

**ORDINANCE NO. 99-24**

**AN ORDINANCE AMENDING SECTIONS 31.02(B)(1), 31.05 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE PARKS DEPARTMENT, AND ACCEPTING THE JOB DESCRIPTION OF MAINTENANCE TECHNICIAN.**

**WHEREAS:** Section 31.02 (B)(1) of the Salaries and Benefits Code of the City of Medina, Ohio presently reads as follows pertaining to the Parks and Recreation Department:

**(1) PARKS AND RECREATION DEPARTMENT**

		<u>Hourly Rate</u>
1	Clerical Help	Pay Grade 5A
5	Laborers	Per contract
1	Turf Technician	Per contract +7%

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

**PARKS AND RECREATION DEPARTMENT**

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	1
	Director of Parks, Recreation, Cemetery & Forestry * (annual salary paid bi-weekly)	Pay Grade 114 confirmed by Council	
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	34 A-F per contract	
1	Clerical Help	Sec. 31.02(B)(1)	
1	Full-time Tree Care Technician	34 A-F per contract	
1	Cemetery Laborer	31 A-F per contract	
1	Turf Technician	per contract + 7%	
	Part-time and Seasonal Employees	Sec. 31.02(A)(1)&(B)(1)	

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

**SEC. 1:** That Section 31.02 (B)(1) 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:

(1) **PARKS AND RECREATION DEPARTMENT**

		<u>Hourly Rate</u>
1	Clerical Help	Pay Grade 5A
<del>5</del> 6	Laborers	Per contract
<del>1</del>	<del>Turf Technician</del>	<del>Per contract +7%</del>

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

**PARKS AND RECREATION DEPARTMENT**

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	1
	Director of Parks, Recreation, Cemetery & Forestry * (annual salary paid bi-weekly)	Pay Grade 114 confirmed by Council	
1	Parks Foreman	37 A-F	
1	Parks Maintenance Technician	<del>32 A-F</del> 34 A-F per contract	
1	City Arborist	9 A-F	
1	Laborer	31 A-F per contract	
1	Sexton	34 A-F per contract	
1	Clerical Help	Sec. 31.02(B)(1)	
1	Full-time Tree Care Technician	34 A-F per contract	
1	Cemetery Laborer	31 A-F per contract	
1	Turf Technician	per contract + 7%	
	Part-time and Seasonal Employees	Sec. 31.02(A)(1)&(B)(1)	

**SEC. 3:** That Section 31.07 of the Salary and Benefits Code is hereby amended by accepting the revised job description of Maintenance Technician.

**SEC. 4:** 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. 5:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

**PASSED:** May 28, 2024

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

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** May 29, 2024

**SIGNED:** Dennis Hanwell  
Mayor

Effective date: June 27, 2024

**THE CITY OF MEDINA  
JOB DESCRIPTION**

ORD 99-24  
Exh A

**TITLE:** Maintenance Technician

**REPORTS TO:** Director of Parks, Recreation, Cemetery and Forestry or 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 the Parks Foreman or Arborist 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 Director or Foreman in preparing and performing annual turf maintenance needs.**

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

Assists Parks Foreman in the maintenance and repair of City equipment and property.

Performs repairs on park property including, but not limited to: pavilions, fences, sports fields, parking lots, splash pads, athletic field lighting, 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.

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.

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, 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.

Able to perform the physical demands including but not limited to having the strength and agility sufficient to lift and maneuver heavy objects and the ability to climb into and operate large equipment and trucks. Along with bending, stooping, squatting, climbing of scaffolding and ladders, twisting, reaching, and working on irregular surfaces and in the open on moving vehicles throughout the work day.

Other duties as assigned.

#### EDUCATION, TRAINING AND EXPERIENCE:

- Experience in performing semi-skilled maintenance or construction tasks.
- At least two years of experience in tree maintenance, landscaping, or lawn care preferred.
- **At least three years of turf maintenance preferred.**
- **CPR First Aid certification**
- 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.
- **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;**
- 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;
- **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.

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, bucket trucks, **tractor mounted, walk behind, and backpack turf application equipment**, backhoes, 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: \_\_\_\_\_