

**VILLAGE OF ELMORE**

**ORDINANCE NO. 10-21**

**AN ORDINANCE TO AMEND  
THE VILLAGE OF ELMORE EMPLOYEE HANDBOOK  
BY ADDING AN APPENDIX OF JOB DESCRIPTIONS AND  
ADOPTING SAID JOB DESCRIPTIONS FOR VILLAGE EMPLOYMENT.**

**WHEREAS**, a list of job descriptions is desirable for the employment positions in the Village; and

**WHEREAS**, said descriptions give employees notice of their job expectations, and

**WHEREAS**, job descriptions aid in the hiring process and also provide a guide to employee evaluations, and

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF ELMORE, OHIO THAT:**

**Section 1.** The list of positions and duties (Job Descriptions) attached hereto are hereby adopted.

**Section 2.** The Village of Elmore Employee Handbook is hereby amended by adding Appendix B—Job Descriptions which consists of the list attached hereto.

**Section 3.** Said Job Descriptions shall be used to guide employee activities, employee evaluations, promotions, discipline, and hiring in the Village.

**Section 4.** That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**PASSED:**  
*To pass*

Yeas 5 Nays 0

Date: 22 MAR 21

  
\_\_\_\_\_  
PRESIDENT OF COUNCIL

Approved:   
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
ACTING FISCAL OFFICER

FISCAL OFFICER'S CERTIFICATE AS TO PUBLICATION

This is to certify that publication of the foregoing ordinance was duly made as provided in Ordinance 14-09, adopted June 8, 2009, by the following method.

By posting certified copies thereof in the five (5) public places specified in the Codified Ordinance No. 14-09 said posting having been accomplished on the following date:

\_\_\_\_\_

\_\_\_\_\_  
ACTING FISCAL OFFICER

FISCAL OFFICER'S CERTIFICATE AS TO AUTHENTICITY

I hereby certify that the foregoing Ordinance is a true copy of the aforesaid Ordinance No. \_\_\_\_\_, together with a true and accurate record of adoption by the Village of Elmore, Ohio.

\_\_\_\_\_  
ACTING FISCAL OFFICER

Job Description – Custodian  
Village of Elmore

**POSITION TITLE: Custodian**

**DEPARTMENT: Village  
Maintenance Dept.**

**REPORTS TO: Village  
Administrator**

**PAY TYPE: Hourly**

**EMPLOYMENT CLASSIFICATION:  
Part Time/Non-Exempt**

**Pension: Ohio Public Employee  
Retirement System**

**Summary of Duties:**

The individual chosen for the Custodian Position is responsible for performing custodial duties and other miscellaneous duties to ensure that municipal buildings and facilities are maintained in a healthy, safe and sanitary manner.

The Custodial reports to the Village Administrator and cares for municipal facilities and equipment. Maintaining these responsibilities will help to ensure the health, safety and security of the public

**Essential Duties and Responsibilities:**

- A. Clean and care for buildings and facilities in order to ensure they are maintained in a safe and healthy manner. This will include but is not limited to:
  - a) Clean offices, meeting chambers
  - b) Mop all areas.
  - c) Vacuum all carpeted areas.
  - d) Dust all furniture and fixtures as required.
  - e) Wash and disinfect all washroom floors, toilets, toilet seats, hand dryers and fixtures.
  - f) Clean all mirrors.
  - g) Replenish toilet tissue and soap as needed.
  - h) Empty all waste baskets and garbage cans.
  - i) Place garbage outside.
  - j) Clean entrance and exit including glass, doors and hardware.
  - k) Clean, wash and disinfect drinking fountains.
  - l) Wash all finger marks from walls, doors, hardware and glass.

