

ORDINANCE NO.: 2022-17

FIRST READING FEBRUARY 14, 2022

INTRODUCED BY: CHRIS BERGER

SECOND READING WAIVED

THIRD READING WAIVED

**ORDINANCE AMENDING APPENDIX D – JOB DESCRIPTIONS  
OF THE VILLAGE’S EMPLOYEE HANDBOOK  
AND DECLARING AN EMERGENCY**

WHEREAS, Council desires to amend Appendix D – Job Descriptions in the Village’s Employee Handbook to include the additional positions of Mechanic/Laborer 1 and full-time Administrative Assistant.

NOW, THEREFORE, BE IT RESOLVED by Council:

SECTION 1. Appendix D – Job Descriptions in the Village’s Employee Handbook shall be amended to include the following job description in Appendix D and enact the job description attached hereto and incorporated herein by reference as Exhibits 24 and 25 in Appendix D of the Village’s Employee Handbook, which shall be the job description for the following position in the Village of South Russell:

- Exhibit 24 – Mechanic/Laborer 1.
- Exhibit 25 – Administrative Assistant

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 this Council, and that all deliberations of this Council and any of its committees on or after December 2, 1975, that resulted in formal action, were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the Village of South Russell and for the further reason this Ordinance must be immediately effective to allow the Village to fill the positions of Mechanic/Laborer 1 and full-time Administrative Assistant; wherefore provided it receives the affirmative vote of at least two-thirds (2/3) of all members elected to Council, this Ordinance shall be in full force and effect from and immediately upon its passage by this Council and approval by the Mayor; otherwise, it shall take effect and be in force after the earliest period allowed by law.



Mayor - President of Council

ATTEST:

  
Fiscal Officer

I certify that Ordinance No. 2022-17 was duly enacted on the 14<sup>TH</sup> day of FEBRUARY, 2022, by the Council of the Village of South Russell, and posted in accordance with the Codified Ordinances of the Village.

Danulle Romanowski  
Fiscal Officer

## VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>		<b>Position Title:</b>	Mechanic / Laborer I
<b>Class Number:</b>		<b>Class Title:</b>	Mechanic / Laborer I
<b>Dept./Div.:</b>	Service Department	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Street Commissioner	<b>FLSA Status:</b>	Non-exempt
<b>Normal Hours:</b>	7:00 a.m. - 3:30 p.m. (Mon. - Fri.)	<b>EEO Status:</b>	08 – Service / Maintenance

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of post-secondary education or equivalent (technical school or college education) required; additional education, training, and/or work experience which evidences a thorough knowledge of street construction, maintenance, and repair; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid State of Ohio driver's license; must maintain insurability under the Village's vehicle insurance policy; must possess and maintain a valid Class B CDL from the State of Ohio; ASE certification or ability to obtain within one year of date of hire

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

Computer equipment, two-way radio, motor vehicle, hand and/or power tools, backhoe, loader, mowers, saws, weed whips, plate tamper, plow truck, maintenance equipment and tools, light and heavy motorized equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee ascends and/or descends ladders, stairs, or scaffolds; works in confined spaces (e.g., manhole, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., weed whipper, mower, chainsaws, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; 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 electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; 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 hazardous driving conditions (e.g., collector is on the back of a truck around other public drivers, etc.); has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

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

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:**

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

JOB DUTIES in order of importance

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

- 40% (1) Performs lawn maintenance throughout the Village; performs ditching and culvert pipes replacement; helps identify and repair pot holes; assists with dumping spreading, shoveling, raking, tamping, and rolling asphalt for street patching and resurfacing, crack sealing, thermoplastic overlays, and slurry seals; assists with repairs or replacement of cracked, raised, sunken or otherwise damaged sidewalks, curbs, gutters and guard rails.
- 30% (2) Operates the backhoe to accomplish maintenance and repairs of and to Village sewer systems; installs Village sewer systems; uses electronic level equipment to install drainage pipes; repairs outages of electrical systems; performs light replacements; washes, cleans, paints and performs preventive maintenance and repair on Service vehicles and equipment; ensures all crew members are instructed on daily tasks; ensure completion of daily tasks.
- 15% (3) Performs maintenance of Village roadways; sweeps and/or shovels or picks-up of rubbish and debris from Village streets, gutters, and sidewalks; performs cleanup of catch basins; ensures maintenance of drainage systems; performs leaf collections on Village streets and mows grass, trim trees and weed eats sidewalks and right-of-ways; operates snow removal equipment; performs snow removal and ice control through salting.
- 15% Performs maintenance and repairs to Village-owned vehicles and machinery; performs building maintenance and repairs; performs property maintenance and repairs.
- (4) Maintains required licensure and certifications, if any.
- (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (6) Demonstrates regular and predictable attendance; may be required to report to work outside normal working hours.

**OTHER DUTIES AND RESPONSIBILITIES:**

- 5% (7) Performs other duties as required.

