

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF ENGINEERING TECHNICAL AIDE I, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, REPEALING ORDINANCE NO. 21-167, AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the Human Resources Committee that a revised job description for the position of Engineering Technical Aide I 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 Engineering Technical Aide I shall be as shown in the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 21-167 is hereby repealed.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 taken 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 is hereby declared to be an emergency measure, the emergency being the necessity to begin the hiring process to adequately staff the Public Works Department and bring optimal services to the residents of Avon Lake, thus for the health, safety, and welfare of the public. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

PASSED: 6/10/2024

/s/ Martin E. O'Donnell
President of Council

POSTED: 6/14/2024

APPROVED: 6/11/2024

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

/s/ Mark A. Spaetzel
Mayor

**CITY OF AVON LAKE
POSITION DESCRIPTION
Engineering Technical Aide I**

Job Title:	Engineering Technical Aide I
Department:	Public Works - Engineering
Immediate Supervisor:	Public Works Director, or designee
Positions supervised:	Generally, none; seasonal may be assigned by Public Works Director
FLSA Status:	Non-exempt
Bargaining Unit:	USW Local 836
Civil Service Status:	Classified

JOB RESPONSIBILITIES:

Other Duties: Assists the Public Works Director (and their designees) by performing various technical engineering and construction related tasks for various public works projects and programs. Performs inspections of various public works and private property construction projects (i.e. subdivisions, new streets, infrastructure improvements).

QUALIFICATIONS:

The incumbent shall possess a minimum of a Bachelor's Degree in a related field or an Associate's degree in a related field with four (4) years' experience in construction and/or infrastructure (water, sewer, storm water) related areas; experience and/or instruction in GIS, AutoCAD, drafting, surveying or other related construction methods; or an equivalent and demonstrated combination of skills, training, and experience. Working knowledge of modern building/construction methods including any mandated by State of Ohio (NPDES Stormwater). The incumbent must possess and maintain a valid Ohio driver's license.

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

This position requires the ability to shift between tasks quickly and often without notice. Ability, knowledge, and experience in preparing written and verbal reports and tracking necessary statistical information.

PHYSICAL REQUIREMENTS:

Intermediate physical activity including lifting, bending, standing, reaching, etc. working conditions include loud, dusty environments and hazardous chemicals. Incumbent will work in adverse weather conditions and may be required to work long hours during construction season.

All applicants must pass a background screening, and drug test.

Knowledge of:

1. Working under the direction of the Public Works Director, or designee, this position shall be responsible for the following tasks:
 - a. Assembly information and draft detail plans for various public works projects using current standard methods (i.e., AutoCAD)
 - b. Supervises survey work in the field including determination of boundary and right-of-way lines; may, on occasion, supervisor private companies in this work
 - c. Creates topography maps using appropriate engineering tools or computerized programs
 - d. Performs engineering calculations to compute quantities of materials to be used on projects, to calculate from and interpret survey notes and delivery slips using current industry standard software (i.e., Excel).
 - e. Supports the work of contractors, engineers, and the general public in the areas of location of services, explanation of city policies and other general inquiries.
 - f. Record keeping and management of paper and electronic records.
 - g. Construction drawings, cost estimates, utility location(s)
 - h. Street resurfacing protocols including painting, striping, repairs
 - i. Data necessary for legislation governing construction standards and subdivision regulations
 - j. City zoning map and its upkeep
 - k. City codes relative to citizen complaints and/or violations which require investigation and reporting back to the Public Works Director, or designee.
 - l. Solid mathematics ability including the use of engineering formulas utilizing current standard software (i.e., Excel)
 - m. Standard safety standards and procedures

Salary – As determined by Union Collective Bargaining Agreement(s)

Benefits - As determined by Union Collective Bargaining Agreement(s)