- m) Report minor maintenance repairs.
  - n) Report damages and acts of vandalism.
  - o) Wash entrance and exit floors.
  - p) Spot clean walls
- B. Maintain storage areas and cleaning equipment materials and supplies in a safe and orderly manner in order to ensure the safety of staff and the public. This will include:
- a) Secure storage areas
  - b) Ensure cleaning materials and supplies are stored in a safe and orderly manner.
  - c) Maintain an adequate supply of cleaning materials and supplies.
  - d) Restock materials and supplies.
  - e) Make note of the need for equipment repairs.
- C. The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

**Additional Requirements:**

- Must be 18 years of age upon first day of employment. High School diploma or GED certificate desired.
- Must possess a valid driver's license and have access to reliable transportation
- Must pass a post-employment offer background check to include drug screening.
- Must be capable to pass certification for First-Aid-CPR Training

Job Description – Fiscal Officer  
Village of Elmore

**POSITION TITLE: Fiscal Officer**

**DEPARTMENT: Village  
Administration**

**REPORTS TO: Mayor and Village  
Administrator**

**PAY TYPE: Hourly**

**EMPLOYMENT CLASSIFICATION:  
Full Time/Non-Exempt**

**Pension: Ohio Public Employee  
Retirement System**

**Summary of Duties:**

The Village Fiscal Officer is an appointed position by the Village of Elmore Mayor and approved by a majority vote of the Village of Elmore Council. The Fiscal Officer day-to-day duties are oversighted by the Village Administrator.

The Fiscal Officer shall perform the duties provided by law, including the Ohio Revised Code, for the positions of the Clerk and the Treasurer and those historically performed at the Village of Elmore by the Clerk-Treasurer. other duties consistent with the nature of the office that are provided by municipal order: perform related clerical and administrative duties; prepares and maintains records; prepares budget and issues payroll checks; handles finance and tax issues; maintains contract records and certifies all funding; serves on various Village Committees and attends all necessary meetings. The Fiscal Officer shall always maintain necessary confidentiality.

**Essential Duties and Responsibilities:**

- A. Attend all council meetings and keep a record of all proceedings, rules, by laws and legislation. When new Village laws require publication, the Fiscal Officer shall certify that publication was made. Auditing of accounts, review of expenditures, prepare monthly and yearly financial reports for Village Council. The Fiscal Officer shall not allow the amount set aside for any appropriation to be overdrawn or drawn upon for other than the proper purpose.
- B. Acquire from the County Treasurer those Village taxes and assessments placed on the County Auditor's tax list for collection, money collected by the Court, and amounts due to the Village to be disbursed upon proper authorization.
- C. Keep accurate accounts of all money received or disbursed identifying the amount, date, payer, and payee, and account. The books kept must provide

separate accounts for each fund and appropriation. Settle and account with the Village Council monthly, and as Village Council directs. At the first January meeting of Village Council each year, the Fiscal Officer shall report on the Village financial condition, including amounts of receipts, disbursements and account. The balance of each fund shall be reported.

- D. The Fiscal Officer shall submit reports to the Council website on the activities and proceedings of the Council no later than the Friday following the meeting.
- E. Perform all duties authorized and directed by ordinance including advertising.
- F. Certify election of officers.
- G. At the beginning of each fiscal year, certify to the County Auditor all available sources for expenditure for each fund to allow the county budget commission to amend its certificate of estimated resources.
- H. The Fiscal Officer maintains all payroll documents and processes payroll for all Village employees. The Fiscal Officer prepares payroll checks, withholding deductions (including insurance, retirement, taxes, and voluntary deductions). The Fiscal Officer will forward payment of withholdings and prepare and submit all tax and retirement forms as required by law. The Fiscal Officer will maintain the payroll software program.
- I. The Fiscal Officer will take proposals at least annually on any monies available for investments and maintains records of investments. The Fiscal Officer will monitor the Village funds available for investment and monitor the market for the best interest rates for investing.
- J. The Fiscal Officer handles all income tax questions and communicates with the Village's contracted collection agency and serves as a backup to the tax office

**Additional Requirements:**

- Must be able to be bondable.
- Must be 18 years of age upon first day of employment. High School diploma or GED certificate desired.
- Must possess a valid driver's license and have access to reliable transportation.
- Must pass a post-employment offer background check to include drug screening.
- Must be capable to pass certification for First-Aid-CPR Training

Job Description – Laborer  
Village of Elmore

**POSITION TITLE: Laborer**

**DEPARTMENT: Village  
Maintenance Dept.**

**REPORTS TO: Village  
Administrator**

**PAY TYPE: Hourly**

**EMPLOYMENT CLASSIFICATION:  
Full Time/Non-Exempt**

**Pension: Ohio Public Employee  
Retirement System**

**Summary of Duties:**

The Laborer position within the Village Maintenance Department performs a wide range of public work duties to maintain and upgrade the Villages' infrastructure. The laborer does not have specific responsibilities as they are in direct supervision of general tasks.

