83-10, 25-11, 49-18)  |                       |
| <u>Labor, Trades and Labor Supervisor</u>  |                       |
| Building Maintenance & Repair  | 405                   |
| Building & Properties Custodian  | 410                   |
| Laborer  | 415                   |
| <b>Parks Foreman</b>   | <b>420</b>            |
| City Arborist  | 425                   |
| Motor Equipment Operator   | 435                   |
| Sexton   | 445                   |
| Equipment Maintenance Mechanic   | 450                   |
| Equipment Maintenance Superintendent   | 455                   |
| Street Foreman   | 475                   |
| Street Superintendent  | 480                   |
| Sanitation Foreman .   | 485                   |
| Sanitation Superintendent  | 490                   |
| <b><del>Parks Superintendent</del></b>   | <b><del>495</del></b> |
| <b>Parks Maintenance Technician</b>  | <b>495</b>            |
| (Ord. 81-09, 33-14, 168-17, 49-18)   |                       |

**SEC. 3:** That the position of Parks Superintendent is hereby abolished.

**SEC. 4:** That the revised job descriptions for the **Parks Director/Superintendent of Parks, Cemetery & Forestry; Parks Maintenance Technician; Parks Foreman; City Arborist; Sexton; and Part-Time Turf Technician**, attached hereto, are hereby accepted and approved.

**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 considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to have new structure in place prior to the busy spring/summer season; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

**PASSED:** March 12, 2018

**SIGNED:** John M. Coyne, III  
President of Council

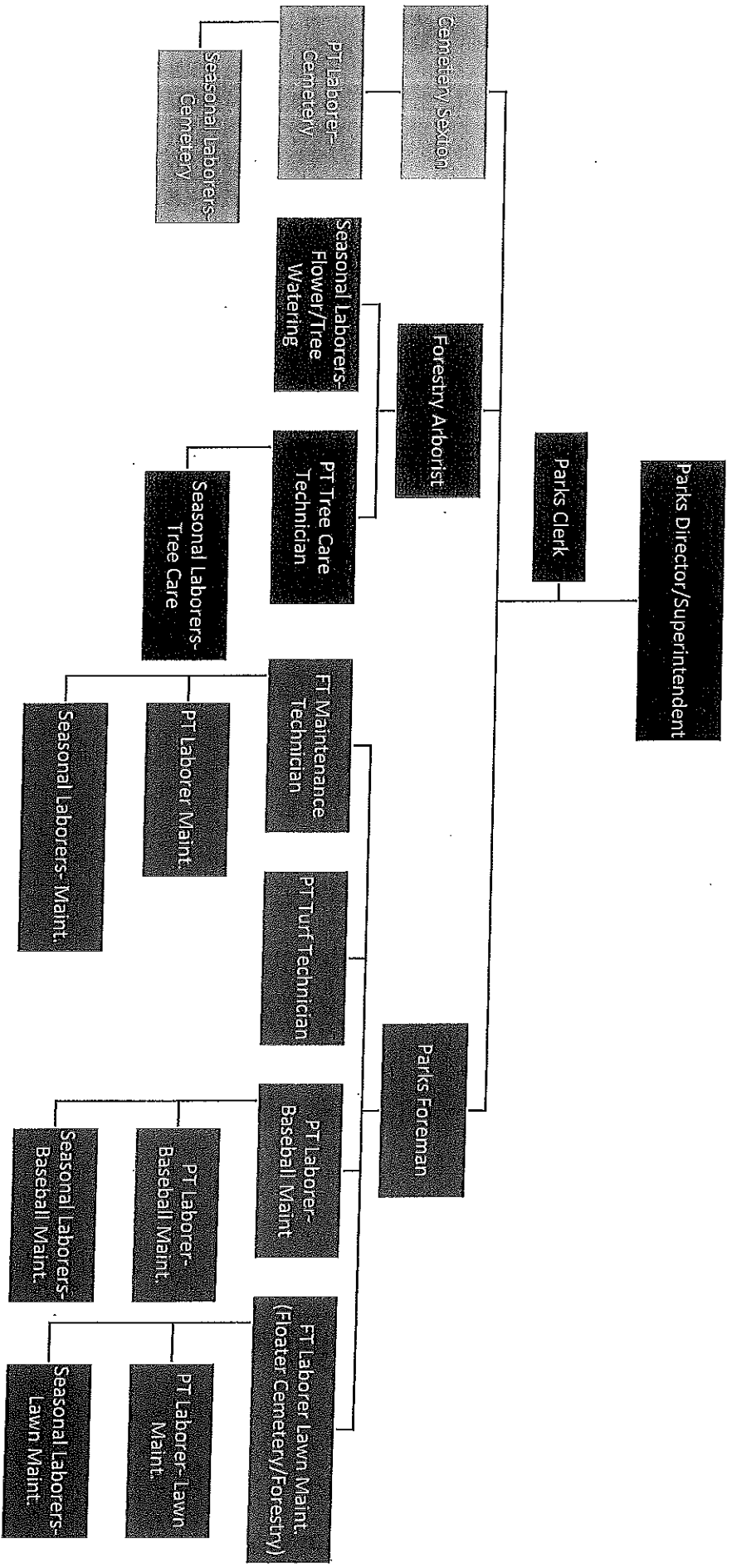
**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** March 13, 2018

