

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF DIRECTOR OF PUBLIC WORKS, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, REPEALING ORDINANCE NO. 22-160, AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the Human Resources Committee that a revised job description for the position of Director of Public Works 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 Director of Public Works 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Section No. 2: That Ordinance No. 22-160 is hereby repealed.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 of having a current job description in place to reflect the job requirements and functions in order to fill the position of Director of Public Works and ensure that the City is complying with all wage and employment regulations, thus for the health, safety, and welfare of the residents of Avon Lake. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

PASSED: 1/08/2024

/s/ Martin E. O'Donnell

President of Council

POSTED: 1/12/2024

APPROVED: 1/09/2024

ATTEST: /s/ Valerie E. Rosmarin

Clerk of Council

/s/ Mark Spaetzel

Mayor



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

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Director	E12	Exempt	Unclassified	

CLASSIFICATION SUMMARY

The Director of Public Works manages and directs the overall operations of the City's Public Works Department; manages assets and infrastructure, including buildings and facilities, roads, traffic signalization and markings, and stormwater; manages and leads staff, including hiring and firing decisions; establishes policies and procedures; and ensures all operations are aligned with the City's goals and priorities.

ESSENTIAL DUTIES

% OF TIME

Manages and directs the Public Works Department of the City; manages assets and infrastructure, including buildings and facilities, parks, roads, traffic signalization and markings, and stormwater; and assesses departmental operations to determine the efficiency and effectiveness of services and/or programs.	45
Manages technical, professional, and divisional management staff, including prioritizing and assigning work; conducts performance evaluations; ensures staff members are trained; and makes hiring, firing, and disciplinary decisions.	25
Plans, programs, and schedules the allocation of professional and technical personnel on assigned projects and programs, to optimize the utilization of staff resources and to maintain maximum effectiveness and efficiency.	10
Prepares and develops budgets, which may include Capital Improvement Program (CIP) budgets; monitors and approves expenditures, in accordance with policies and principles of sound fiscal management; develops and maintains analytical tools for audit and control of programs.	10
Coordinates activities and services with external agencies, internal departments, and/or other applicable parties.	10
Performs other duties of a similar nature or level.	As required

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Bachelor’s degree in public administration, organizational management, business, civil engineering, or a related field, and ten years of experience working in a Public Works environment, including five years of supervisory experience in the same setting.

CERTIFICATIONS/LICENSES:

- Valid Ohio Driver’s License or ID

PREFERRED QUALIFICATIONS:

- Proven leadership skills
- Strategic planning experience
- Experience working in a union organization

KNOWLEDGE OF:

- Managerial and leadership principles and practices
- Unions and collective bargaining agreements
- Applicable federal, state, and local laws, rules, and regulations
- Budgeting principles and practices
- Grant applications and grant management
- Building maintenance principles
- Financial management principles
- Public administration principles
- Advanced principles of assigned area of responsibility
- Program/project management planning principles and techniques
- Bidding, Request for Qualifications (RFQ), and Request For Proposal (RFP) processes
- Performance measures and quality of service concepts

SKILL IN:

- Monitoring and evaluating subordinate staff
- Prioritizing and assigning work
- Using a computer and related software applications, including Geographic Information System (GIS)
- Defining problems, collecting data, establishing facts, and drawing valid conclusions
- Preparing reports; reading, analyzing, and interpreting technical procedures, and governmental regulations, statutes, and policies
- Writing reports and correspondence
- Managing division operations
- Analyzing and developing policies and procedures
- Applying program practices to complex situations
- Providing public relations
- Managing projects and programs
- Preparing and administering budgets
- Public speaking
- Facilitating meetings
- Communication and interpersonal skills, as applied to interaction with coworkers, supervisor, and the public, sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require reaching, standing, walking, lifting, fingering, grasping, 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, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Working Conditions: Work is performed in indoor office environments; may need to visit work sites and/or other outdoor/indoor environments.

HOURLY/SALARY RANGE* AND BENEFITS: **Subject to City Council approval*

- \$45.67 to \$70.61/hourly or \$95,000.00 to \$146,868.80/annually
- Applicable benefits provided to full-time, non-bargaining employees, as enumerated in Codified Ordinance Chapter 260

NOTE:

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