**Essential Duties and Responsibilities:**

- A. Performs mowing of Village grass, trims trees, chips branch, picks up litter/trash for regular and emergency service.
- B. Performs physical building maintenance, both interior and exterior; cleans, paints, performs roof maintenance, gutter and downspout cleaning, etc.
- C. Performs door and window repairs and minor carpentry.
- D. Repairs, replaces, and patches concrete, asphalt and other street surfaces, cleans repairs, and erects street signs; repairs guard rails; installs traffic safety devices and barricades, and performs streetlight inspections.
- E. Able to complete sanitary inspections, water and sewer system monitoring, meter change-outs, water shut-offs, maintenance, and repairs.
- F. Removes snow from walkways using snow shovels and snow blowers. Operates small trucks for system operations and for snow plowing/salting.
- G. Operates and properly maintains all tools, vehicles and equipment needed to perform the essential job functions and responsibilities listed above.
- H. Complete monthly utilities readings for billing to customers.

**Additional Requirements:**

- Must be 18 years of age upon first day of employment. High School diploma or GED certificate desired.
- Must possess a valid driver's license and have access to reliable transportation

- Must past a post-employment offer background check to include drug screening.
- Must be capable to pass certification for First-Aid-CPR Training



Job Description – Serviceman I  
Village of Elmore

**POSITION TITLE: Serviceman I**

**DEPARTMENT: Village  
Maintenance Dept.**

**REPORTS TO: Village  
Administrator**

**PAY TYPE: Hourly**

**EMPLOYMENT CLASSIFICATION:  
Full Time/Non-Exempt**

**Pension: Ohio Public Employee  
Retirement System**

**Summary of Duties:**

The position of Servicemen I is the entry position for a Village Maintenance Department. The individual will be under general supervision to perform various semi-skilled maintenance duties of water/wastewater systems, The Servicemen I position also performs the removal of snow and ice from the Village right-of-way as assigned, assists in repairing water service leaks, will collect data of the various water and electrical meters for collection of revenue, assist in sign maintenance, property maintenance, maintenance of the sewer system, tree maintenance, brush cleanup, etc.

**Essential Duties and Responsibilities:**

1. Under general supervision, performs various semi-skilled maintenance of water/wastewater systems
2. Repair water mains, assist in making water taps
3. Replaces faulty lines, replaces/repairs manholes
4. Repairs water meters etc.
5. Repair streets and alleys, brush pick-up, leaf collection assist.
6. Performs various grounds maintenance tasks to maintain facility grounds in attractive appearance
7. Operates lawn mower, weed eater, sprayers, etc. to assist in maintenance function
8. Operates pick-up truck, dump truck, water pumps, etc.
9. Maintains proper operating condition of equipment by performing basic mechanical maintenance and repairs as necessary
10. Repairs pumps, vehicles, small engines etc.
11. Changes oil, lubricates moving parts, replaces worn belts
12. Tunes engines etc.

13. Painting, general cleaning, washing vehicles and other related duties as may be assigned.

**Additional Requirements:**

- Must be 18 years of age upon first day of employment. High School diploma or GED certificate desired.
- Must possess a valid driver's license and have access to reliable transportation.
- Must pass a post-employment offer background check to include drug screening.
- Must be capable to pass certification for First-Aid-CPR Training

Job Description – Serviceman II  
Village of Elmore

**POSITION TITLE: Serviceman II**

**DEPARTMENT: Village  
Maintenance Dept.**

**REPORTS TO: Village  
Administrator**

**PAY TYPE: Hourly**

**EMPLOYMENT CLASSIFICATION:  
Full Time/Non-Exempt**

**Pension: Ohio Public Employee  
Retirement System**

**Summary of Duties:**

The position of Servicemen II is responsible for the operation of the Water Treatment Plant and is expected to maintain the plant as required. The Servicemen II in this class are subject to 24-hour call outs. Employees must be able to operate all heavy equipment. Must have a CDL Class B driver's license within six months of hire and be able to travel from site to site. The Servicemen II position within the Village Maintenance Department performs duties that include operation of light and heavy-duty Village equipment, and maintenance of the underground Village infrastructure system. Other duties include the removal of snow and ice from the Village right-of-way as assigned, repairing water service leaks, collecting data of the various water and electrical meters for collection of revenue, sign maintenance, property maintenance, maintenance of the sewer system, tree maintenance, brush cleanup, etc.

