

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF PUBLIC WORKS DIRECTOR, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND REPEALING ORDINANCE NO. 128-2014.

WHEREAS, it has been recommended by the Human Resources Committee that a revised job description for the position of Public Works Director be adopted.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Public Works Director shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 128-2014 is hereby repealed.

Section No. 3: 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 that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 4: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

PASSED: 10/24/2022

/s/ Martin E. O'Donnell

President of Council

POSTED: 10/28/2022

APPROVED: 10/25/2022

ATTEST: /s/ Valerie E. Rosmarin
Clerk of Council

/s/ Gregory J. Zilka
Mayor

**CITY OF AVON LAKE
POSITION DESCRIPTION
Public Works Director**

Job Title: Public Works Director

Department: Public Works

Immediate Supervisor: Mayor

Positions supervised: Public Works

FLSA Status: Exempt

Bargaining Unit: N/A

Civil Service Status: N/A

JOB RESPONSIBILITIES

Under the direction of the Mayor and in consultation with City Council, the Public Works Director plans, directs, and coordinates all activities of the Avon Lake Public Works (Service) Department including (but not limited to):

- Street maintenance work, including preeminent responsibility for pavement, crack sealing, signage, traffic signals, and stormwater maintenance issues in concert with established stormwater management policies. Must demonstrate working knowledge of modern-day public service principles including street repair and maintenance, snow and ice removal, seasonal leaf and tree branch removal, stormwater management knowledge, and other best practices.
- Oversight of the City of Avon Lake’s landfill and responsibility of the MS4 permits for buildings or any other areas governed by US EPA or other like protocols.
- Oversees timely collection of brush, leaves, and other green matter with special attention to post-storm or weather-related events. Supports the work of the city’s Urban Forester in the care and maintenance of the city’s tree canopy.
- Responsible for all work to the physical plant and buildings that the city is responsible for, including lawn maintenance, snow removal, ice control, cleaning and sanitizing (as necessary), basic plumbing, basic carpentry, painting, and other standard building maintenance. Directs and supervises the work of staff and/or vendors carrying out such efforts.
- Works directly with the Recreation Director (and staff) to supply staff and labor for parks and recreational facilities. This includes grounds (parks and ballfields) maintenance, pool maintenance, boat launch area(s), beach areas, and all other areas used for city-provided recreation, regardless of the season.
- Direct responsibility for fleet and equipment lifecycle, including the documentation and management of assets (including land, buildings, vehicles, rolling stock, equipment, traffic controls, and supplies.)

- Oversees any necessary licensures for staff including driver’s licenses and required training for equipment use; Seeks training opportunities for staff on an ongoing basis.
- Prepares, monitors, and tracks the department’s budget. This includes day-to-day items as well as long-term capital investments. Working knowledge of public grant writing is a plus.
- Management of and indirect supervision of service personnel delivering services. Incumbent must demonstrate a strong sense of collegiality by fostering relationships with other Avon Lake departments, officials, union members, union leadership, and the general public.
- Develops, and modifies as necessary, department protocols, work rules, and procedures and creates a pathway to implement changes when necessary. Ongoing development, review, and implementation of standard operating procedures (including necessary technology) for routine and non-routine tasks is critical.
- Represents the city, as directed, to other governmental agencies and groups; May be called upon for public speaking and/or presentations, including regular reporting to the city leadership and general public.
- Works directly with the Assistant Public Works Director (or designees) carrying out the following: (as an example, not an exhaustive list):
 - The training for the safe and effective use of equipment, materials, or tools.
 - Supports and engages technology that supports services as determined by city leadership.
 - Actively participates in the testing, hiring, and staffing actions of the labor force and offers continuous feedback and recognition.
 - Understands and upholds Worker's Compensation issues and protocols; ensures that city-established policies are upheld and supporting documentation is obtained and retained.
 - Strives for team building and team leading education and/or training; individualizing training as appropriate.
 - Tracks and maintains appropriate logs for OSHA (or other agencies) and offers ongoing training that is focused on a culture of safety in the work environment.
 - Tracks time and budgetary issues and communicates regularly the needs of the department.
 - Develops and implements a fleet management policy and life-cycle strategy for rolling stock.
 - Provides flexibility to meet weather or other extreme conditions that may re-direct the course of business or delivery of services.

QUALIFICATIONS

A bachelor's degree in public administration, organizational management, business, civil engineering, or a related field is required; persons who can demonstrate a working knowledge of the practices outlined herein may be considered without a college degree. A Civil Engineering Professional credential is preferred but not mandatory.

With or without a degree, the incumbent must possess a minimum of ten (10) experience working in a public works environment and this must be coupled with five (5) or more years of demonstrated supervisory experience in this same setting. The public works setting includes all levels of government or military services.

Experience working within a unionized setting is preferred.

Must have a working knowledge of municipal engineering practices, equipment, vehicles, OSHA and other safety protocols, ODOT regulations, basic groundskeeping knowledge, and practical knowledge of municipal government operations. Must have a working knowledge of basic EPA and other governmental agency regulations that overlap city services.

Must possess a strong skill set for problem solving and management of multiple projects with competing priorities. Must have a working knowledge of governmental budgeting/accounting and purchasing procedures.

Must have demonstrated experience in developing and implementing long-range work planning and must possess the ability to create operational efficiencies.

Must have, and have demonstrated in previous roles, strong leadership skills, and management abilities.

Ability to communicate effectively and diplomatically in oral and in written form(s); Ability to adapt communication style to meet the audience (including federal, state, and local entities; elected officials; community volunteers; developers; city staff and the general public.)

Knowledge of:

- City operations including knowledge of city ordinances and general public safety rules
- City organizational structure; including knowledge of governmental budget practices
- Basic and advanced building maintenance knowledge
- Safety standards for all equipment used by personnel including the repair and replacement life cycle to keep equipment in use, coupled with appropriate training
- Servant leadership with the ability to respond to citizen issues in an appropriate and timely manner
- Record retention, inventory, and recovery methods including keeping accurate and appropriate notices, correspondence, and billing issues; ability to develop reports and/or statistics for internal and external audiences
- Collective bargaining issues and contracts including understanding civil service rules
- Municipal government best practices including those accepted by the American Public Works Association

PHYSICAL REQUIREMENTS

Intermediate physical activity including lifting, bending, standing, reaching, etc. Working conditions include loud, dusty environments and hazardous chemicals. Working in all weather conditions and in times of extreme urgent or emergencies.

All applicants must pass a background screening, and drug test, and possess a valid State of Ohio Driver's License; a CDL endorsement license is a plus.

Salary range - As determined by Codified Ordinances.

Benefits - As determined by Codified Ordinances.