

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF VACTOR OPERATOR IN THE PUBLIC WORKS DEPARTMENT AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the Human Resources Committee and the Human Resources Director that a job description for the position of Vactor Operator in the Public Works Department 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 Vactor Operator in the Public Works Department shall be as shown in the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: 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. 3: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity to fulfill the City's obligations under the Collective Bargaining Agreement and begin the selection process to adequately staff the Public Works Department in order to provide 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: 10/14/2025

/s/ Jennifer J. Fenderbosch
Council President

POSTED: 10/17/2025

APPROVED: 10/15/2025

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

/s/ Mark A. Spaetzel
Mayor



**City of Avon Lake, Ohio
Classification Specification
Vactor Operator**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Maintenance	6	Non-Exempt	Classified	

CLASSIFICATION SUMMARY

Under the general supervision of the Assistant Public Works Director, the Vactor Operator is responsible for the operation and general maintenance of Vactor trucks, to clean sewer lines, catch basins, and other waste systems, as well as the transportation and disposal of collected waste and debris, and performs other duties as required, including those of a Laborer.

ESSENTIAL DUTIES ¹	% OF TIME
Sets up and operates a vacuum/Vactor truck, which includes lifting, carrying, and pulling hoses (up to 100 lbs.); climbs onto the unit (12' high) for setup and minor maintenance; and stands, kneels, or bends for extended periods of time.	40
Maintains daily record keeping to document completed work, tasks, and discovered issues; completes assigned work tasks via digital tablet using cloud-based asset management software.	20
Inspects, uses, and maintains various personal protective equipment, including respiratory protection, safety harnesses, and other Public Employment Risk Reduction Programs (PERRP).	20
As needed, performs confined space entry into pits, trenches, and/or other areas that may include climbing, standing, and working in awkward positions.	10
Performs daily equipment inspections and necessary maintenance in accordance with Public Works Department guidelines.	10
Ensures professional, safe operations of vehicles while on properties and on the road.	As needed

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.

MINIMUM QUALIFICATIONS**EDUCATION AND EXPERIENCE:**

Graduation from high school or GED equivalent.

CERTIFICATIONS/LICENSES:

Valid CDL-B license with tanker endorsement.

PREFERRED QUALIFICATIONS:

Valid CDL-A license with tanker endorsement and relevant job-related experience.

KNOWLEDGE OF:

- Proper lifting techniques
- Stormwater management concepts, including but not limited to pipe and basin structures and general condition assessment
- Equipment and material preparations
- Safe operations of tools, machinery, and vehicles
- Avon Lake's geography and service areas

SKILL IN:

- Understanding and following verbal and written instructions
- Communicating field findings and conditions to supervisor using verbal, written, and/or digital methods.
- Mechanical operations and maintenance of heavy equipment
- General operational use of an electronic tablet or other digital device
- Working with the public
- Performing physically strenuous work in all types of weather conditions, which requires strength and ability in the performance of assigned duties

ADA AND OTHER REQUIREMENTS

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

NON-SEDENTARY WORK:

Exerting up to 100 lbs. 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 of time are required, as well as frequent climbing, standing, kneeling, and bending.

WORKING CONDITIONS:

Working conditions may include loud, dusty, or wet environments, in hot or cold climates, and with hazardous chemicals.

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

- As outlined in the Collective Bargaining Agreement (CBA)
- Applicable benefits provided to full-time bargaining employees, as declared in applicable CBA