**Essential Duties and Responsibilities:**

- A. Must be physically and mentally able to work in all areas of the Village and perform any manual labor as assigned by his supervisor.
- B. Must have the aptitude and dexterity to adapt to all phases of work as a Serviceman II, including:
  - 1. Performs maintenance of water/wastewater systems
  - 2. Repairs water mains, makes water taps
  - 3. Replaces faulty lines and electrical
  - 4. Replaces/repairs manholes
  - 5. Locates, reads and repairs water meters as assigned
  - 6. Performs maintenance and construction on electrical distribution lines and equipment

7. Maintains records reflecting readings and other pertinent data, notes damage to equipment and reports findings to initiate repairs.
8. Performs electrical/mechanical maintenance or major repairs to vehicles and equipment
9. Rebuilds hydraulic systems, repairs brakes and exhaust systems
10. Changes fluids, tunes engines
11. Replaces mechanical malfunctions and determines appropriate repairs procedure.
12. Operates heavy equipment to assist in maintenance of water/sewer lines
13. Operates trucks, dump trucks, backhoes, bucket trucks, and other equipment as necessary
14. Performs various manual labor tasks as necessary or required.
15. Mows grass, manicures parks and maintains buildings, leaf collection.
16. Reads and interprets blueprints, basic engineering plans and specifications to assist in maintenance process.

**Additional Requirements:**

- Must be 18 years of age upon first day of employment. High School diploma or GED certificate desired.
- Must possess a valid driver's license with a CDL certification or obtain CDL certification within six months of employment and have access to reliable transportation.
- Must possess a Water I certification.
- Must pass a post-employment offer background check to include drug screening.
- Must be capable to pass certification for First-Aid-CPR Training

Job Description – Serviceman III  
Village of Elmore

**POSITION TITLE: Serviceman III**

**DEPARTMENT: Village  
Maintenance Dept.**

**REPORTS TO: Village  
Administrator**

**PAY TYPE: Hourly**

**EMPLOYMENT CLASSIFICATION:  
Full Time/Non-Exempt**

**Pension: Ohio Public Employee  
Retirement System**

**Summary of Duties:**

The Servicemen III position within the Village Maintenance Department is responsible for the operation of the Wastewater Treatment Plant and/or performs the duties as an Electrical Lineman. The individual performs duties that include operation of light and heavy-duty Village equipment, and maintenance of the overhead (Electrical) and underground Village infrastructure system. The position of Servicemen III has the specific responsibilities for removal of snow and ice from the Village right-of-way as assigned, repairing water service leaks, collecting data of the various water and electrical meters for collection of revenue, sign maintenance, property maintenance, maintenance of the sewer system, tree maintenance, brush cleanup, etc.

**Essential Duties and Responsibilities:**

- A. Must be physically and mentally able to work in all areas of the Village and perform any manual labor as assigned by his supervisor.
- B. Must have the aptitude and dexterity to adapt to all phases of work, including:
  - 1. Electrical maintenance and construction of an electrical distribution system of line voltage down thru low voltage.
    - a. This will include the setting of poles, stringing and tying wire, hanging transformers, and all necessary hardware installation for the proper performance of an electrical distribution system. This work is in excess of 30' and will be performed from hydraulic bucket trucks and ladders. This area of work will mean working with the public and will also mean working with line high voltages in excess of 7200 volts.
    - b. Be able to troubleshoot minor electrical problems.