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

**Knowledge of:** Vehicle maintenance and repairs; two-way radio operations; Village/department goals and objectives;\* Village/department policies and procedures;\* workplace safety practices and procedures;\* computers and computer programs (e.g., Microsoft Office, etc.); job planning and implementation; electrical principles; utility construction; highways; general construction; maintenance and repair; repair procedures; auto and truck mechanic maintenance; mechanical maintenance; heavy and medium duty equipment maintenance and repair; snow and ice removal; English Grammar and spelling; landscape equipment; building maintenance; construction methods in carpentry; plumbing; storm sewers; street maintenance; zoning development standards; building codes; subdivision regulations and building regulations; traffic control devices.

**Skill in:** decision-making and communication; motor vehicle operation; use of bench and/or hand tools; use of maintenance equipment and tools; use of light and heavy motorized equipment.

**Ability to:** diagnose, troubleshoot, and repair Village owned motor vehicles and equipment; interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action;

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**POSITION DESCRIPTION**

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<b>Employee Name:</b>		<b>Position Title:</b>	Mechanic / Laborer I
<b>Class Number:</b>		<b>Class Title:</b>	Mechanic / Laborer I
<b>Dept./Div.:</b>	Service Department	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Street Commissioner	<b>FLSA Status:</b>	Non-exempt
<b>Normal Hours:</b>	7:00 a.m. - 3:30 p.m. (Mon. - Fri.)	<b>EEO Status:</b>	08 – Service / Maintenance

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recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; communicate effectively; communicate directly with the public and government officials; develop and maintain effective working relationships; resolve complaints; quickly and thoroughly solve complex problems; travel to and gain access to worksite; perform heavy manual labor for extended periods of time in often adverse conditions; handle hazardous materials; deal with high traffic areas; lift 150 lbs. unassisted; perform heavy manual labor for extended periods of time in often adverse conditions.

**POSITIONS DIRECTLY SUPERVISED:**

None.

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Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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(Signature of Appointing Authority)

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(Date)

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(Signature of Employee)

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(Date)

# VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>		<b>Position Title:</b>	Administrative Assistant
<b>Class Number:</b>		<b>Class Title:</b>	Administrative Assistant
<b>Dept./Div.:</b>	Administration	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Fiscal Officer	<b>FLSA Status:</b>	Non-exempt
<b>Normal Hours:</b>	varies	<b>EEO Status:</b>	06 – Administrative Support

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) required; minimum of one (1) year of relevant experience and/or training performing responsible administrative duties; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

None.

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

Calculator, computer, mobile phone, multi-line telephone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee has exposure to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to fifty (50) pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects (e.g., file boxes, records, etc.).

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

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

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

45% (1) Performs a variety of confidential and complex administrative and secretarial functions for the Village Administration; maintains/compiles various administrative files (e.g., committee files, board appointments, contract lists, motion lists, office calendar, Village directory, Solicitor and Engineer invoice analysis, etc.); prepares Council meeting agendas and Council packets; attends Council meetings in Fiscal Officer's absence; prepares meeting minutes; notifies the media of public hearings and/or meetings; advertises passed legislation; maintains website calendar and postings; assists in answering miscellaneous correspondence and/or requests such as title searches; assists residents with questions. Maintains and purchases appropriate office supplies and equipment, as well as assists in maintaining accurate inventory of equipment and supplies. Prepares quarterly newsletter to include coordination with printer, address labeling, and mailing.

Developed by:

Date Adopted: 3/11/19

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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45% (2) Prepares purchase orders for purchases, verifies invoices with receipts and/or authorization from department heads, prepares bills, and mails vendor checks for bill payment; assists with public record requests; prepares timesheets for payroll and verifies accuracy of timesheets and comp/sick/vacation usage; prepares the monthly over-time and part-time reports and tracks fringe benefit amounts for year-end taxes; serves in the absence of the Fiscal Officer; assists the Fiscal Officer with various projects, as necessary.

5% (3) Performs Cemetery duties to include meeting with potential buyers to review availability, rules, etc.; grave sales; coordination with the Service Department for burial arrangements; and maintaining accurate physical records and corresponding records in the cemetery software program.

(4) Maintains required licensure and certifications, if any.

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

5% (7) Performs other duties as required.

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

**Knowledge of:** budgeting; accounting; office practices and procedures; Village/department goals and objectives;\* Village/department policies and procedures;\* workplace safety practices and procedures;\* personnel rules and regulations;\* computers and computer programs (e.g., Microsoft Office, Google Docs, Word Press, etc.); records management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; customer service.

**Skill in:** typing; data entry; word processing; switchboard or telephone console operation; computer operation; use of modem office equipment.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; make day to day decisions; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; prepare accurate documentation; copy records precisely without error; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; work alone on most tasks; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite.

#### **POSITIONS DIRECTLY SUPERVISED:**

None.



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**POSITION DESCRIPTION**

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<b>Employee Name:</b>		<b>Position Title:</b>	Administrative Assistant
<b>Class Number:</b>		<b>Class Title:</b>	Administrative Assistant
<b>Dept./Div.:</b>	Administration	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Fiscal Officer	<b>FLSA Status:</b>	Non-exempt
<b>Normal Hours:</b>	varies	<b>EEO Status:</b>	06 – Administrative Support

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(Signature of Appointing Authority)

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(Date)

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(Signature of Employee)

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(Date)