**SIGNED:** Dennis Hanwell  
Mayor

ORD 48-18

Proposed Parks Department Structure 2018



THE CITY OF MEDINA  
JOB DESCRIPTION

ORD 48-18

**TITLE:** Parks Director/Superintendent of Parks, Cemetery, and Forestry

**REPORTS TO:** Mayor

**DEPARTMENT/DIVISION:** Parks

**CIVIL SERVICES STATUS:** Unclassified

**JOB STATUS:** Full-time

**EXEMPT STATUS:** Exempt

**CLASSIFICATION FEATURES:** The person in this classification is responsible for park development and recommending future acquisitions and repairs to ensure that the necessary physical facilities are available for park and playground recreational needs. This employee administers a comprehensive City sports program involving local, independent associations for a variety of groups, ages and interest levels within the City. In addition, this employee is responsible for the efficient operation of the City's cemetery and Forestry Department. This employee functions with wide latitude under the administrative direction of the Mayor.

**ESSENTIAL JOB FUNCTIONS:**

Recommends the acquisition and directs the development of park and playground areas, including appropriate and functional structures and facilities to serve the widest recreational interests of the community.

Administer a comprehensive maintenance, operations and capital improvement program to all public parks, trails, playgrounds, picnic shelters, athletic fields, swimming pool, splash pads, forestry and cemetery properties and buildings.

Prepares and administers the budget for Department operations and administration. Additionally prepares and administers the parks, forestry, and cemetery budgets.

Supervises and directs the work of all full-time, part-time and seasonal staff for the parks, outdoor pool, splash pad, forestry and cemetery departments.

Works directly with the City Arborist in planning, development, and implementation of various tree related projects

Works directly with the engineering department regarding park projects, quotes, bids, specifications and project progress.

Responsible for overseeing the operation of the winter Senior Snow Plow Program and the Deer Management Plan.

Responsible for overseeing the maintenance, operation, and capital improvements ~~and budgets for the outdoor pool and splash pad.~~ parks, cemetery, and forestry departments.

Responsible for the operations management, maintenance of the Uptown Park~~City Square~~ and coordination for preparing the set-up and clean-up of events held on the Square.

Interprets Department programs through media releases, speeches to community groups and media appearances.

Works directly with City sports associations and provides constant interaction through voicemail and email. Responsible for field usage, scheduling, and athletic field preparation.

Develops an athletic field maintenance schedule and application program.

Coordinates an athletic field usage plan with Medina schools.

Works with various associations coordinating capital improvement projects.

~~Works with adjacent township officials for athletic field development and scheduling.~~  
Works with non-profit organizations on community projects

Maintains regular and consistent attendance.

Works closely with Service Director.

Coordinates with the Mayor's office manager in many areas.

Performs or assists in more difficult or skilled tasks including training, demonstrations, in the absence of the Parks Foreman, City Arborist, or Cemetery Sexton, or in the event of an emergency.

Prepares or directs the preparation and compilation of reports and data as required.

Attends all meetings as required and reports on department progress and issues.