2. Maintenance, repair, and snow removal of all streets and alleys.
  - a. This will include asphalt patching, coating and chipping, concrete work around manholes, curb drains, valves and catch basins. This will involve the air compressor and paving breakers.
3. Motorized equipment
  - a. Be able to handle and service any village equipment, such as trucks, tractors, mowers, street sweeper, chipper, bucket trucks, trencher, sludge wagon, leaf machine, backhoe, and loader.
4. Sewer system and sewage plant.
  - a. Must know the sewage system and sewage plant and be able to operate any sewage testing equipment and operate the sewer plant to meet all EPA requirements.
  - b. Must be able to repair and maintain pumps and minor electrical control repair.
5. Water treatment and distribution.
  - a. Be familiar with the water distribution system.
  - b. Know the water treatment process.
  - c. Be able to maintain and repair equipment associated with the water system.
6. Buildings and grounds.
  - a. Be able to do maintenance and construction on all Village buildings and grounds. This will include roofing, plumbing, electrical, carpentry, and painting. Grounds work will include mowing, tree removal. Trimming, planting, and some concrete work, such as forming and pouring. Grounds work will include park work which could cover such things as concrete work and construction of various equipment.
7. Be available for call should a situation require overtime.
8. Be qualified to work alone in skilled areas, such as pump repair, vehicle maintenance, electrical wiring, plumbing or fabrication.
9. Be able to qualify in all areas of work that weekend coverage would require in the areas of sewer plant testing, water testing, and electrical service problems that arise and be able to respond to any calls regarding electrical, sewer, water, streets, or any Village emergency.

10. Be able to work in all areas of the Village, in all motorized vehicles in a safe manner. To adhere to all safety practices, and to wear personal protective equipment at all times.

Be able to obtain appropriate licenses and certifications as needed, e.g. CDL, Water I, Wastewater I & II, and complete the "Four Year Line Training" Apprenticeship Program, or it's equal.

**Additional Requirements:**

- Must be 18 years of age upon first day of employment. High School diploma or GED certificate desired.
- Must possess a valid driver's license with a CDL certification or obtain CDL certification within six months of employment and have access to reliable transportation.
- Must possess a Water I certification
- Must possess a Wastewater I & II certification OR an Electrical Apprenticeship Program as assigned or obtain them within two years of employment.
- Must past a post-employment offer background check to include drug screening.
- Must be capable to pass certification for First-Aid-CPR Training

Job Description – Utilities Clerk  
Village of Elmore

**POSITION TITLE: Utilities Clerk**

**DEPARTMENT: Village Public Works**

**REPORTS TO: Village Administrator**

**PAY TYPE: Hourly**

**EMPLOYMENT CLASSIFICATION: Part Time/Non-Exempt**

**Pension: Ohio Public Employee Retirement System**

**Summary of Duties:**

The candidate will be a self-starter who will be required to, but not limited to, in performing routine clerical duties. These include accounting, bookkeeping and record retention for the preparation of financial records, reports, and documents for the Village of Elmore utilities department. The position will also include the coordination of office assignments as well as scheduling coordination for the Village Administrator.

**Essential Duties and Responsibilities:**

- A. Completing data acquisition and summarization of revenue and expenditure data into various data bases for the affairs of the Village of Elmore as it relates to the Utilities.
- B. Preparation of the data and financial processes to various worksheets to document the revenue and expenditure of the various utilities to the fiscal officer.
- C. Ensure data collected from meter readers is posted correctly to various accounts.
- D. Collects funds.
- E. Deposits, and balances the accounts of the various utilities of the village.
- F. Ensures all activities are completed in accordance with standard business practices and the Ohio revised code as required.
- G. Assists the Village Administrator and Fiscal Officer in the various duties of the office as assigned.
- H. Performs emergency response and other related duties as assigned.



**Additional Requirements:**

- Must be 18 years of age upon first day of employment. High School diploma or GED certificate desired.
- Must possess a valid driver's license and have access to reliable transportation.
- Must pass a post-employment offer background check to include drug screening.
- Should be proficient with computer applications and skills. UAN experience desired.
- Should be proficient with Microsoft Office applications, including Word, Excel, PowerPoint and Access

Job Description – Village of Elmore Administrator  
Village of Elmore

**POSITION TITLE: Village of Elmore  
Administrator**

**DEPARTMENT: Administration**

**REPORTS TO: Village of Elmore  
Mayor**

**PAY TYPE: Salaried**

**EMPLOYMENT CLASSIFICATION:  
Full Time/ Exempt**

**Pension: Ohio Public Employee  
Retirement System**

**Summary of Duties:**

Performs a variety of routine and complex management, supervisory, planning, and administrative work to ensure the efficient, effective operations of the village service departments including all utilities and the fiscal office, but not including the police department, in accordance with Ohio Revised Code, village ordinances, policies, procedures, and any/all other relevant legal or regulatory or other requirements.

