

ORDINANCE NO. 28-26

AN ORDINANCE AMENDING SECTION 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO ADOPTING THE REVISED JOB DESCRIPTIONS FOR BACKFLOW COORDINATOR AND OPERATIONS TECHNICIAN FOR THE WATER DEPARTMENT.

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

- SEC. 1:** In accordance with Section 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio the revised job descriptions for the positions of Backflow Coordinator and Operations Technician for the Water Department are hereby approved, marked Exhibit A and Exhibit 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: February 9, 2026

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: February 9, 2026

SIGNED: James A. Shields
Mayor

**THE CITY OF MEDINA
JOB DESCRIPTION**

ORD. 28-26
Exh. A

TITLE: Backflow Coordinator

REPORTS TO: Water Superintendent or Operations Foreman

DEPARTMENT/DIVISION: Water

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification is responsible for a wide variety of duties within the Water Department, including administering the backflow prevention procedures mandated by the Environmental Protection Agency, monitoring the Department systems and assisting the Operations Foreman. Work is performed under the general direction of the Water Superintendent.

ESSENTIAL JOB FUNCTIONS:

Administers the City's cross connection program.

Interprets and enforces City ordinances and regulations and statutes governed by the Environmental Protection Agency pertaining to backflow prevention devices.

Completes facility inspections.

Maintains comprehensive records of installations, permits and tests.

Collects water samples as required by EPA standards

Collects bacterial samples from line breaks, new line installation, and weekly samples

Generates letters of notification.

~~Administers the City's fire hydrant flushing program.~~

Monitors functions necessary to operate City's water system, including computer, pump stations and water tank levels.

Adjusts water quality parameters as necessary when in charge of water system.

Maintains regular and consistent attendance.

Assists Water Superintendent in preparing and submitting required Environmental Protection Agency reports.

Able to perform the physical demands including but not limited to having the strength and agility sufficient to walk for long periods of time as well as the ability to climb and descend stairs and climb into and operate motor vehicles. Able to stand, bend, stoop, crawl, squat, lift, kneel and reach occasionally throughout the day.

Assists the Operations Foreman by performing field work as needed.

EDUCATION, TRAINING AND EXPERIENCE:

Considerable experience working within a municipal water distribution and operation facility.

High school diploma or GED, preferably with coursework in chemistry or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

Certifications:

Certification for completion of backflow training.

License:

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

Public Water System Operator Class H 1 or Water Distribution Class H 1 as issued by the State of Ohio.

QUALIFICATIONS:

Knowledge of:

- Municipal water delivery systems; and
- Processes involved in the purification of water, including knowledge of chemistry.

Skilled in:

- Maintaining accurate records and reports; and
- Interpreting reports and data.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Monitor Department's computerized systems; and
- Understand and follow oral and written instructions.

ENVIRONMENTAL ELEMENTS:

The employee in this classification may spend the majority of the work day in an administrative office atmosphere, with a percentage of time spent in the field performing facility inspections and monitoring the water system. While performing field work, the employee may be required to be outside in all types of weather conditions and during various periods of the day or night.

WORKING CONDITIONS:

This position requires that the employee be available for on-call operation of the City's water system and may be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED: Non CDL truck or van

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 28-26
Exh. B

TITLE: Operations Technician
REPORTS TO: Water Operations Foreman
DEPARTMENT/DIVISION: Water
CIVIL SERVICES STATUS: Classified
JOB STATUS: Full-time
EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The individual in this classification is responsible for monitoring all aspects in the operation of the City's water system and operating Department equipment. The Operations Technician also performs building and grounds maintenance and assists Department personnel as required. The Operations Technician reports directly to the Water Operations Foreman.

ESSENTIAL JOB FUNCTIONS:

Monitors department functions necessary to operate the water system, including computer, pump stations, water tanks and other equipment used by the Department.

Monitors and adjusts water quality control parameters when in charge of water system.

Collects water samples as required by the Environmental Protection Agency's standards.

Collects bacterial samples from line breaks and new lines.

Maintains regular and consistent attendance.

Performs building and grounds maintenance, including snow removal, mowing, painting and other duties to further the Department.

Assists as necessary in emergency repair of water lines.

Maintains motors, pumps, telemetric equipment and other equipment as required.

Assists in valve-exercising/flushing program.

Staffs Department facilities to operate system on scheduled weekends and holidays.

Able to perform physical demands including but not limited to having the strength and ability to climb into or onto equipment and trucks and maneuver over rugged terrain. Ability to lift up to 75 pounds. Able to stand or walk most of a scheduled shift with bending, stooping, squatting, climbing of scaffolding and ladders, twisting, reaching and working on irregular surfaces or at heights above ground or depths below ground.

Assists Backflow Coordinator as required.

EDUCATION, TRAINING AND EXPERIENCE:

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

Some experience in mechanical equipment operation.

Prefer experience in water sampling.

Certifications:

Backflow certificate preferred at time of appointment or need to obtain within one year of appointment.

License:

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

~~Water System Operator Class I license or Water Distribution Class I~~ Water Distribution Class II license as issued by the State of Ohio, or obtain license within ~~one~~ two year years of appointment to Operations Technician

Valid Class B or Higher CDL at time of appointment, or obtain license within one year of appointment

QUALIFICATIONS:**Knowledge of:**

- Mechanical equipment operations;
- Electrical equipment;
- ~~Chemistry;~~
- ~~Water purification processes, including chemical testing; and~~
- Computerized water system 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;
- Read simple meters and charts accurately;
- Maintain a simple record of daily operations;
- Operate equipment and machinery by both night and day; and
- Understand and follow oral and written instructions.

ENVIRONMENTAL ELEMENTS:

This position includes occupational exposure to noise, pulmonary irritants, toxic materials and extreme weather conditions.

WORKING CONDITIONS:

This position requires that the employee be available for on-call operation of the City's water system, and also may require work on scheduled holidays, nights and weekends.

EQUIPMENT USED:——— Non-CDL truck, lawn care equipment, chain saw

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: _____