

ORDINANCE NO. 2015- 3755

AN ORDINANCE AUTHORIZING THE SAFETY SERVICE DIRECTOR TO AMEND THE POSITION CLASSIFICATION PLAN AND THE EMPLOYEE COMPENSATION PLAN FOR NON-UNION EMPLOYEES TO INCLUDE THE POSITION OF FOREMAN AT THE WATER TREATMENT PLANT AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FREMONT, STATE OF OHIO:

SECTION 1. That the Safety Service Director be authorized to amend the Position Classification Plan to include the position of Foreman at the Water Treatment Plant. See Position Description attached as Exhibit A.

SECTION 2. That the Employee Compensation Plan for non-union employees be amended to place the Foreman at the Water Treatment Plant at Pay Grade 20.

SECTION 3. It is hereby 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 all legal requirements, including Section 121.22 of the Revised Code of Ohio.

SECTION 4. The immediate operation of the provisions of this ordinance is necessary for the immediate preservation of the public peace, health, safety and welfare of the citizens of the City of Fremont. Said emergency being the need to create a new position at the Fremont Water Treatment Plant in a timely manner.

This ordinance, provided it receives a two-thirds yea or nay vote of all the members elected to the Fremont City Council, is hereby declared to be an emergency measure and this ordinance shall be in full force and effect from and after its passage by the Council of the City of Fremont, approval by the Mayor, and publication and posting as required by law.

PASSED: 2-5-15
Effective date: 2-5-15
YEAS: 7 NAYS: 0

Dallas L. Leake
President of Council

Evangelina R. Ruiz
Evangelina R. Ruiz
Council President Pro Tem

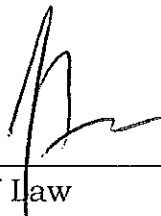
Stephanie L. Martin

Stephanie L. Martin, City Council Clerk

James H. Ellis III
James H. Ellis III, Mayor

ORD1909

Approved as to form:



James F. Melle, Director of Law
City of Fremont, Ohio

POSITION DESCRIPTION

Class Title: Water Treatment Plant Foreman	Position Title: Water Treatment Plant Foreman
Class Number:	Employee Name:
Dept./Division: Water Treatment	Civil Service Status: Classified
Reports To: WTP Superintendent	Employment Status: Full-time
Pay: Hourly	FLSA Status: Non-exempt

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of secondary education supplemented by training in electrical and mechanical fields and experience in the mechanical and electrical trades, or any equivalent combination of education, experience, and training; possession and maintenance of a Class I OEPA Water Supply Operator's License and a valid Ohio driver's license.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Class I OEPA Water Supply Operator's License, valid Ohio driver's license.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, automobile, bulldozer, hydraulic hoe, front end loader, backhoe, semi, various other City equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

For purposes of O.R.C. 4167.

The employee has exposure to: noisy operations or activities; compressed gases; hand and portable tools; welding and cutting; human blood or other potentially infectious materials; hazardous chemicals; hot, cold, wet, humid or windy weather conditions.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

CITY OF FREMONT
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POSITION DESCRIPTION

Class Title:	Water Treatment Plant Foreman	Position Title:	Water Treatment Plant Foreman
Class Number:		Employee Name:	

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Supervises water treatment plant maintenance functions; supervises and/or performs minor and major mechanical and electrical work; inspects and tests equipment; performs gas and electric welding; recommends plant changes and improvements to Superintendent; assists other departments with maintenance problems, as assigned.
2. Assists in supervision of Water Treatment Plant Department; determines work priorities; assigns tasks, provides direction and ensures work complies with organizational standards; observes performance of subordinate personnel.
3. Assists in budget preparation; prepares statistical and financial data to assist in budget development; monitors expenditures.
4. Maintains facility, equipment and supplies; allocates equipment among work crews and/or locations; maintains inventory of equipment and supplies; requisitions needed supplies/equipment.
5. Establishes and maintains external relationships; communicates with agency officials and employees concerning work activities.
6. Maintains personal and professional competence and awareness; maintains required licenses and certifications.
7. Prepares and maintains related records; prepares time and material records; prepares activity reports; prepares inspection reports.
8. Supervises emergency functions; notifies supervisor of emergency situations; assigns personnel to handle complaints and emergencies; investigates emergency maintenance and repair situations and determines appropriate action; receives and responds to calls for emergency assistance at all times and in often inclement weather and/or hazardous situations.
9. Demonstrates regular and predictable attendance.
10. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

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Class Number:		Employee Name:	

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends meetings, seminars and training sessions.
2. Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment).

Knowledge of: electrical construction, maintenance and repair; electrical principles; mechanical maintenance; personnel practices; manpower planning; management; delegation; supervision; departmental policies and procedures*; budgeting; departmental goals and objectives*; purchasing; inventory control; public relations; certification/licensure requirements; records preparation and management; disaster planning.

Skill in: welding; motor vehicle operation; computer operation.

Ability to: travel to and gain access to work site; communicate effectively; apply principles to solve practical, everyday problems; complete routine forms; calculate fractions, decimals and percentages; use proper research methods to gather data; carry out instructions in written, oral or picture form; arrange items in numerical or alphabetical order; recognize unusual or threatening conditions and take appropriate action; prepare accurate documentation; define problems, collect data, establish facts and draw valid conclusions.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)