

RECORD OF RESOLUTIONS

Resolution No. 24-020

Passed February 5th, 2024

RESOLUTION 24-020, CREATING THE POSITION OF A PUBLIC SERVICE EQUIPMENT OPERATOR.

WHEREAS, the Public Service Department is requesting a full-time, classified, non-exempt, Public Service Equipment Operator position; and

WHEREAS, there is a need for the position due to the recent end of service with Buckeye Septic, which provided the services of an Operator; and

WHEREAS, a job description has been created for said position (attached); and

WHEREAS, the Finance Committee has reviewed the description and recommends the creation of the position;

NOW THEREFORE, BE IT RESOLVED, by the Council, Village of West Jefferson, County of Madison, State of Ohio, with a majority of all duly elected members concurring as follows:

SECTION I: Council hereby creates the position of Public Service Equipment Operator.

SECTION II: This Resolution shall take effect at the earliest period of time allowed by law.

Passed this 5th day of February, 2024

Jennifer Warner 2-5-24
Jennifer Warner Date
President of Council

Date received by Mayor 2-5-24

Date Approved by Mayor 2-5-24

Ray A. Martin
Ray A. Martin, Mayor

ATTEST:

Tisha Edwards 2-5-24
Tisha Edwards Date
Clerk of Council

Sections Vetoed: _____

Approved as to Form:

J. Michael Murray 2/6/24
J. Michael Murray, Director of Law, or Date
Joshua W. Beasley, Assistant Director of Law

Village of West Jefferson
Job Description / Duties

Administrative Information			
Job Title: Public Service Equipment Operator		Job Number:	Date: January, 2024
FLSA: Exempt Nonexempt X	Civil Service: Unclassified Classified X	Type Employment: Fulltime X Part-time (PT) Permanent PT Seasonal	

Job Description	
1	<p>Nature of Work: This position is primarily a manual labor position. The position is normally scheduled a standard 40-hour work week, with some periodic overtime. This position may be required to work evenings, weekends and/or holidays. This is a non-exempt position under the Fair Labor and Standards Act (FLSA) and is eligible for overtime and compensatory time in accordance with Village policy. Entry level (new employees) are subject to a probationary/learning period in which they will operate in an at-will status. The position's wage and benefits are set by applicable ordinance and Village Policy. The position is classified as Public Service Equipment Operator.</p>
2.	<p>Essential Functions:</p> <ul style="list-style-type: none"> • Operate light to heavy construction and automotive equipment such as pickup truck, dump truck, backhoe, small-medium-large excavators, skid loader, chipper, street sweepers, front end loader, bucket truck, sewer jet-vac truck, and mowers. • Sets safety cones and/or temporary signs around the work site, and directs vehicular traffic around and through work sites with proper traffic control devices to provide a safe working environment and citizen safety in the work site vicinity. • Understands the rules, regulations and policies for shoring, trenching and confined space safety. • Performs emergency maintenance tasks using mechanic's tools. • Inspects and checks vehicles before use to ensure safe operating conditions. • Communicates any unsafe conditions or accidents/injuries in a timely manner to management in order to facilitate prompt correction or reporting. • Maintains equipment in proper operating condition by performing simple preventive maintenance tasks (makes simple adjustments, replaces minor parts, lubricates, and cleans equipment) and cleans equipment inside and out to ensure safe operating conditions. • Rakes and tamps asphalt and spreads aggregate on street repair projects. • Operates jackhammers, and pneumatic compacting equipment, including on backhoe and excavators • Cleans drainage ditches and storm drain pipes. • Calls in utility locate services (OUPS) for any underground and excavation work. • Operates vibratory rollers, air compressors, hydraulic tools and other similarly sized maintenance equipment.

	<ul style="list-style-type: none"> • Excavates ground for water and sewer main repairs, ditches, sign posts, etc., using a backhoe, excavator, pick, shovel, spade, or other hand tools as needed. • Detects needed equipment repairs in order to promote accident prevention. • Ability to install storm and sanitary sewer lines using laser grading equipment. • Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service. • Ability to demonstrate regular and predictable attendance and accomplishment of Job Tasks as detailed in this performance plan.
3. Minimum Qualifications/Requirements:	
3a	Education: <ul style="list-style-type: none"> • The employee must be a high school graduate (or GED) • Some college is a plus
3b	Experience: <ul style="list-style-type: none"> • 10-15 years prior experience in construction is a plus • Excavator and backhoe operational experience is required • Any municipal experience is a plus
3c	Professional Licensing Requirements: Must possess a Class A-CDL (minimum)
3d	Other: <ul style="list-style-type: none"> • Must be eighteen (18) years of age or older • Must have excellent English-speaking skills • Valid Ohio driver's license with good driving record • Basic computer skills and knowledge of basic software packages, such as Microsoft Word, and Outlook • Sufficient vision, speech, and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively
4. Supervision:	
4a	Received: Work is performed under the direct supervision of the Public Service Operations Manager. Additional guidance is provided by federal, state, and local laws/codes. Work will be reviewed at least annually via the Village evaluation system.
4b	Exercised: This position is not normally supervisory in function
5. Knowledge, Skills, and Abilities (KSAs):	
	<ul style="list-style-type: none"> • Knowledge of equipment used in daily operations (backhoe, skid steer, crack sealer, excavators, jet-vac sewer truck, laser for grade). • Knowledge of safety practices used in daily operations with an emphasis on shoring, trenching and confined space entry. • Knowledge of employee personnel policy. • Skilled in written and verbal communications. • Skilled at problem solving and troubleshooting. • Skilled at street, water, sewer and parks maintenance techniques. • Ability to carry out instructions • Ability to develop and maintain working relationships with associates, supervisors, and the general public

