

ORDINANCE NO. 2013- 3635

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 RECREATION FACILITY/PROGRAM SUPERVISOR 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 Recreation Facility/Program Supervisor. See Position Description attached as Exhibit A.

SECTION 2. That the Employee Compensation Plan for non-union employees be amended to place the Recreation Facility/Program Supervisor at Pay Grade 15.

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 Recreation Complex 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.

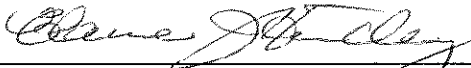


James G. Weaver
President of Council

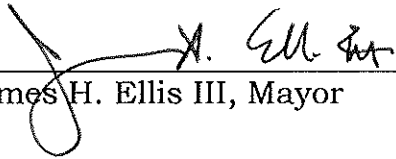
PASSED: 5-2-13

Effective date: 5-2-13

YEAS: 7 NAYS: 0



Elaine J. Huntley, City Council Clerk



James H. Ellis III, Mayor

ORDI787

Approved as to form:



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

POSITION DESCRIPTION

Class Title:	Recreation Facility/Program Supervisor	Position Title:	Recreation Facility/Program Supervisor
Class Number:		Employee Name:	
Dept./Division:	Parks and Recreation Department	Civil Service Status:	Classified
Reports To:	Recreation Superintendent	Employment Status:	Full-time
Pay:		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:

Associate's Degree in recreation or related field and related experience. Knowledge of swimming pool and/or ice rink operations preferred. Possession of a valid Ohio driver's license.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license.

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

Computer, miscellaneous office equipment, pool cleaning equipment, ice resurfacing equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of O.R.C. 4167.

The employee: works with and around standard office equipment; works with and around athletic equipment; may work under adverse weather conditions; may occasionally be exposed to unruly members of the public.

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

1. Ensures proper operation and maintenance of Fremont Recreation Center (fitness area, ice rink, swimming pool, and concession stands); responsible for ensuring all facilities adhere to health and safety regulations; responsible for scheduling of programs, and public or private events; responsible for facility/room set-ups, tear down and cleaning for programs, events and rentals.
2. Supervises all assigned staff and volunteers (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, trains employees, etc.); assists staff with programming as needed.
3. Ensures security and reporting of daily income receipts; assembles and maintains pertinent operating record data and other information relating to the facility operation.

Developed by:

Date Adopted: Clemans, Nelson & Associates, Inc.

Date Revised: Dublin, Ohio 43017

{3/29/2013 PDFRECI 00115441.DOCX}

CITY OF FREMONT

An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title: Facility/Program Supervisor	Position Title: Facility/Program Supervisor
Class Number:	Employee Name:

4. Assists with preparation of annual budget; provides ongoing financial activity and attendance information and reports as necessary; orders items for resale, determines pricing, and manages inventory; completes accurate documentation.
5. Oversees program enrollment; maintains records of registration for ice rink and swimming pool activities.
6. Maintains required licensures and certifications.
7. Demonstrates regular and predictable attendance.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
9. Must be able to work early mornings, evenings, weekends, and holidays.

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: recreation programs; park and recreation facilities, equipment and supplies; athletics; recreation management and administration; public relations; organizational goals and objectives*; supervision.

Skill in: motor vehicle operation.

Ability to: handle public contacts in a courteous manner; prepare and maintain accurate documentation; add, subtract, multiply and divide whole numbers; communicate effectively; communicate effectively; travel to and gain access to work site.

Developed by:

Date Adopted: Clemans, Nelson & Associates, Inc.

Date Revised: Dublin, Ohio 43017

{3/29/2013 PDFRECI00115441.DOCX}

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POSITION DESCRIPTION

Class Title:	Facility/Program Supervisor	Position Title:	Facility/Program Supervisor
Class Number:		Employee Name:	

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)

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

{3/29/2013 PDFRECI 00115441.DOCX}

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POSITION DESCRIPTION

Class Title:	Facility/Program Supervisor	Position Title:	Facility/Program Supervisor
Class Number:		Employee Name:	

(Employee Signature) (Date)