This includes establishing and maintaining a positive work environment, positive relations with the public, police chief, village council, the mayor, and other political subdivisions and agencies, and the achievement of planned village long and short-range objectives.

The village administrator appointed under section 735.271 of the Revised Code shall manage, conduct, and control the water works, electric light plants, artificial or natural gas plants, or other similar public utilities, furnish supplies of water, electricity, or gas, and collect all water, electric, and gas rents.

The village administrator may make such bylaws and regulations as it deems necessary for the safe, economical, and efficient management and protection of such works, plants, and public utilities. Such bylaws and regulations, when not repugnant to municipal ordinances and resolutions or to the constitution of this state, shall have the same validity as ordinances.

The rates for service and charges for municipally owned utilities shall be determined by the legislative authority of the village.

The village administrator shall have the same powers and perform the same duties as are provided in sections 743.05 to 743.07, inclusive, 743.10, 743.11, 743.18, and 743.24 of the Revised Code, and all powers and duties relating to water works in any of such sections shall extend to and include electric light, power, and gas plants, and other similar public utilities.

The village administrator shall supervise the improvement and repair of streets, avenues, alleys, lands, lanes, squares, landings, market houses, bridges, viaducts, sidewalks, sewers, drains, ditches, culverts, ship channels, streams, and water

courses as well as the lighting, sprinkling, and cleaning of all streets, alleys, and public buildings and places.

The village administrator shall appoint officers, employees, agents, clerks, and assistants, provided such positions are first authorized by the legislative authority of the village; but such appointments shall be subject to approval by the mayor. Such appointments and the mayor's approval thereof shall be in writing and shall be filed with the village clerk.

The village administrator shall be under the general supervision and control of the mayor and shall have such other powers and duties as are prescribed by ordinance or by law and which are not inconsistent herewith. The village administrator shall perform all duties and shall have all powers of boards of public affairs and street commissioners as prescribed by law, except as otherwise provided by this section and in sections 735.271 and 735.272 of the Revised Code.

### **Essential Duties and Responsibilities:**

- A. **Direct and supervise all village employees, except police department** to ensure the effective and efficient operations of these departments. Develop long range plans, policies and procedures; prepare reports and estimates for approval and implementation; supervise execution of plans once implemented; monitor and report progress; recommend methods for improvement. Must have the aptitude and dexterity to adapt to all phases of work, including:
- B. **Coordinate work orders, equipment and employee assignments to achieve operational goals and needs**; establish employee performance goals; monitor employee performance; provide performance feedback and performance evaluations; provide effective supervision and training; interview prospective applicants for open positions; recommend top quality candidates for open positions to mayor and council for approval before hiring; hear and resolve employee concerns; administer disciplinary actions when necessary; ensure individual and employee work is in accordance with village and regulatory standards; plan and prepare work schedules; enforce village policies and procedures; prepare monthly and other recurring activity, performance, progress and other reports as may be required; oversee activities of independent contractors.
- C. **Analyze department needs, requests, and project estimates**; in conjunction with the fiscal officer, mayor, council and any/all other relevant individuals/teams - assist in the preparation temporary and permanent appropriations and budgets; assist in the preparation of capital improvement plans; prepare grant applications; monitor progress of grant approvals; oversee implementation of approved grants to ensure appropriate use, reporting and other required actions; monitor expenses and budget execution; prepare and approve purchase orders within established processes and guidelines.
- D. **Attend various meetings** including; recurring regularly scheduled village council (2x monthly) and committee (1x monthly) meetings and any other meetings as requested by

council or the mayor; attend American Municipal Power meetings as required; conduct appropriate research and preparation for all meetings to ensure legislative needs, requested information, and other relevant questions are thoroughly answered in a timely manner, enabling effective governance and village operations; attend outside meetings and seminars relating to all aspects of position duties including, safety, public works and fiscal matters; forward information to council, mayor and department staff as needed to optimize village performance.

