

VILLAGE OF PENINSULA, OHIO  
ORDINANCE NO. 6-2015  
INTRODUCED BY C. Kraemer  
DATE PASSED 10/22/15

**AN ORDINANCE ESTABLISHING THE JOB DESCRIPTION WITHIN THE SERVICE DEPARTMENT FOR THE SEASONAL, PART TIME, AND WORKING SUPERVISOR (PART-TIME/FULL-TIME) AND DECLARING AN EMERGENCY.**

**WHEREAS**, the duly elected Village Council of the Village of Peninsula deems it appropriate for the sound fiscal administration of the Village of Peninsula establish a job description for the employee(s) for the Service Department

**WHEREAS**, at the direction of the duly elected Village Council a committee was established to bring such job description to the Village Council for approval.

NOW THEREFORE, BE IT RESOLVED by the Council of the Village of Peninsula, Summit County, Ohio, to-wit:

**SECTION 1. PURPOSE** The Village Council hereby establishes the job description for the Service Department employee(s) as defined by the attached document and marked as EXHIBIT A

**SECTION 2. SEVERABILITY** The Ordinance and the various parts, sentences, paragraphs, sections, and clauses thereof are hereby declared to be severable. Should any part, sentence, paragraph, section, or clause be declared unconstitutional, null, or void by a court of competent jurisdiction, such declaration shall not have any effect on the validity of the remaining parts, sentences, paragraphs, sections, and clauses of this Ordinance.

**SECTION 3.** That this Council hereby finds and determines that all formal actions relative to the adoption of this by the Village of Ordinance were taken in an open meeting of this Council and that all deliberations of this Court which resulted in formal action were taken in meetings open to the public, in full compliance with the applicable legal requirements including Section 121.22 of the Ohio Revised Code.

**SECTION 4.** That this Ordinance is hereby declared to be an emergency measure necessary for the immediate conformity with the Ohio Revised Code Section 4511.204 and preservation of the public peace, health, safety, of the Village residents and to allow for the continued sound financial wellbeing of the Village and shall take effect and be in force from and immediately after its passage.

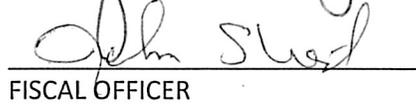
SECTION 5 This Ordinance shall take effect on the 21st day of Oct 2015.

Effective Date: 10/21/15

Passed:

  
MAYOR

ATTEST:

  
FISCAL OFFICER

I, John Stegall, Fiscal Officer for the village of Peninsula, Summit County, Ohio do hereby certify that the foregoing Ordinance was duly passed by the Council of the Village of Peninsula, Ohio on the 21 Day of Oct 2015.

  
FISCAL OFFICER

## Village of Peninsula Job Description

JOB TITLE: Service Department Employee/Seasonal, Part time, Working Supervisor (Part time/Full time)

REPORTS TO: Supervisor reports to the Mayor

DEPARTMENT: Service Department

### JOB SUMMARY

The employee carries out his/her duties under the general direction of the Mayor as supervisor. He/she must be fit to perform labor as a member of the work crew. He/she may have to work under adverse conditions and be on call 24 hours per day.

### ESSENTIAL DUTES AND RESPONSIBILITIES Seasonal, Part Time, Working Supervisor (Part-time/Full-Time)

- Perform a number of related tasks necessary to maintain Village equipment, buildings, properties and roadways.
- Operate trucks and heavy equipment.
- Perform physical labor as a specific job requires.
- Operate snow removal equipment as needed

### ESSENTIAL QUALIFICATIONS

No previous experience is required, however a background in equipment operation, basic construction, road and street maintenance, and a desire to gain added training in specific areas to increase knowledge and performance would be beneficial. Employees in this position must be 18 years of age or older and be a graduate from an accredited high school or equivalent.

### ESSENTIAL MENTAL FUNCTION

- General knowledge of the rules and regulations and the ability to follow and apply work instructions as directed.
- Ability to communicate well with the public.
- Ability to take both oral and written instructions and respond to such.
- Ability to assume responsibilities.
- Be responsible for the safety of self and others.
- Be dressed in neat and clean attire.
- Present a good public image of the Village.

### WORKING CONDITIONS

The essential functions and working conditions are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job.

Working Supervisor assumes the following additional duties and responsibilities:

- Plan/document work activities (two weeks in advance of work to be done/submit to Mayor with pay sheet)
- Includes contingency plan of work for inclement weather
- Includes documentation of work performed/when/by whom
- Schedule self and other personnel

- Be responsible for vehicle inspections, maintenance and repair (document and submit as per regulations)
- Create plan for upcoming seasonal work/submit to Mayor to present to Council for funding consideration. Includes road projects (repair, sealing, replacement, chip and seal) vehicle/equipment maintenance, repair, replacement and building and grounds projects.
- Obtain bids when authorized according to Village policies and procedures.
- Purchase supplies as authorized.
- Attend Council meetings when requested.

NOTE:

This job description contains the general duties and responsibilities of the employee. It is not intended to be the only duties and responsibilities to be performed. The Village of Peninsula retains the right to modify the duties and responsibilities at any time.

ADDITIONAL NOTE:

Prospective employee must sign a release prior to employment for drug testing and background check, which is not limited to but includes allowing the Village of Peninsula to examine the employee's driving record on an ongoing basis. The Village of Peninsula conducts background checks and drug tests for all new hires.