	<ul style="list-style-type: none"> • Ability to make correct decisions pertaining to the department operations • Ability to work overtime, holidays, weekends, and the like for call-out emergencies such as snow removal, water main breaks and sewer back-ups. • Ability to operate and use basic software such as Word and Outlook
6.	<i>Working Conditions:</i>
6a	<i>Physical Demands:</i> Must be able to work up to sixteen (16) hours in one shift, lift and move objects weighing up to eighty (80) pounds. There may be excessive bending, twisting, kneeling, and walking. There is a large physical demand on the incumbent in this construction work environment.
6b	<i>Environmental Issues:</i> <ul style="list-style-type: none"> • Position requires the ability to work in extreme weather conditions (hot and/or cold temperatures, rain, sleet, dust, and snow – within reason). The employee may be exposed to excessively loud noises from construction equipment, dust and traffic. The employee may risk physical hazard from mechanical and electrical equipment, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals, and pesticides. • The employee may be exposed to some standard construction and office environment hazardous materials detailed in the applicable material safety data sheets. • Some travel to meetings, conferences, and training is required.
6c	<i>Light Duty:</i> Due to the large physical demand placed on the employee, light duty is generally not available. Light duty may be offered for work-related injuries, case-by-case, first-come-first-serve, when the duty will not mitigate the recovery of the injury, adversely affect the safety of the injured employee, other employees, or our citizens, and when there's a doctor's recommendation for the amount of hours the employee can work per day and physical restrictions.

Job Taskings: <i>As specific as possible, list the tasks the employee performs on the job. Add additional numbers if needed.</i>	
1.	<u>Street Maintenance and Improvements:</u> Performs asphalt maintenance, traffic signal maintenance, concrete maintenance, snow removal and street maintenance.
2.	<u>Sewer and Water Maintenance and Improvements:</u> Performs water main repairs, sanitary sewer backup repairs, hydrant, and valve replacements.
3.	<u>General Landscaping and Appearance Enhancements On/Near Streets:</u> Performs tree maintenance, leaf collection, litter control, weed control and roadway berming.
4.	<u>Equipment Operations/Maintenance:</u> Operates all assigned equipment in a safe manner. Trains on equipment as required. Maintains the same equipment in accordance with owner's manuals and performs appropriate routine maintenance.
5.	<u>Sign Maintenance:</u> Replaces signs when directed, inspect signs for damage, and performs general maintenance of street signs.
6.	<u>Traffic Control:</u> Provides sound, calm management of traffic to ensure the safety of citizens and fellow Village workers.
7.	<u>Facility Maintenance:</u> Ensures Village facilities are kept in a clean fashion, free from debris and clutter.

8.	<u>Public Relations:</u> Professionally deals with citizen's complaints, feedback, and issues in a professional manner. If a problem/issue cannot be resolved, ensure it is brought to the attention of the foreman and/or Public Service Operations Manager.
9.	<u>Stormwater Related Duties:</u> As directed by the Public Service Operations Manager
10.	Performs all other duties as assigned
11.	<u>Operates in Accordance with the Village policies and procedures.</u>

This job description contains the essential functions for the purposes of 42 USC 12010. However, it is not intended to be the only duties and responsibilities to be performed by the position applicant. The Village of West Jefferson reserves the right to modify the duties and responsibilities of this position at any time.

Signatures: <i>This denotes the supervisor reviewed the entire performance plan with the employee. Reviews are accomplished within first pay period for; new employees, transferred employees, or when performances are updated.</i>	
Employee	Supervisor
Print Name:	Print Name:
Date:	Date:
Signature:	Signature:

MANAGEMENT APPROVAL

_____ / _____ / _____
Director of Public Service Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

_____ / _____ / _____
Employee Date