- E. **Maintain continuous contact with all village employees** within your scope to ensure all have necessary awareness for project planning and execution including current information and status, changes, and upcoming expectations; answer employee questions fully and timely.
- F. **Maintain effective, respectful, value-adding contact with the public**, providing relevant information in a proactive manner and answering questions, inquiries, and requests in a professional manner; follow up on all comments/commitments timely and thoroughly.
- G. **Develop and execute facility and equipment maintenance plans that keep village assets in top condition**; order and dispatch equipment and materials as necessary; perform periodic inspections; follow up on inspection results; plan and recommend improvements; oversee preventative maintenance and repair for all village facilities and equipment.
- H. **Draft ordinances** for review by village solicitor and consideration/approval by village council and the mayor as required.
- I. **Obtain and maintain required licensure and certifications for yourself and our staff** (e.g. wastewater treatment, CDL, pesticides, etc.)
- J. **Meet all job safety requirements** and all applicable OSHA safety standards.
- K. **Demonstrate regular and predictable attendance**. Subject to on-call work twenty-four (24) hours a day, seven (7) days and week.
- L. **Fill in for employees as necessary** during absences or during emergency situations.
- M. **Act as village floodplain administrator** interpreting and enforcing floodplain ordinances.
- N. Act as **village floodplain administrator** interpreting and enforcing floodplain ordinances.
- O. **Act as village purchasing agent** within scope of ORC and any/all village ordinances.

- P. **Assist with village economic development.**
- Q. **Enforce village personnel policies and procedures** and all other policies and procedures; **recommend changes as appropriate** to enhance the operations of the village and the work environment.
- R. **Perform other duties as may be assigned.**

### **Minimum Qualifications**

- High school diploma or equivalent required.
- Bachelor's degree in business or public administration preferred.
- Experience and training that indicate possession of knowledge, skills, and abilities needed for the listed essential duties and responsibilities, and special requirements is required.
- Three (3) to five (5) years' work experience in public administration or a related field preferred.
- Three (3) to five (5) years supervisory work experience in public administration or a related field preferred.
- Knowledge of electrical distribution systems, electrical substations, and electric generation, and water distribution, wastewater treatment, streets and road maintenance preferred.
- Excellent written, oral, public, and interpersonal communications required. English language proficiency required.
- Must be able to perform basic math functions quickly and accurately (add, subtract, multiply, divide, calculate fractions, percentages, decimals).
- Must possess valid Ohio driver's license and be eligible for coverage under the village vehicle insurance.
- Must be bondable.
- Must pass BCI&I / FBI background check. No felony convictions.

### **Additional Requirements:**

- Ability to operate standard office equipment, computers and computer programs such as Microsoft Office.
- Knowledge of budgeting, inventory control, purchasing, geographic layout of jurisdiction; organizational goals and objectives; village policies and procedures; Ohio Revised Code and other relevant statutory and related requirements.4
- Knowledge of Occupational Safety and Health Administration rules and regulations; water treatment plant operating procedures, wastewater plant operating procedures.
- Knowledge of road construction, maintenance and repair.

- Knowledge of utility construction, maintenance and repair including water distribution systems, and sewers.
- Knowledge of general construction, maintenance and repair.
- Knowledge of vehicle and equipment maintenance and repair.
- Knowledge of grounds maintenance and repair including snow and ice removal.
- Knowledge of media relations and community relations, resources, service, communication and marketing.
- Knowledge of records management, employee training and development, personnel management and administration, workplace safety, supervisory principles and practices, and office management.
- Ability to interpret and carry out extensive variety of technical material and instructions in written, oral, picture, schedule, book, manual, publication, electronic or other form.
- Ability to deal with complex problems with multiple variables in familiar/unfamiliar contexts, and/or unusual/threatening conditions to establish alternatives, define best solution and take appropriate action.
- Ability to apply management principles to define problems, collect information, establish facts, draw reasonable conclusions and solve problems.
- Ability to understand complex, abstract concepts, and exercise independent judgement and discretion.
- Ability to apply laws, ordinance, rules, regulations, policies, procedures and similar in specific situations.
- Ability to determine resource, material and equipment needs, and to plan for, obtain and deploy them effectively/efficiently.
- Must be able to prepare and complete routine forms, correspondence, reports, maps, charts, graphs, plans and related.
- Must be able to positively respond to public inquires (routine and/or otherwise), prepare and deliver speeches and presentations, employee and public training/instruction.
- Must be able to gather, collect, and classify information, maintain records in accordance with established procedures, answer telephone inquires (routine and/or otherwise), resolve complaints, and maintain positive relationships with employees, council, police chief, the mayor, the public, and various other political subdivisions and agencies, service providers and related.
- Must be able to travel to and gain access to various work sites including sites with potentially hazardous conditions.

