

RECORD OF ORDINANCES

Ordinance No. 2019- 06

Passed MARCH 25 20 19

AN ORDINANCE AMENDING CHAPTER 240 (EMPLOYEE MANUAL OF PERSONNEL POLICIES AND REGULATIONS) OF THE BALTIMORE CODIFIED ORDINANCES

WHEREAS, the Village desires to amend its Employee Manual of Personnel Policies and Regulations in order to create job descriptions (position descriptions) for the positions of Zoning Inspector and Service Worker Floater; and,

WHEREAS, Rules Committee has reviewed the updated provisions and amendments, and recommends adoption of the same by the Village; and,

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL
OF THE VILLAGE OF BALTIMORE, FAIRFIELD COUNTY,
OHIO, A MAJORITY OF ITS MEMBERS CONCURRING:

SECTION 1: That Chapter 240 of the Baltimore Codified Ordinances is amended in order to create job descriptions (position descriptions) for the positions of Zoning Inspector and Service Worker Floater. Copies of the job descriptions are attached hereto and incorporated herein.

SECTION 2: This ordinance shall become effective at the earliest period authorized by law.


Brad Nicodemus, Mayor

DATE OF PASSAGE: MARCH 25, 2019

EFFECTIVE DATE: APRIL 25, 2019

ATTEST: 
Brian Bibler, Fiscal Officer

SPONSOR: COSGRAY

APPROVED AS TO FORM: 
Jeffrey Feyko, Village Solicitor

POSITION DESCRIPTION

Zoning Inspector

General Purpose:

Works with Zoning Administrator regarding the education and enforcement of the related requirements and standards as set forth in the Codified Ordinances of the Village of Baltimore, Ohio as well as the International Property Maintenance Code (IPMC).

Performs a variety of tasks to ensure conformity with the Village's Zoning Code and Property Maintenance Code, and any additional regulations adopted by Council. They will aid in the issuance of permits, inspections of property and buildings, investigation and enforcement of complaints and alleged violations. Keeps all records necessary and appropriate to the office. Works closely with the Village Administrator and at times with the Service Superintendent.

Supervision Received:

This position can be either full time or part time as determined by Council. This position works under the direct supervision of the Village Administrator.

Essential Duties and Responsibilities:

1. Maintain accurate and complete zoning inspection reports
2. Prepare zoning inspection report(s)
3. Prepare and process zoning violation letters
4. Investigate and resolve citizen claims of possible zoning violations
5. Oversees field inspections for proper compliance with all codes.
6. Assists the Village Administrator with statistical and other monthly analysis information for reporting to Council
7. Reviews permit applications and certificates related to zoning and building
8. Conduct drive by inspections of property to be sure that the Property Maintenance Codes are being followed, and issue letters for noncompliance. Will take the complaints of local residents and respond to them, and then follow up with inspections and appropriate letters.
9. Works with Administrative Assistant to send out notifications to the property owners and those violating the Zoning Ordinance/Code; IPMC or any related ordinances of any noncompliant situations and orders actions to correct or remedy said violations.
10. Orders the discontinuance of illegal uses of land, buildings, or structures in violation therein; orders, in accordance with legal procedures the removal of illegal buildings, structures or illegal additions or structural alterations; orders, the discontinuance of any illegal work underway.
11. Abide by all safety protocols in respect to performing duties
12. Attends meetings as required.

Peripheral Duties:

As assigned by the Village Administrator or their designee.

The employee may be requested to perform other duties as required.

Desired Minimal Qualifications:

Education and Experience:

- A. High school graduate or GED; Associates Degree, Bachelor's Degree or Master Degree preferred
- B. Three years prior experience in a local government capacity involving public contact, or five years experience in a position of significant public contact and exposure to maintaining volumes of public records and writing reports
- C. Any equivalent combination of education and/or experience

Necessary Knowledge, Skills and Abilities:

- A. Ability to develop and maintain effective working relationships with contractors, architects, property owners, and the general public.
- B. Ability to interpret technical code regulations.
- C. Ability to write and speak clearly, making complex issues seem simple.
- D. Ability to prepare technical reports.
- E. Have a working knowledge of the Baltimore Zoning Codes, IPMC, building codes, property inspection techniques, and software such as Word and Excel.

Special Requirements:

The Zoning Inspector must have a valid Ohio Motor Vehicle Operator's License.