#### **EDUCATION, TRAINING AND EXPERIENCE:**

High school diploma and possession of a bachelor's degree preferably in parks and recreation administration, wildlife management, forestry, resource management or recreation and a working knowledge of park management practices. ~~Graduate work in recreation areas of study preferred.~~ Advanced degree may be applied toward experience requirement.

At least five years of increasingly responsible professional recreation experience, including work in a private, public or military recreational delivery system.

Considerable experience within a park and recreation setting, experience with both passive and active recreation preferred.

Supervisory experience, excellent communications skills and the ability to manage multiple priorities required.

#### **Certifications:**

Ohio Parks & Recreation Association, Member

International Society of Arboriculture, Certified Arborist

Revised 2/15/18

Certified Playground Inspector

National Swimming Pool Foundation Certified Pool and Spa Operator

CPR & First Aid

**License:**

Valid driver's license issued by the State of Ohio and must remain insurable by the City of Medina's vehicle insurance plan. A valid State of Ohio Commercial Drivers License (Class A) is preferred.

Within one year of date of hire, must possess Category 8, 6A, and CORE Commercial Applicators License as issued by the Ohio Department of Agriculture for the purchase and use of pesticides, and renew when necessary.

**QUALIFICATIONS:**

**Knowledge of:**

- Principles and methods of park and playground planning, development, and maintenance.
- Considerable knowledge in Urban Forestry and Arboricultural operations.

**Skilled in:**

- Reading and writing reports, correspondence and instructions;
- Operating a motor vehicle; and
- Communicating effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone.

**Ability to:**

- Develop and maintain effective working relationships with subordinates and to promote and maintain high morale and enthusiasm;
- Provide administrative and professional leadership and direction to Department personnel;
- Cooperate with and interpret recreation philosophies to City officials, public and private groups and agencies and the general public; and
- Understand and follow oral and written instructions.

**PHYSICAL DEMANDS:**

This position involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching. Strength and agility to lift and maneuver heavy objects such as tools, supplies, equipment. Ability to climb into or onto and operate vehicles and equipment. Considerable time may be spent in a vehicle driving to job sites to check work progress.

**ENVIRONMENTAL ELEMENTS:**



This position requires the employee to spend part of each working day in the office and at recreation sites and facilities. The position includes a high incidence of interaction with fellow employees, sport associations and citizens.

**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: \_\_\_\_\_

**THE CITY OF MEDINA  
JOB DESCRIPTION**

ORD 48-18

**TITLE:** Parks Foreman

**REPORTS TO:** Parks Director/Superintendent

**DEPARTMENT/DIVISION:** Parks

**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 Seasonal classifications who are engaged in general maintenance or repair work. Such work includes assigning and inspecting the work of parks department personnel and may require technical knowledge or skill. Areas of work and standards to be met are assigned by the Parks Director/Superintendent. All work is performed under the direction of the Parks Director/Superintendent.

**ESSENTIAL JOB FUNCTIONS:**

Assigns and supervises the work of all full-time, part-time, and seasonal personnel working in the Parks Department and other tasks involving manual labor operations.

Transports work crews to their job sites.

Assigns vehicles to transport employees to their jobs.

Inspects work in progress to assure conformance with instructions.

Makes and adjusts work assignments as required.

Performs or assists in performing more difficult or skilled tasks assigned to the Department. Including the operation of equipment.

Oversees the operation of trucks, mowers, tractors, backhoe, skid-steer, chipper, sprayers, chainsaws and a variety of landscape equipment.

Fills in for and assists the Sexton and City Arborist as needed or required.

Performs skilled maintenance, repair, and winterization on a variety of mechanical systems including but not limited to the city pool, splash pads, irrigation systems, and water fountains.

Performs or assists in performing maintenance and repairs on amenities and structures within the parks system including but not limited to painting, carpentry, plumbing, and electrical.

Assembles and maintains a variety of parks and recreation equipment.

Maintains regular and consistent attendance.

Processes budgeting and material requisition invoices.

Creates and maintains material records, maintenance records, annual reports, and other documents pertaining to record keeping annually.

Coordinates interdepartmental training and safety meetings.

Assists other City departments as assigned.

Discusses job requirements with, and receives detailed instructions from, direct supervisor and may perform Parks Director/Superintendent's duties when the Parks Director/Superintendent is unavailable.