Job Description – Working Foreman  
Village of Elmore

**POSITION TITLE: Working Foreman**

**DEPARTMENT: Village  
Maintenance Dept.**

**REPORTS TO: Village  
Administrator**

**PAY TYPE: Hourly**

**EMPLOYMENT CLASSIFICATION:  
Full Time/Non-Exempt**

**Pension: Ohio Public Employee  
Retirement System**

**Summary of Duties:**

The Working Foreman position will assist the Village Administrator in the day-to-day operation of the Department of Public Works and assume the supervisory duties when the Village Administrator is absent. The Working Foreman job description is in addition to the Serviceman III job description.

**Essential Duties and Responsibilities:**

- A. The Working Foreman duties will include assignment of employees for the day-to-day activities.
- B. Must have the ability to prioritize ongoing projects during day-to-day activities and problem solving for concerns that are attributed to these projects.
- C. Must have the ability to handle citizen complaints and concerns as it pertains to the utility department.
- D. Must meet the job description of Servicemen III position.
- E. The Working Foreman will not directly be involved in any disciplinary action process involving any other employees. In the event of discipline actions, this will be Village Administrator will address the issue.
- F. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and manuals and procedures manuals. Ability to write routine reports. The ability to read, write, understand and communicate in the English language is mandatory.
- G. Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Additional Requirements:**

- Individual shall have 12 years or more full-time years of utility experience including some foreman or supervisory experience to qualify .
- Must possess a valid driver's license with a CDL certification.
- Must pass a post-employment offer background check to include drug screening.
- Must be capable to pass certification for First Aid-CPR Training



Job Description – Zoning Commissioner  
Village of Elmore

**POSITION TITLE: Zoning  
Commissioner**

**DEPARTMENT: Zoning Department**

**REPORTS TO: Village of Elmore  
Mayor**

**PAY TYPE: Salary**

**EMPLOYMENT CLASSIFICATION:  
Full Time/Non-Exempt**

**Pension: Ohio Public Employee  
Retirement System**

**Summary of Duties:**

The Zoning Commissioner is an appointed position by the Village of Elmore Mayor and approved by a majority vote of the Village of Elmore Council. The day-to-day activities are oversighted by the Village Administrator.

The Zoning Commissioner administers the Zoning Ordinance, as written, without authority to deviate from the ordinance. The Zoning Commissioner is an employee of the government, appointed by the Mayor and approved by the Legislative body. The Village Administrator shall be considered his immediate supervisor.

**Essential Duties and Responsibilities:**

- A. Must become thoroughly familiar with the zoning ordinance and appropriate form.
- B. Responsible for the overall administration and enforcement of the Zoning Ordinance.
- C. Accepts and reviews zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the application.
- D. Identifies, inventories, and monitors nonconforming uses.
- E. Conducts technical reviews, site inspections, and makes staff reports to the Planning Commission and Zoning Board of Appeals on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances, and appeals.
- F. Attends Planning Commission (Zoning Board) meetings, as needed, to report on zoning issues and advise on issues related to zoning administration. Evening meetings can be expected.

- G. Coordinates the enforcement of the zoning ordinance with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.
- H. Keeps the zoning map, text, and office records up to date by recording all amendments and retaining all official documents; and makes copies of the zoning ordinance available to the public.
- I. Works with the appropriate staff or offices to prepare, publish, post, send and/or deliver public notices and/or meetings and hearings.
- J. Turns in written reports (monthly and annual) which includes permit issues/denials, appeals, request for amendments, request for variances, and other pertinent zoning administration information.

**Additional Requirements:**

- Ability to work and communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy.
- Assists the general public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Directs the individual(s) to the proper agency/agencies for other needed permits.
- Must be 18 years of age upon first day of employment. High School diploma or GED certificate desired.
- Must possess a valid driver's license and have access to reliable transportation.
- Must pass a post-employment offer background check to include drug screening.
- Must be capable to pass certification for First Aid-CPR Training