

ORDINANCE NO. 25-58

INTRODUCED BY: Mr. Kos

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF PUBLIC WORKS SUPERVISOR, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION, AND REPEALING ORDINANCE NO. 24-157R.

WHEREAS, it has been recommended by the Human Resources Committee and the Human Resources Director that a revised job description for the position of Public Works Supervisor 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 Supervisor 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Section No. 2: That Ordinance No. 24-157R is hereby repealed.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

/s/ Jennifer G. Fenderbosch
Council President

POSTED: 3/14/2025

APPROVED: 3/11/2025

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

/s/ Mark A. Spaetzle
Mayor



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

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Public Works	E10	Exempt	Unclassified	

CLASSIFICATION SUMMARY

Under the general supervision of the Public Works Director, the Public Works Supervisor is responsible for the day-to-day planning, scheduling, assigning, and review of work performed by the Public Works staff and coordinates with the Assistant Public Works Director; supervises, plans, and coordinates the construction, installation, maintenance, inspection, and repair of City infrastructure, including facilities, parks, streets, and stormwater and/or drainage systems conducted by Public Works employees; fills in for the Assistant Public Works Director in their absence; and performs other duties, as required.

ESSENTIAL DUTIES ¹	% OF TIME
In coordination with the Assistant Public Works Director, plans, schedules, and implements construction, maintenance, and 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.	25
In coordination with the Assistant Public Works Director, supervises the control and use of and assumes responsibility for all materials, supplies, and equipment used in maintenance, construction, and repairs, and throughout Department facilities; ensures that all necessary materials, supplies, and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools, and supplies from vendors following City procurement policies or utilizing inventory maintained at the Public Works facility.	25
Develops and coordinates programs for safety training and employee development; stays current on Public Employment Risk Reduction Program (PERPP) guidelines and creates programs to educate employees; maintains compliance and associated records; seeks and implements necessary training opportunities to enhance employees' knowledge of construction and maintenance procedures, as related to the Public Works Department's scope of duties.	20

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

Documents and records necessary data to create work records; tracks attendance; tracks inventory; documents interactions and resolutions; manages and maintains assets; and creates any other necessary records for the Public Works Department.	10
Responds to, investigates, and provides resolution to residents' complaints; interacts with residents, vendors, and City officials.	10
Provides motivation and mentoring of Public Works Department employees; monitors employees' performance; conducts annual performance reviews; and makes recommendations for employees' development.	10

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma (or GED equivalent) and five years of progressively responsible leadership experience in public works operations; knowledge of the Ohio Manual on Uniform Traffic Control Devices (OMUTCD) and Ohio Department of Transportation (ODOT) construction standards and specifications.

CERTIFICATIONS/LICENSES:

Valid Ohio Driver's License or ID.

PREFERRED QUALIFICATION:

Associate or 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).

KNOWLEDGE OF:

- Supervision and management within a union environment
- Clear and concise understanding of the delivery of City services
- Mechanics, engines, maintenance, and construction methods
- Understanding, abiding, and enforcement of City Ordinances
- Performance and operation of all types of equipment
- Life cycle and safety training for Department equipment
- Avon Lake's geography and service areas

SKILL IN:

- Strong written and oral communications
- Strong computer skills, including but not limited to Microsoft Office Suite, Geographic Information System (GIS), and asset management software
- Working with the public

ADA AND OTHER REQUIREMENTS
<p>This position typically requires reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.</p> <p><u>SEDENTARY WORK:</u> Exerting up to twenty-five pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Occasional sedentary work involves sitting most of the time. Frequent walking and standing for long periods is required.</p> <p><u>WORKING CONDITIONS:</u> Working conditions may include loud, dusty environments, and hazardous chemicals.</p>
SALARY RANGE* AND BENEFITS <i>*Subject to City Council approval</i>
<ul style="list-style-type: none">▪ \$33.92 to \$43.47 hourly, or \$70,550 to \$90,408 annually.▪ Applicable benefits provided to full-time non-bargaining employees, as declared in Codified Ordinance Chapter 260