

ORDINANCE NO. 25-57

INTRODUCED BY: Mr. Zuber

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF ASSISTANT PUBLIC WORKS DIRECTOR, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND REPEALING ORDINANCE NO. 24-156.

WHEREAS, it has been recommended by the Human Resources Committee and the Human Resources Director that a revised job description for the position of Assistant 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 Assistant Public Works Director 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Section No. 2: That Ordinance No. 24-156 is hereby repealed.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 shall be in full force and effect from and after the earliest period allowed by law.

PASSED: 3/10/2025

*1st Jennifer G. Fenderbosch*  
Council President

POSTED: 3/14/2025

APPROVED: 3/11/2025

ATTEST: *1st Valeria E. Rosmarin*  
Clerk of Council

*1st Mark A. Spaetzel*  
Mayor



**City of Avon Lake, Ohio  
Classification Specification  
Assistant Public Works Director**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Director	E10	Exempt	Unclassified	

CLASSIFICATION SUMMARY
<p>Under the general supervision of the Public Works Director, the Assistant Public Works Director directly supervises all Public Works employees on a day-to-day basis and coordinates such with the Public Works Supervisor; is responsible for the preparation and execution of planning, direction, monitoring, evaluation, and daily task assignments for the Public Works staff; manages attendance records, payroll, and timekeeping records; issues/recommends discipline; is responsible for the maintenance of City streets and properties, drainage ditches and waterways, parks and grounds maintenance, public buildings and lands, and all equipment maintained or being used by the Public Works Department in day-to-day operations for the delivery of City services; acts as a project manager for City-authorized projects or endeavors, as assigned; and assumes the duties of the Public Works Director, when assigned, in their absence.</p>

ESSENTIAL DUTIES <sup>1</sup>	% OF TIME
Plans, schedules, and implements construction, maintenance, operation, and construction activities designed to provide quality street and drainage service for the City; oversees construction and maintenance work to determine acceptability and conformance to standards; supervises, trains, and oversees employees performing duties of maintenance, construction, and repair of streets, storm drainage, facilities, and parks; conducts oversight and management of capital improvement projects, as assigned by the Public Works Director.	25
In conjunction with the Public Works Director, develops and enforces all City and Departmental policies and disciplinary regulations; provides motivation and mentoring of Department employees; monitors employees' performance; conducts annual performance reviews; and makes recommendations for Department employee development.	25
Makes budget recommendations and has budgetary responsibility, including abiding by City purchasing protocols; provides budgetary oversight of day-to-day operations for department-related maintenance and construction activities.	20
Responds to, investigates, and provides resolution to residents' complaints; interacts with residents, vendors, and City officials; attends various public meetings and functions, as designated by the Public Works Director.	10

<sup>1</sup> The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

<p>Provides oversight and implementation of various programs that fall under outside regulatory body authorities, such as the Ohio Environmental Protection Agency (OEPA); assists the Public Works Director with management and implementation of the City’s Municipal Separate Storm Sewer System (MS4) permit; assists and oversees operation and record-keeping of the City’s compost facility and prepares necessary reports, as directed; assists with and oversees activities related to the closure of the landfill site located at the Public Works facility, along with maintaining up-to-date records.</p>	<p>10</p>
<p>Oversees the maintenance of assigned City-owned, leased, or utilized equipment; tracks repair and life cycle costs and makes recommendations for replacement and/or new equipment; and assists the Public Works Director with the upkeep of the fleet replacement schedule.</p>	<p>10</p>

<p><b>MINIMUM QUALIFICATIONS</b></p>	
<p><b><u>EDUCATION AND EXPERIENCE:</u></b> Associate’s degree in management, civil engineering, construction, or related field, or five or more years of experience in supervision within the public works environment; knowledge of the Ohio Manual on Uniform Traffic Control Devices (OMUTCD) and Ohio Department of Transportation (ODOT) construction standards and specifications; knowledge of OEPA rules and regulations as related to City activities.</p> <p><b><u>CERTIFICATIONS/LICENSES:</u></b> Valid Ohio Driver’s License or ID.</p> <p><b><u>PREFERRED QUALIFICATIONS:</u></b> Bachelor’s degree in a related field, International Society of Automation (ISA) certification, Pesticide Applicator License, or Class-A/Class-B Commercial Driver’s License (CDL).</p>	
<p><b><u>KNOWLEDGE OF:</u></b></p> <ul style="list-style-type: none"> <li>▪ Supervision and management within a union environment</li> <li>▪ Clear and concise understanding of the delivery of City services</li> <li>▪ Mechanics, engines, maintenance, and construction methods</li> <li>▪ Understanding and abiding by City Ordinances</li> <li>▪ Budgetary oversight and procurement protocols, as regulated by the State of Ohio and the City of Avon Lake</li> <li>▪ Performance and operation of all types of equipment</li> <li>▪ Life cycle and safety training for Department equipment</li> <li>▪ Avon Lake’s geography and service areas</li> </ul>	
<p><b><u>SKILL IN:</u></b></p> <ul style="list-style-type: none"> <li>▪ Strong written and oral communications</li> <li>▪ Strong computer skills, including but not limited to Microsoft Office Suite, Geographic Information System (GIS), and asset management software</li> <li>▪ Working with the public</li> </ul>	

**ADA AND OTHER REQUIREMENTS**

This position typically requires reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

**SEDENTARY WORK:**

Exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

**WORKING CONDITIONS:**

Working conditions may include loud, dusty environments, and hazardous chemicals.

**SALARY RANGE\* AND BENEFITS *\*Subject to City Council approval***

- \$40.00 to \$49.98 hourly, or \$83,197 to \$103,959 annually.
- Applicable benefits provided to full-time non-bargaining employees, as declared in Codified Ordinance Chapter 260