#### **EDUCATION, TRAINING AND EXPERIENCE:**

Considerable experience as a laborer or motor equipment operator. Previous supervisory experience. High school diploma or GED, or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

##### **License:**

Possession of a valid Ohio Commercial Drivers License (CDL) Class "A" or the ability to obtain one within (6) months and must remain insurable under the City of Medina's vehicle insurance plan.

Within one year of date of hire, must possess Category 8 Commercial Applicators License as issued by the Ohio Department of Agriculture for the purchase and use of pesticides, and renew when necessary.

#### **QUALIFICATIONS:**

##### **Knowledge of:**

- Department repair and maintenance requirements.
- Traffic and safety regulations and accident prevention practices; and
- Landscape maintenance and basic arboricultural operations.

##### **Skilled in:**

- Personal computer use with an emphasis in Microsoft Word, Excel, and office
- Operating heavy motor equipment under all types of weather conditions; and
- Repairing and adjusting Department vehicles and equipment.

##### **Ability to:**

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio.
- Assign and supervise department work;
- Operate heavy equipment;
- Read and write reports, correspondence, instructions and Department records;
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.
- Provide administrative and professional leadership and direction to Department personnel in the Parks Director/Superintendent's absence; and
- Understand and follow oral and written instructions.

#### **PHYSICAL DEMANDS:**

Strength and agility sufficient to lift and maneuver heavy objects such as bags of cement or sand, heavy tools and equipment; ability to climb into and operate large equipment and trucks; and to climb into and out of holes of depth as required for street maintenance and construction. The position may require an employee to stand or walk during a scheduled shift with bending, stooping, squatting, climbing, twisting, reaching, working on irregular surfaces, working in the open on moving vehicles and working underground.

#### **ENVIRONMENTAL ELEMENTS:**

This position requires the employee to work in an office atmosphere, at a desk and on a telephone or radio, as well as outside in all types of weather situations. This position has exposure to and interaction with citizens.

#### **WORKING CONDITIONS:**

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

#### **EQUIPMENT USED:**

Trucks, mowers, tractors, backhoe, skid-steer, chipper, sprayers, chainsaws, aerial man lifts and a variety of landscape equipment used in operations of the Department. General office equipment such as computer, fax machine, and copier.

**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: \_\_\_\_\_

**THE CITY OF MEDINA  
JOB DESCRIPTION**

**TITLE:** Arborist

**REPORTS TO:** Parks and Recreation Director/Superintendent

**DEPARTMENT/DIVISION:** Parks/Forestry

**CIVIL SERVICES STATUS:** Classified

**JOB STATUS:** Full-time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** The employee in this classification plans, implements and administers City wide tree maintenance and planting program, and may assist Parks Superintendent Foreman with daily operations. Work performed by the individual in this classification is under the general supervision of the Parks Director/Superintendent.

**ESSENTIAL JOB FUNCTIONS:**

Supervises and works directly with contractors for all tree care operations including tree removal, stump removal and pruning to ensure compliance with work being performed.

Supervises and implements a tree care maintenance program, directly supervises and performs major arboricultural work in-house.

Ability to direct City crews in the Forestry Department, Cemetery Department, and Parks Department as needed or in absence of the Parks Superintendent Foreman for daily work orders and assignments.

Responsible for storm damage, emergency tree removal and clean-up.

Inspects planting sites for size, placement, and tree selection.

Coordinates and performs stump removal, young tree training, tree pruning, removal, fertilization and air spade techniques.

Provides brief advice to residents on tree care, landscape installation, maintenance, and identification of plants to promote best arboricultural/landscape management practices.

Promotes and educates the public and community groups on proper tree care techniques and the value of trees to the community.

Coordinates and performs snow removal on municipal parking lots, parking garage, and assists as directed.

Coordinates interdepartmental training and safety meetings.

Creates records, annual reports, and other documents pertaining to record keeping annually.

Assists Parks Department with pruning and removal of park trees as needed.

Responsible for the management and maintenance of all municipal street trees.

Maintains regular and consistent attendance.

Attend meetings as assigned.

Manages part-time, full-time, or seasonal employees.

Process budgeting and material requisition invoices.

Works together with the Parks and Cemetery Departments for various projects in the City.

Other duties as assigned.

