

**ORDINANCE NO. 98-17**

**AN ORDINANCE AMENDING SECTIONS 31.02 (B)(1), 31.04, 31.05 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE PARKS DEPARTMENT, AND ACCEPTING THE JOB DESCRIPTION OF TREE CARE TECHNICIAN.**

**WHEREAS:** Section 31.02 (B)(1) of the Salaries and Benefits Code of the City of Medina, Ohio presently reads as follows:

(B) **PART-TIME EMPLOYEES.** (Part-time positions may not be filled for more than 35 hours in any week.)

(1) **PARKS AND RECREATION DEPARTMENT**

|   |                  | <u>Hourly Rate</u> |
|---|------------------|--------------------|
| 1 | Clerical Help    | Pay Grade 5A       |
| 5 | Laborers         | per contract       |
| 1 | Tree Technician  | per contract       |
| 1 | Cemetery Laborer | per contract       |
| 1 | Turf Technician  | per contract + 7%  |

(Ord. 76-08, 134-11, 32-14)

**WHEREAS:** Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio, pertaining to the Parks Department presently reads as follows:

**PARKS AND RECREATION DEPARTMENT**

| <u>Number</u> | <u>Classification</u>            | <u>Steps Authorized</u>                         |
|---------------|----------------------------------|---|
| 1             | Parks & Recreation Director      | Pay Grade 112<br>(annual salary paid bi-weekly) |
| 1             | Parks Superintendent             | 15 A-F  |
| 1             | City Arborist                    | 9 A-F   |
| 2             | Laborer                          | 31 A-F per contract                             |
| 1             | Sexton                           | 32 A-F per contract                             |
| 1             | Clerical Help                    | Sec. 31.02(B)(1)                                |
| 1             | Tree Technician                  | Sec. 31.02(B)(2) per contract                   |
| 1             | Cemetery Laborer                 | Sec. 31.02(B)(1) per contract                   |
| 1             | Turf Technician                  | per contract + 7%                               |
|               | Part-time and Seasonal Employees | Sec. 31.02(A)(1)&(B)(1)                         |

Ord. 273-05, 7-06, 76-08, 81-09, 134-11, 27-13, 173-13, 32-14

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

**SEC. 1:** That Section 31.02 (B)(1) of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read in part as follows:

(B) **PART-TIME EMPLOYEES.** (Part-time positions may not be filled for more than 35 hours in any week.)

(1) **PARKS AND RECREATION DEPARTMENT**

|   |                  | <u>Hourly Rate</u> |
|---|------------------|--------------------|
| 1 | Clerical Help    | Pay Grade 5A       |
| 5 | Laborers         | per contract       |
| 1 | Tree Technician  | per contract *     |
| 1 | Cemetery Laborer | per contract       |
| 1 | Turf Technician  | per contract + 7%  |

\* See 31.04 (I)  
(Ord. 76-08, 134-11, 32-14, 98-17)

**SEC. 2:** That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio pertaining to the Parks Department shall be amended to read as follows:

**PARKS AND RECREATION DEPARTMENT**

| <u>Number</u> | <u>Classification</u>            | <u>Steps Authorized</u>                         |
|---------------|----------------------------------|---|
| 1             | Parks & Recreation Director      | Pay Grade 112<br>(annual salary paid bi-weekly) |
| 1             | Parks Superintendent             | 15 A-F  |
| 1             | City Arborist                    | 9 A-F   |
| 2             | Laborer                          | 31 A-F per contract                             |
| 1             | Sexton                           | 32 A-F per contract                             |
| 1             | Clerical Help                    | Sec. 31.02(B)(1)                                |
| 1             | Tree Technician                  | Sec. 31.02(B)(2) per contract *                 |
| 1             | Cemetery Laborer                 | Sec. 31.02(B)(1) per contract                   |
| 1             | Turf Technician                  | per contract + 7%                               |
|               | Part-time and Seasonal Employees | Sec. 31.02(A)(1)&(B)(1)                         |

\*See 31.04 (I)  
(Ord. 273-05, 7-06, 76-08, 81-09, 134-11, 27-13, 173-13, 32-14, 98-17)

**SEC. 3:** That Section 31.04 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to include item (I) as follows:

(I) The Tree Care Technician, upon obtaining certification from the International Society of Arboriculture as Certified Arborist, shall be entitled to an increase of 7% above the normal

**rate of pay for the position as designated in Section 31.05. Such advancement shall commence with the first pay period following the receipt of said certification and upon the recommendation and approval of the Parks Director. The employee must provide proof of continuing education credits when earned.**

**SEC. 4:** That in accordance with Section 31.07, the job description for Tree Care Technician is hereby accepted and approved.

**SEC. 5:** 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. 6:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

**PASSED:** June 26, 2017

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** June 27, 2017

**SIGNED:** Dennis Hanwell  
Mayor

THE CITY OF MEDINA  
JOB DESCRIPTION

Ord. 98-17

**TITLE:** Tree Care Technician

**REPORTS TO:** Arborist

**DEPARTMENT/DIVISION:** Parks/Forestry

**CIVIL SERVICES STATUS:** Unclassified

**JOB STATUS:** Part-Time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** Under the general direction of the Arborist, the employee in this classification performs substantial arboricultural work consisting of tree maintenance, corrective pruning, mulching, chipping, sucker removal, watering of trees, planting of trees, maintaining a nursery, and snow removal. Minor tree climbing and pruning work maybe required but most of the work will be performed from the ground.

**ESSENTIAL JOB FUNCTIONS:**

Perform corrective pruning to properly train young trees to grow and develop into structurally strong trees.

Remove water sprouts along trunk and base of trees.

Assist in small tree removal and planting of trees.

Mulch, fertilize and water trees.

Identify tree species to aid in maintaining and updating computerized tree inventory.

Operate a skid-steer, chipper, chainsaws, and pruning tools.

Assist other departments such as the Cemetery and Parks departments with mowing, edging, weed-whacking, mulching, leaf clean-up and digging.

Maintains regular and consistent attendance.

**EDUCATION, TRAINING AND EXPERIENCE:**

High school diploma or GED preferred

Willingness to learn how to climb trees safely and efficiently.

CPR and First Aid certification

At least (2) years of tree care experience preferred

International Society of Arboriculture Certified Arborist preferred.

Revised 1/2014

**License:**

Valid driver's license (CDL preferred) issued by the State of Ohio and must remain insurable under the City of Medina's vehicle insurance plan.

**QUALIFICATIONS:****Knowledge of:**

- Principles and practices of forestry including the care of trees, corrective pruning, spraying, planting, removal, equipment operation, and tree climbing;
- Occupational hazards and required safety precautions involved with the operation of forestry equipment according to the Occupational Safety and Health Administration.

**Skilled in:**

- Operating equipment and machinery;
- Preparing records and reports; and
- Communicating effectively

**Ability to:**

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio; and
- Understand and follow complex oral and written instructions.

**PHYSICAL DEMANDS:**

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

**ENVIRONMENTAL ELEMENTS:**

This position requires the employee to spend most of each day outside in the field.

**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, Chainsaws

**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 ACKNOWLEDGEMENT: \_\_\_\_\_

DATE: \_\_\_\_\_