ORDINANCE NO. 11-15

AN ORDINANCE AMENDING SECTION 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO ADOPTION OF UPDATED JOB DESCRIPTIONS FOR THE PARKS DEPARTMENT.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Section 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended by the adoption of the updated job descriptions for the Arborist and Laborer positions for the Parks Department.

SEC. 2: That a copy of the updated job descriptions for the Arborist and Labor positions for the Parks Department are marked Exhibits A and B, attached hereto and incorporated herein.

SEC. 3: That it is 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 the law.

SEC. 4: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: January 26, 2015

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: January 27, 2015

SIGNED: Dennis Hanwell
Mayor

ORD. 11-15
Exh. A

THE CITY OF MEDINA
JOB DESCRIPTION

TITLE: Arborist

REPORTS TO: Parks and Recreation Director/Parks Superintendent

DEPARTMENT/DIVISION: Parks/Forestry

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The employee in this classification plans, implements and administers City wide tree maintenance and planting program, and assists Parks Superintendent with daily operations.

ESSENTIAL JOB FUNCTIONS:

Supervises and works directly with contractors for all tree care operations including tree removal, stump removal and pruning to ensure compliance with work being performed.

Supervises and implements a tree care maintenance program, directly supervises and performs major arboricultural work in-house.

Ability to direct City crews in the Forestry Department and Parks Department as needed or in absence of the Parks Superintendent for daily work orders and assignments.

Responsible for storm damage, emergency tree removal and clean-up.

Inspects planting sites for size, placement, and tree selection.

Coordinates and performs stump removal, young tree training, tree pruning, removal, fertilization and air spade techniques.

Provides brief advice to residents on tree care, landscape installation, maintenance, and identification of plants to promote best arboricultural/landscape management practices.

Promotes and educates the public and community groups on proper tree care techniques and the value of trees to the community.

Coordinates and performs snow removal on municipal parking lots, parking garage, and assists as directed.

Coordinates interdepartmental training and safety meetings.

Creates records, annual reports, and other documents pertaining to record keeping annually.

Assists Parks Department with pruning and removal of park trees as needed.

Responsible for the management and maintenance of all municipal street trees.

Maintains regular and consistent attendance.

Attend meetings as assigned.

Manages part-time, full-time, or seasonal employees.

Process budgeting and material requisition invoices.

Works together with the Parks and Cemetery Departments for various projects in the City.

Other duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE:
An Associate's degree in Urban Forestry, Arboriculture, Forest Management, Horticulture, Agriculture or other related field and/or a minimum of (3) years of experience in forestry, tree care and maintenance, or any combination of education, training and work experience which provides the required skill set to perform essential functions of the job. A minimum of at least 2 years experience in tree insect and disease diagnosis is preferred.

CERTIFICATIONS:
Certified Arborist or the ability to obtain certification within (12) months of hire. Must be able to maintain the certification through continuing education credits as required.

CPR and First Aid certification

LICENSES:
Possession of a valid Ohio Commercial Drivers License (CDL) Class "A" or the ability to obtain one within (6) months and must remain insurable under the City of Medina's vehicle insurance plan.

QUALIFICATIONS:

Knowledge of:

- The care of trees, pruning, young tree training, fertilization/treatment, removal, planting, staking/guying, root color excavation, and equipment operation;
- Compliance with all ANSI A300, Z133.1 standards pertaining to arboricultural practices and safety requirements;
- Identification of diseases and harmful insects and their prevention and treatment;

- The occupational hazards involved with and the safety precautions required in the operation of equipment; and
- The ability to inspect work completed to ensure compliance with industry standards.

Skilled in:

- Personal computer use with an emphasis in Microsoft Word, Excel, PowerPoint, and Access;
- Recordkeeping;
- Supervising increased number of workers during summer months;
- Customer Service.

Ability to:

- Work well without supervision;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Work in high places with extensive knowledge in climbing with ropes and saddle, and also an aerial bucket truck;
- Rig and lower trees safely and efficiently with required equipment;
- Understand and follow complex oral and written instructions; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

PHYSICAL DEMANDS:
Strength and agility sufficient to lift and maneuver trees and equipment as required and to climb into trees, into and onto and operate vehicles and equipment. This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

ENVIRONMENTAL ELEMENTS:
Work is preformed primarily outdoors in varying weather conditions.