#### **EDUCATION, TRAINING AND EXPERIENCE:**

An Associate's degree in Urban Forestry, Arboriculture, Forest Management, Horticulture, Agriculture or other related field and/or a minimum of (3) years of experience in forestry, tree care and maintenance, or any combination of education, training and work experience which provides the required skill set to perform essential functions of the job. A minimum of at least 2 years experience in tree insect and disease diagnosis is preferred.

#### **CERTIFICATIONS:**

Certified Arborist or the ability to obtain certification within (12) months of hire. Must be able to maintain the certification through continuing education credits as required.

CPR and First Aid certification

#### **LICENSES:**

Possession of a valid Ohio Commercial Drivers License (CDL) Class "A" or the ability to obtain one within (6) months and must remain insurable under the City of Medina's vehicle insurance plan.

#### **QUALIFICATIONS:**

##### **Knowledge of:**

- The care of trees, pruning, young tree training, fertilization/treatment, removal, planting, staking/guying, root collar excavation, and equipment operation;
- Compliance with all ANSI A300, Z133.1 standards pertaining to arboricultural practices and safety requirements;

- Identification of diseases and harmful insects and their prevention and treatment;
- The occupational hazards involved with and the safety precautions required in the operation of equipment; and
- The ability to inspect work completed to ensure compliance with industry standards.

**Skilled in:**

- Personal computer use with an emphasis in Microsoft Word, Excel, PowerPoint, and Access;
- Recordkeeping;
- Supervising increased number of workers during summer months;
- Customer Service.

**Ability to:**

- Work well without supervision;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Work in high places with extensive knowledge in climbing with ropes and saddle, and also an aerial bucket truck;
- Rig and lower trees safely and efficiently with required equipment;
- Understand and follow complex oral and written instructions; 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 trees and equipment as required and to climb into trees, into and onto and operate vehicles and equipment. This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

**ENVIRONMENTAL ELEMENTS:**

Work is performed primarily outdoors in varying weather conditions.

**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, Standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

**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:** \_\_\_\_\_



THE CITY OF MEDINA  
JOB DESCRIPTION

Ord. 48-18

**TITLE:** Sexton

**REPORTS TO:** Parks and Reereation Director/Superintendent, Service Director, or Foreman

**DEPARTMENT/DIVISION:** Parks/Cemetery

**STATUS:** Classified

**JOB STATUS:** Full-time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** The individual in this classification performs manual labor of more than ordinary difficulty involving the use of skills acquired by experience or on-the-job training. The individual in this position is responsible for maintenance of grounds and perpetual care for municipal cemeteries. The position requires direct contact with the general public as well as administrative responsibility for the municipal cemetery, with a high degree of direct contact with the general public. Work performed by the individual in this classification is under the general supervision of the Parks and Reereation Director. Director/Superintendent.

**ESSENTIAL JOB FUNCTIONS:**

Provides direct assistance to the public in the sale of cemetery lots.

Handles all paperwork in the sale and conveyance of cemetery lots.

Receives and responds to problems and public complaints.

Works with funeral directors and vault companies to assist with burials and accommodations.

Keeps all cemetery records current including maps and database for burials.

Disseminates information to the public regarding grave locations, planting of flowers and cemetery rules and regulations.

Operates light-duty and heavy-duty vehicles and equipment in maintenance of cemetery grounds such as a backhoe.

Inspects fluid levels and safety inspections on equipment and works with vehicle maintenance department to maintain and service all cemetery equipment and vehicles.

Performs a variety of unskilled and semi-skilled labor tasks such as constructing structures with lumber or pouring the concrete which becomes the foundations for headstones.

Assists with snow removal on cemetery grounds and other City property.

Manages part time or seasonal employees.

Revised 2/15/18

Processes budgeting and material requisition invoices.

Reads cemetery records and maps and makes important decisions regarding burial and headstone placement.

Works ~~together~~ collaboratively with the Forestry and Parks and Recreation Departments for various projects in the City.

Maintains regular and consistent attendance.

Attends meetings as assigned.

#### **EDUCATION, TRAINING AND EXPERIENCE:**

High School diploma or GED is preferred. Experience or training in records management and performing semi-skilled maintenance and construction task or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

#### **License:**

Valid driver's license issued by the state of Ohio and ability to remain insurable under the City of Medina's vehicle insurance plan.