Tools and Equipment Used:

Office equipment including, but not limited to, computers, zoning maps, and regulation documents.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in both inside and outside conditions. The employee occasionally works in high or precarious places.

Selection Guidelines:

Formal application, rating of education and experience, oral interviews and reference checks. Job related testing may be required.

The duties listed above for this position are intended only as guidelines and illustrations of the various types of work that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

POSITION DESCRIPTION

Service Floater

General Purpose:

Performs a variety of tasks related to assuring that the water, wastewater, streets, storm system, right of ways, parks, and all village property, including cemeteries, are kept well maintained, in good condition, safe, and clean.

Supervision Received:

This position works under the joint supervision of the Village Administrator and the Service Superintendent.

FLSA Status: Non-Exempt Hourly

Essential Duties and Responsibilities:

1. This position is primary support for the water and wastewater departments but also handles all duties related to street maintenance including, but not limited to, replacing, patching and paving; cleaning; hauling; snow removal and salting of streets; striping of streets; assisting water department with street opening and repairs during breaks; and handling work orders.
2. Understand and follow oral and written instructions.
3. Recognize inefficient, unusual or dangerous operating conditions.
4. Follows the Codified Ordinances of the village, as well as OSHA standards.
5. Handles all duties related to village right of way including, but not limited to, replacing, repairing and maintaining storm sewers and catch basins; replacing, repairing and maintaining drainage ditches and creek crossings; and mowing.
6. Handles all duties related to village owned parks and shelter houses including, but not limited to, cleaning; mowing and weed eating; trash pick up; and maintaining and repairing equipment and buildings.
7. Handles all duties related to the cemeteries including, but not limited to, digging, leveling and backfilling graves; and mowing; cleaning.
8. Handles all other duties including, but not limited to, handling work orders; repairing and replacing street signage and street and pedestrian crossings; painting curbs; installing and removing holiday decorations; cleaning and salting sidewalks at village owned property; picking up leaves; maintaining all vehicles and equipment of the street department; maintaining village buildings; collecting brush; opening and closing of municipal pool; and maintaining and disposing of village trees.
9. Performs other activities as might be required or requested from time to time by the Village Administrator or Service Superintendent or their designee
10. Participate on any teams or initiative as requested
11. Participate in any data gathering efforts or continuous improvement projects
12. Understand and follow oral and written instructions.

13. Recognize inefficient, unusual or dangerous operating conditions.
14. Makes recommendation to the Village Administrator or Service Superintendent in regard to budget preparation, program changes, goal establishment, and short – and long – range project planning

Peripheral Duties:

As assigned and/or requested by the Village Administrator or Service Superintendent or their designee.

The employee may be requested to perform other duties as required.

Desired Minimal Qualifications:

Education and Experience:

- A. High school graduate or GED
- B. This position requires skills that include at least 5+ years' experience as an electrician or in the electrical field
- C. Two (2) years experience in construction or maintenance field
- D. The position also requires familiarity with maintenance and preventive maintenance programs
- E. Any equivalent combination of education and/or experience
- F. Prior project management experience is a plus

Necessary Knowledge, Skills and Abilities:

- A. Ability to communicate effectively with other employees, residents, contractors, and engineers.
- B. Good working knowledge of equipment, materials, methods and procedures used in tasks associated with the duties assigned to wastewater workers.
- C. Good knowledge of EPA and OSHA standards or requirements.
- D. The ability to operate heavy as well as light equipment

Tools and Equipment Used:

All usual light and heavy duty equipment including, but not limited to, electrical and manual tools, computers, telephones, equipment necessary to efficient operations of the street department.

Special Requirements:

- A valid Ohio driver's license is required.
- Water and/ or Wastewater Certification is a plus but not necessary.

- Ability to be on twenty-four (24) hour on-call status for projects and facilities emergencies.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate equipment or controls and reach with hands and arms. The employee is frequently required to see, stand, sit, walk, talk, hear, lift, kneel, stoop, climb, crouch and crawl. Routinely requires lifting moderately heavy objects (25 – 50 pounds).

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee regularly works both indoors and outdoors. The noise level in the normal work environment ranges from quiet to noisy. Works around unpleasant odors, toxic chemicals, and varying weather conditions.

Selection Guidelines:

Must have a valid driver's license

Formal application, rating of education and experience, oral interviews and reference check. Job related testing may also be required.

The duties listed above for this position are intended only as guidelines and illustrations of the various types of work that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.