

ORDINANCE NO. 2020- 4028 -

**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 CUSTODIAN AND DECLARING AN EMERGENCY.**

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

**SECTION 1.** The Safety Service Director be authorized to amend the Position Classification Plan to include the position of full time Custodian. See Position Description attached as Exhibit A.

**SECTION 2.** The Employee Compensation Plan for non-union employees is hereby amended to place the Custodian at Pay Grade 14.

**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 in the City in an expeditious 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.

  
\_\_\_\_\_  
Jamie Hafford  
President of Council

PASSED: 8-27-20

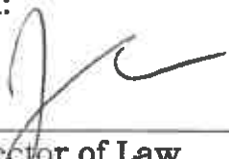
Effective date: 8-27-20

YEAS: 7 NAYS: 0

  
Stephanie L. Martin, City Council Clerk

  
Daniel R. Sanchez, Mayor

ORD11206

Approved as to form:  
  
James F. Melle, Director of Law  
City of Fremont, Ohio



**CITY OF FREMONT**  
 An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>	<b>Position Title:</b> Custodian
<b>Class Number:</b>	<b>Class Title:</b>
<b>Dept.:</b> Administration	<b>Employment Status:</b> Full-time
<b>Reports to:</b> Safety Service Director	<b>FLSA Status:</b> Non-exempt
	<b>Civil Service Status:</b> Classified

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**GENERAL DESCRIPTION:** Under the general direction of the Safety Service Director, responsible for maintaining a clean environment in City Buildings; maintains operational excellence in fulfilling such responsibilities to ensure that city office buildings present no problems or interruptions to the daily operations of city business.

**QUALIFICATIONS:** An example of acceptable qualifications:  
 Possession of a high school diploma; three (3) or more years' experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**  
 Must possess and maintain a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance policy.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:  
 Motor vehicle, snow removal equipment, hand tools, power tools, buffers, booster, broom, sweeper, mop, maintenance equipment/tools, shovel, and other standard business office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**  
 Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., floor scrubber); works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life-threatening situations; has exposure to fire; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to secondhand smoke; may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is almost regularly required to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls, and talk or hear. The employee frequently is required to reach with arms and hands. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 75 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, desks, bleachers, scrubbing machines, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and

# CITY OF FREMONT

An Equal Opportunity Employer  
POSITION DESCRIPTION

Page 2 of 3

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**Employee Name:**

**Position Title:** Custodian

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the ability to adjust focus. The employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

## **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

**JOB DUTIES** in order of importance

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

- (1) Ability to plan, schedule, organize, and work independently, and as part of a cohesive group. Cleans and preserves assigned areas and equipment. Performs assigned custodial duties: Cleans assigned areas, dry mops/washes floors, cleans furniture, fixtures, walls, windows, doors, and stairwells. Provide regular/orderly removal of trash. Moves/arranges furnishings, supplies, and equipment, as directed. Cleans lockers. Replaces light bulbs, sanitizes and re-supplies restrooms, cleans glass, display cases, partitions, light fixtures, etc. Polishes hardware (e.g., door handles, push/kick plates, handrails, drinking fountains, etc.) Vacuums/power cleans carpets and upholstered furnishings. Spot cleans stains, cleans floor mats/runners.
- (2) Mows, trims removes ice and snow; maintains grounds and equipment. Performs ongoing preventive maintenance and minor repairs and maintains records on maintenance requests and services.
- (3) Completes painting projects.
- (4) Set-up and supervision of City Council activities during and after normal work hours.
- (5) Processes/distributes equipment, supplies and commodities. Completes daily inspections of building grounds and equipment. Maintains records of required inspections, pest control services, (contracted and internal performance).
- (6) Follows health and safety guidelines to clean up after injuries/sickness involving chemicals, solvents, blood, body fluids, such as vomit and/or body tissues.
- (7) Assures building is adequately heated, cooled, has electric and water services, and requests maintenance help when necessary. Learn and execute functions of the HVAC automation system.
- (8) Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ask for clarification when directives/expectations are unclear. Ability to establish and maintain effective working relationships with visitors, staff, and the community.
- (9) Ensures effective communication with department heads to meet building needs.
- (10) Ability to perform duties with awareness of all city requirements and City of Fremont policies and procedures.

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Date Adopted \_\_\_\_\_  
Date Revised \_\_\_\_\_

Developed by:  
Clemans, Nelson & Associates, Inc.

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# CITY OF FREMONT

An Equal Opportunity Employer  
POSITION DESCRIPTION

Page 3 of 3

Employee Name:

Position Title: Custodian

## OTHER DUTIES AND RESPONSIBILITIES:

(11) Demonstrates regular and predictable attendance.

(12) Performs other duties as assigned.

## MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** General office practices and procedures; \*City/department goals and objectives; \*City/department policies and procedures; workplace safety practices and procedures; institutional cleaning practices and procedures; \*personnel rules and regulations; English grammar and spelling.

**Skill in:** operation of a motor vehicle; operating and use of cleaning equipment and tools.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within a familiar context; recognize unusual or threatening conditions and take appropriate action; complete routine forms; communicate effectively; understand a written and/or verbal communications; develop and maintain effective working relationships; perform manual labor in adverse conditions; travel to and gain access to work sites; carry, push, pull, and/or lift up to 50 pounds routinely and up to 75 pounds occasionally; travel to and gain access to work site(s).

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 (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

\_\_\_\_\_  
(Signature of Appointing Authority/Designee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

Date Adopted \_\_\_\_\_  
Date Revised \_\_\_\_\_

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