#### **QUALIFICATIONS:**

##### **Knowledge of:**

- Microsoft Excel, Access and Paint Shop Pro;
- A variety of semi-skilled maintenance and manual tasks; and
- Traffic and safety regulations and accident prevention practices.

##### **Skilled in:**

- Recordkeeping;
- Supervising increased number of workers during summer months; and
- Customer service.

##### **Ability to:**

- operate equipment and machinery by both night and day;
- Maintain City of Medina Cemetery records;
- Communicate and relate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio often under stressful circumstances;
- Understand and follow complex oral and written instructions; 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, tools, and equipment, and to climb into and operate vehicles and equipment. This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

**ENVIRONMENTAL ELEMENTS:**

The position requires working outside in all types of weather situations.

**WORKING CONDITIONS:**

This position requires that the employees work closely with members of the public who are recently bereaved in a sensitive and caring manner. May be required to work outside normal business hours including weekends, evenings and holidays.

**EQUIPMENT USED:** Standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers, Skid-Steer, Backhoe, Dump Truck and Snow Plow

**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:** \_\_\_\_\_

THE CITY OF MEDINA  
JOB DESCRIPTION

Ord 48-18

**TITLE:** ~~Laborer~~ Maintenance Technician

**REPORTS TO:** Department Head, Parks Director/Superintendent, Foreman, or Arborist

**DEPARTMENT/DIVISION:** As assigned

**CIVIL SERVICES STATUS:** Classified

**JOB STATUS:** As assigned

**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. An employee in this classification usually works under the supervision of a the Parks Foreman or Arborist superintendent who issues oral work orders and inspects work frequently. An employee in this classification may be assisted by unskilled laborers.

**ESSENTIAL JOB FUNCTIONS:**

Performs a variety of semi-skilled construction, maintenance tasks, landscaping, tree maintenance, and lawn care.

Assists Parks Foreman ~~Motor Equipment Operators~~ in the maintenance and repair of City equipment and property.

Assists in Performs repairs of on park property including, but not limited to: pavilions, fences, sports fields, parking lots, splash pads, athletic field lighting, vandalism, a wide variety of mechanical equipment, and playground structures.

Assists in street or sidewalk repair and resurfacing.

Assists Department personnel as needed.

Prepares and maintains City facilities including mowing, athletic field preparation, turf grass maintenance, litter and trash pick-up, hiking trail maintenance, fence repair and dragging and lining ball fields.

~~Acts as assistant to mechanics, carpenters, sign painters, and other tradesmen when special skills are not required.~~

Operates chain saws, wood chippers, jackhammers, cut-off saws, pick-up trucks, backhoes, and other equipment and vehicles as assigned.

Assists in snow removal, including in parks, municipal parking lots, driveways, and streets as directed.

Sharpens chain saws, axes, sickles and other tools.

Prepares soil and plants and cultivates flowers, grass and shrubs.

Collects waste from various City park locations. ~~and from the back of packer truck.~~

~~May install City playground equipment and perform minor maintenance to equipment and facilities.~~  
Assembles and maintains a variety of parks and recreation equipment

Paints City equipment and property as assigned.

Work may include digging footers, building concrete forms, pouring and finishing concrete, patching storm pipe ~~from the inside~~, laying asphalt, hauling debris, removing or pruning trees, and removing snow.

Assists in daily maintenance of vehicles and equipment.

Reports illegal and inappropriate behavior to Supervisors.

Cleans and repairs vandalized City property.

Maintains regular and consistent attendance.

Fills in for and assists the Parks Foreman or Arborist as needed or required

Other duties as assigned.

#### EDUCATION, TRAINING AND EXPERIENCE:

Some Experience in performing semi-skilled maintenance or construction tasks.

At least two years of experience in tree maintenance, landscaping, or lawn care preferred ~~if working in the Parks department.~~

High school diploma or GED preferred, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

#### License:

Must have and maintain a valid driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan. Commercial driver's license preferred.

#### QUALIFICATIONS:

Knowledge of:

- Semi-skilled maintenance and manual tasks;
- Plumbing, carpentry, and electrical
- Traffic and safety regulations; and
- Accident prevention practices.

## Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Operate equipment and machinery by both night and day;
- ~~Operate City radios in a professional manner;~~
- Lift at least 60 pounds on a regular basis;
- Pass a pre-employment drug test, physical examination, background check and Department of Motor Vehicle report;
- Observe unsafe conditions of roadways; and
- 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 that the employee stand or walk most of a scheduled shift with bending, stooping, squatting, climbing of scaffolding and ladders, twisting, reaching, and working on irregular surfaces and in the open on moving vehicles. It also involves 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:

Operates chain saws, jackhammers, wood chippers, riding and push mowers, pick-up trucks, backhoes, **bucket trucks**, 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 ACKNOWLEDGMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**THE CITY OF MEDINA  
JOB DESCRIPTION**

Ord. 48-18

**TITLE:** Turf Technician

**REPORTS TO:** Parks Foreman Superintendent

**DEPARTMENT/DIVISION:** Parks

**CIVIL SERVICES STATUS:** Unclassified

**JOB STATUS:** Part-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. An employee in this classification usually works under the supervision of a foreman or superintendent who issues oral work orders and inspects work frequently. An employee in this classification may be assisted by unskilled laborers.

**ESSENTIAL JOB FUNCTIONS:**

Assists Parks Superintendent in preparing and performing annual turf maintenance needs

Turf maintenance functions such as seeding, sodding, fertilizing, aerating, spraying, soil preparation, and irrigation.

Performs a variety of semi-skilled construction and maintenance tasks.

Assists Department personnel as needed.

Prepares and maintains City facilities including mowing, athletic field preparation, turf grass maintenance, litter and trash pick-up, hiking trail maintenance, fence repair and dragging and lining ball fields.

Acts as assistant to mechanics, carpenters, sign painters, and other tradesmen when special skills are not required.

Operates chain saws, jackhammers, cut-off saws, pick-up trucks and other equipment and vehicles as assigned.

Assists in snow removal.

Sharpens saws, axes, sickles and other tools.

Prepares soil and plants and cultivates flowers, grass and shrubs.

Collects waste from City park locations and from the back of packer truck.

May install City playground equipment and perform minor maintenance to equipment and facilities.

Paints City equipment and property as assigned.

Work may include digging footers, building concrete forms, pouring and finishing concrete, patching storm pipe from the inside, laying asphalt, hauling debris and removing snow.

Assists in daily maintenance of vehicles and equipment.

Reports illegal and inappropriate behavior to Supervisors.

Cleans and repairs vandalized City property.

Maintains regular and consistent attendance.

**EDUCATION, TRAINING AND EXPERIENCE:**

Some experience in performing semi-skilled maintenance or construction tasks. High school diploma or GED preferred, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

At least (3) years of turf maintenance preferred

CPR First Aid certification

**License:**

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

Valid commercial applicator license (Core) from Ohio Department of Agriculture. Additional certifications of Turf (8) and Ornamentals and Weeds (6c) preferred, or the ability to obtain additional certifications within 6 months.

**QUALIFICATIONS:**

**Knowledge of:**

- Semi-skilled maintenance and manual tasks;
- Application of dry and liquid fertilizers and pesticides;
- Ability to properly calibrate and maintain application equipment as required;
- Understand the occupational hazards and regulations associated with turf maintenance;
- Traffic and safety regulations; and
- Accident prevention practices.

**Ability to:**

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



- Create reports and record keeping as required by the Ohio Department of Agriculture;
- Identify disease, insects, weeds, soil conditions and different methods for treatment;
- Operate equipment and machinery by both night and day;
- Lift at least 60 pounds on a regular basis;
- Pass a pre-employment drug test, physical examination, background check and Department of Motor Vehicle report;
- Observe unsafe conditions of roadways; and
- 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 that the employee stand or walk most of a scheduled shift with bending, stooping, squatting, climbing of scaffolding and ladders, twisting, reaching, and working on irregular surfaces and in the open on moving vehicles. It also involves 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:**

Operates chain saws, jackhammers, riding and push mowers, pick-up trucks, tractor mounted, walk behind, and backpack turf application equipment, 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 ACKNOWLEDGMENT: \_\_\_\_\_

DATE: \_\_\_\_\_