

ORDINANCE NO. 66-19

AN ORDINANCE AMENDING THE SALARY AND BENEFITS CODE SECTION 31.07 BY ADOPTING AND ACCEPTING THE REVISED JOB DESCRIPTIONS AS APPROVED AND PRESENTED BY THE CIVIL SERVICE COMMISSION.

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

- SEC. 1:** That the job descriptions as approved and presented by the Civil Service Commission for the City of Medina are hereby amended and adopted.
- SEC. 2:** That a list of the revised Job Descriptions is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 3:** That the Civil Service Commission will provide all employees copies of their new job descriptions and will sign-off on receiving such.
- SEC. 4:** 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. 5:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: April 22, 2019

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: April 23, 2019

SIGNED: Dennis Hanwell
Mayor

SCHMATIC LIST OF CLASSES plus part-time

ORD 66-19
Exh. A

10	Probation Secretary
15	Law Department Secretary
20	Building Administrative Assistant
25	ED/Planning Administrative Assistant
35	Administrative Office Manager
40	Clerk of Council
50	Secretary of Civil Service Commission
55	ED and Marketing Manager
60	Parks Director/Superintendent of Parks, Cemetery and Forestry
65	Community Development Director
70	Public Service Director
75	Law Director/Chief Prosecutor
PT	Law Director/Prosecutor
80	Assistant Prosecutor
PT	Assistant Prosecutor
PT	Assistant Law Director/Assistant Prosecutor
95	ED Director
105	Utility Billing Clerk
110	Account Clerk II
PT	Clerical Help
115	Payroll Clerk
120	Deputy Finance Director
210	Court Reporter
240	Probation Officer
245	Chief Probation Officer
310	Building Official
320	Construction Inspector
325	Engineering Technologist
330	Engineer II
335	Chief Engineer
345	Building/Combination Inspector
350	Senior Construction Inspector
355	Building/ Property Maintenance Inspector
PT	Code Enforcement Inspector
405	Building Maintenance and Repair
410	Building and Properties Custodian
PT	Building Custodian
415	Laborer
420	Parks Foreman
425	Arborist
435	Motor Equipment Operator
445	Sexton
450	Equipment Maintenance Mechanic
455	Equipment Maintenance Superintendent
475	Street Department Foreman
480	Street Department Superintendent
495	Maintenance Technician
505	Meter Service Technician
510	Water Technician
525	System Testing Technician
530	Operations Technician
535	Backflow Coordinator
540	Water Operations Foreman
550	Water Superintendent
605	Police Records Clerk

610 Communication Operator
625 Administrative Assistant
628 Stainary Load Limit Inspector
630 Patrol Officer
635 Police Sergeant
640 Police Lieutenant
645 Police Chief
650 Parking Enforcement Attendant
667 Operations Captain
670 Firefighter
680 Fire Department Lieutenant
683 Fire Department Captain
685 Assistant Chief/Fire Marshall
695 Fire Chief
715 Recreation Center Director
725 Aquatics Manager
750 Program Manager
755 Program Specialist
760 Recreation Supervisor
780 Financial Assistant
785 Office Administrator
805 Assistant Producer/Technical Operations Director
810 Cable TV Executive Director/General Manager
815 Cable TV Operations Director
PT Cable TV Production Assistant
PT Tree Care Technician
PT Turf Technician

MCRC PT Building Monitor
Café Attendant
Day Camp Supervisor
Counselor
Field House Attendant
Fitness Room Attendant
Front Desk Attendant
Front Desk Supervisor
Group Exercise Instructor
Head Lifeguard
Head Swim Coach
League Supervisor
Lifeguard
Pool Manager
Program Aide
Rascal Room Supervisor
Receptionist
Recreation Aide
Recreation Leader
Rental Coordinator
Senior Activities Coordinator
Team Leader
Travel Aide/ Marketing Coordinator
Water Safety Aide
Water Safety Instructor
Youth Specialist