WORKING CONDITIONS:
Maybe required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED: Chipper, Skid-Steer, Bucket Truck, Dump Truck, Backhoe, Snow Plow, Standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

Ord. 11-15
Exh. B

THE CITY OF MEDINA
JOB DESCRIPTION

TITLE: Laborer

REPORTS TO: Department Head, Superintendent, ~~or~~ Foreman, **or Arborist**

DEPARTMENT/DIVISION: As assigned

CIVIL SERVICES STATUS: Classified/Unclassified

JOB STATUS: As assigned

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The work in this class is manual labor of more than ordinary difficulty that often involves the use of acquired skill and calls for the use of some skills acquired by experience or on-the-job training. An employee in this classification usually works under the supervision of a foreman or superintendent who issues oral work orders and inspects work frequently. An employee in this classification may be assisted by unskilled laborers.

ESSENTIAL JOB FUNCTIONS:

Performs a variety of semi-skilled construction, ~~and~~ maintenance tasks, **landscaping, tree maintenance, and lawn care.**

Assists Motor Equipment Operators in the maintenance and repair of City equipment and property.

Assists in repair of park property including, but not limited to: pavilions, fences, sports fields, parking lots, splash pads, vandalism, and playground structures.

Assists in street or sidewalk repair and resurfacing.

Assists Department personnel as needed.

Prepares and maintains City facilities including mowing, athletic field preparation, turf grass maintenance, litter and trash pick-up, hiking trail maintenance, fence repair and dragging and lining ball fields.

Acts as assistant to mechanics, carpenters, sign painters, and other tradesmen when special skills are not required.

Operates chain saws, **wood chippers,** jackhammers, cut-off saws, pick-up trucks, **backhoes,** and other equipment and vehicles as assigned.

Assists in snow removal**, including in parks, municipal parking lots, driveways, and streets as directed.**

Sharpens **chain** saws, axes, sickles and other tools.

Prepares soil and plants and cultivates flowers, grass and shrubs.

Collects waste from City park locations and from the back of packer truck.

May install City playground equipment and perform minor maintenance to equipment and facilities.

Paints City equipment and property as assigned.

Work may include digging footers, building concrete forms, pouring and finishing concrete, patching storm pipe from the inside, laying asphalt, hauling debris**, removing or pruning trees,** and removing snow.

Assists in daily maintenance of vehicles and equipment.

Reports illegal and inappropriate behavior to Supervisors.

Cleans and repairs vandalized City property.

Maintains regular and consistent attendance.

Other duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE:

Some experience in performing semi-skilled maintenance or construction tasks.

At least two years of experience in tree maintenance, landscaping, or lawn care preferred if working in the Parks department.

High school diploma or GED preferred, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

License:

Must have and maintain a valid driver's license issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

QUALIFICATIONS:

Knowledge of:

- Semi-skilled maintenance and manual tasks;
- Traffic and safety regulations; and
- Accident prevention practices.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Operate equipment and machinery by both night and day;
- Operate City radios in a professional manner;
- Lift at least 60 pounds on a regular basis;

- Pass a pre-employment drug test, physical examination, background check and Department of Motor Vehicle report;
- Observe unsafe conditions of roadways; and
- Understand and follow complex oral and written instructions.

PHYSICAL DEMANDS:
Strength and agility sufficient to lift and maneuver heavy objects and the ability to climb into and operate large equipment and trucks. Bending, stooping, squatting, climbing of scaffolding and ladders, twisting, reaching, and working on irregular surfaces and in the open on moving vehicles is also involved.

ENVIRONMENTAL ELEMENTS:
This position requires that the employee stand or walk most of a scheduled shift with bending, stooping, squatting, climbing of scaffolding and ladders, twisting, reaching, and working on irregular surfaces and in the open on moving vehicles. It also involves working outside in all types of weather situations and occupational exposure to interaction with citizens.

WORKING CONDITIONS:
May be required to work outside normal business hours including weekends, evenings and holidays.

EQUIPMENT USED:
Operates chain saws, jackhammers, **wood chippers,** riding and push mowers, pick-up trucks**, backhoes,** and other equipment and vehicles as assigned.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

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