



CITY OF PATASKALA

ORDINANCE 2020-4362

Passed April 20, 2020

AN ORDINANCE CREATING AND ESTABLISHING TWO (2) CREW LEADER POSITIONS WITHIN THE CITY OF PATASKALA PUBLIC SERVICE DEPARTMENT

WHEREAS, in February 2020, the Personnel Board of Review, reviewed and approved the job description for the new Crew Leader positions within the Public Service Department; and

WHEREAS, Council for the City of Pataskala now wants to create these new positions so that the City may advertise, interview, and fill these new Public Service Department positions; and

WHEREAS, Council for the City of Pataskala already approved, as part of the 2020 operating budget, funding for these positions.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF PATASKALA, COUNTY OF LICKING, STATE OF OHIO, A MAJORITY OF ALL MEMBERS ELECTED OR APPOINTED THERETO CONCURRING, THAT:

Section 1: Council for the City of Pataskala hereby creates and establishes two (2) new positions, to wit: Crew Leader, within the Public Service Department. The job description for these new positions is attached hereto as Exhibit A and incorporated herein by reference.

Section 2: 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 Council and that all deliberations of the Council and any of the decision-making bodies of the City of Pataskala which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

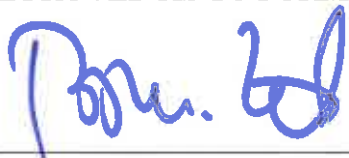
Section 3: This Ordinance shall take effect at the earliest time allowed by the Charter of the City of Pataskala.

ATTEST:


Kathy M. Hoskinson, Clerk of Council


Michael W. Compton, Mayor

APPROVED AS TO FORM:



Brian M. Zets, Law Director

CREW LEADER

NATURE OF WORK

This is a responsible, lead maintenance position within the City of Pataskala Public Services Department where work involves performing a variety of road, facility and park maintenance. Work includes but not limited to acting as the Crew leader on a variety of road maintenance projects, building maintenance, building grounds, maintenance and the operation of backhoes, loaders, skid steer, trac-hoe, mowers, rollers, chippers, power tools, dump trucks, sprayers and other equipment.

SUPERVISION

Work is performed under the general direction of the Supervisor and Public Service Director.

ESSENTIAL FUNCTIONS OF WORK (may not include all job duties)

Trains, assists, guides and leads a crew of workers on maintenance projects, keeps daily reports, trains crews on proper use and maintenance of equipment, maintains equipment... Recommends course of action to management as needed

Designates work on projects and makes decisions in the field

Maintains records of chemical applications, traffic lighting and street-lighting repairs and inventory

Provides and fulfills as stand in supervisor as directed

Performs a variety of tasks associated w carpentry, electrical, and plumbing and building maintenance

Maintains and services vehicles

Performs a variety of tasks...landscaping maintenance work, maintains city grounds and facilities, trimming trees, spraying weeds, removing trash, painting, removes debris from roadway and city grounds, installs drainage, directs traffic

Operates dump trucks, pick-up trucks, backhoe, skid steer, loads and unloads truck's, sets out barricades, sets out traffic control devices, operates a variety of hand held tools (chain saws, jack hammers), chipper, operates snow plows, weed-eaters, sprayers, mowers, and tractors. Removes ice, snow and debris from roadways

Builds forms and pours and finishes concrete

Responds to emergency call- Ins as needed

Performs other duties as assigned

Responsible for cleaning and maintenance of shop and facilities

Performs road work as patching holes, crack sealing, spreads and levels asphalt, cleans ditches, mows right of ways, shovels dirt and gravel, chips brush, performs a wide variety of similar tasks in roadside maintenance

MINIMUM REQUIREMENTS OF WORK

Possession of high school diploma, or equivalent, at least three years of experience in construction and maintenance work, or combination of training and experience which provides the following knowledge, skills, and ability

Knowledge of the methods, materials, and equipment and maintenance work.

Knowledge of the safe and correct use of hand and power tools and equipment common to the work.

Knowledge of the occupational hazards and safety precautions of the work.

Ability to understand and follow oral and written skills.

Ability to use and apply basic written and mathematical skills.

Ability to establish and maintain effective working relationships with others.

Ability to drive motor vehicles and operate commercial vehicles.

Ability to load and unload trucks with a frontend loader.

Ability to work outdoors in all types of extreme weather.

Ability to lift materials and other equipment and transport from one location to another.

Ability to climb ladders and stairs and equipment.

Ability to dig, bend and lift for patching pavement and repairs.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid driver's license

Must possess a valid class A cdl.

Must possess a valid cdl Tanker endorsement.

Ability to work cooperatively with other employees, supervision and the general public.

Will be required to carry a cell phone and be on a rotating call in schedule.

Will be required to work evenings and weekends in case of emergencies.

