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# City of Willoughby Hills

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## ORDINANCE NO. 2013 – 2

### AN ORDINANCE ADJUSTING THE REQUIRED STAFFING LEVEL FOR THE POSITION OF PART-TIME ROAD WORKER AND DECLARING AN EMERGENCY.

**WHEREAS**, Section 2.27 of the Charter of the City of Willoughby Hills states “Though Council has the power to fix salaries as defined in Section 3.32, the Mayor shall have the duty and responsibility to recommend to Council the amount of pay for various positions and shall also have the responsibility to review existing pay scales; and

**WHEREAS**, Section 3.32 of the Charter of the City of Willoughby Hills requires that the Council fix by Ordinance the compensation of every officer and employee of the Municipality; and

**WHEREAS**, pursuant to Section 2.27 and Section 3.32 of the Charter of the City of Willoughby Hills, on November 10, 2011, Council adopted Ordinance No. 2011-64, establishing the position of and fixing the salary for the position of Part-time Road Worker; and

**WHEREAS**, at the request of the Mayor, serving as the Director of Safety and the Director of Service, the Council of the City of Willoughby Hills has fixed by this Ordinance a staffing level for the position of Part-Time Road Worker of four (4) and has amended the **Training and Experience Requirements** by eliminating the requirement of a State of Ohio Class B CDL Operator’s License.

**NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO THAT:**

**SECTION 1.** The range of compensation for the position of **Part-Time Road Worker** has been set as follows:

<u>Job Title</u>	<u>Hourly Rate</u>	
	<u>Minimum</u>	<u>Maximum</u>
<b>Part-Time Road Worker</b>	<b>\$ 13.00</b>	<b>to \$ 15.00</b>

**SECTION 2.** The required Staffing Level for the position of **Part-Time Road Worker** shall be **(4) Part-Time Road Workers**.

**SECTION 3.** The **Part-Time Road Worker** performs various routine assignments, including those of a physical nature in carrying out highway maintenance, City clean-up activity, culvert repairs, drainage ditch maintenance, snow removal and all other duties of a limited nature which are necessary for the general safety and welfare of the City.

**SECTION 4.            Essential Duties and Responsibilities of said position include:**

1.       Performs routine tasks on survey crews, clears lines, sets and marks stakes, holds tapes, acts as flagman, serves as helper to the heavy equipment operator. Works under the direct supervision of the Service Superintendent.
2.       Operates motor vehicles, including trucks, as well as motorized equipment such as leaf vac trucks, concrete mixers, sod cutters, water pumps, chain saws, snow plows, aggregate spreaders, and tar kettles. Assists in the maintenance and minor repair of such equipment.
3.       Performs manual tasks commensurate with the Road Department's responsibilities such as removal of snow, leaves and refuse.
4.       Performs trenching, painting, mends or erects guard rails, makes signs, and assists in the loading and unloading of materials and supplies.
5.       Plants, fertilizers, waters, and tends to the cultivation of grass, trees, and shrubbery.
6.       Will, at times, be required to perform routine tasks, assigned by the Road Foreman and/or Service Superintendent, independently, without benefit of supervision.
7.       Work assignments may include duties otherwise appropriate to another classification, with the understanding that such duties (though essential) do not represent, in themselves, a sufficient proportion of the responsibilities to alter the classification of the position.

**SECTION 5.            Training and Experience Requirements:**

1.       Must be 18 years of age at the time of appointment.
2.       Must be high school graduate or GED equivalent.
3.       Must be able to read, write, give and follow instructions.
4.       Must be able to learn, understand, and develop safe working habits consistent with departmental practices and procedures.
5.       Ability to perform continuous physical work involving exposure to extreme temperatures and weather conditions and which necessitates full and unrestrictive movements and use of all limbs and major muscle groups. Employees in this position are required for frequent and prolonged periods to lift, bend, reach, crouch, push, pull, grasp, etc. Normal vision and hearing acuity is required for safety and job-related reasons due to the fact that the employee must manipulate tools, and objects, exercise hand-eye coordination, operate and/or work in close proximity to traffic and heavy equipment and power tools, etc.
6.       Must be knowledgeable of safety rules and regulations and state laws pertaining to motor vehicle operation. State of Ohio Class B CDL Operator's License is desired, but not required.

**SECTION 6.** The Mayor, CEO and Head of the Administrative Branch of the Municipal Government, given the compensation range as fixed by Council, at his discretion may determine the rate of compensation to be paid for the position of **Part-Time Road Worker** within the fixed compensation range.

**SECTION 7.** Initial appointment to any position shall be made at the minimum of the assigned position. The Mayor at his discretion may approve a starting salary up to an additional 10% of the minimum compensation schedule for the classification when the needs of a department make such action necessary. Any compensation over and above what the Council authorizes in any given year will require separate Council approval.

**SECTION 8.** All Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as of the effective date of this Ordinance.

**SECTION 9.** All the actions of this Council concerning and relating to the passage of this legislation were conducted 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 held in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

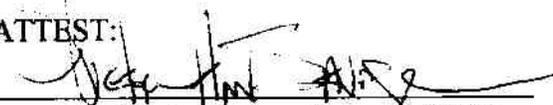
**SECTION 10.** This Ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, safety and welfare of the inhabitants of the City of Willoughby Hills, insofar as it provides for the usual daily operation of a municipal department, and further reason being to immediately adjust the required staffing level and the training/experience requirements for the position of **Part-Time Road Worker** effective January 1, 2013; wherefore this Ordinance shall be in full force and effect from and after its adoption and approval by the Mayor.

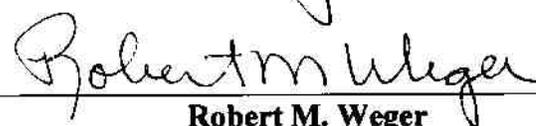
PASSED: January 10, 2013

  
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**David A. Reichelt**  
*President of Council*

Submitted to the Mayor for his approval  
on this 5 day of May, 2013

Approved by the Mayor  
January 10, 2013

ATTEST:  
  
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**Victoria Ann Savage, CMC**  
*Clerk of Council*

  
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**Robert M. Weger**  
*Mayor*