



Civil Service Commission

City of Kent 930 Overholt Road Kent, Ohio 44240 330-678-8101

Civil Service Commission Meeting ***December 20, 2021, 5:00 pm*** ***Kent Fire Department, 320 S Depeyster Street***

Call to Order

Roll Call

Civil Service Commission

1. Approval of Commission Meeting Minutes – November 15, 2021.
2. Resignation: Dawn Bishop, part time Civil Service Coordinator, effective 12/22/2021.
3. Request to establish an eligible list for the position of part time Civil Service Coordinator with the updated job description.
4. Upcoming scheduled civil service exams:
 - a. Part time Detention Officer January 11, 2022, 6pm, Kent PD Community Room. Application deadline 1/4/2022.
 - b. Engineering Technician January 27, 2022, 6pm, Kent PD Community Room. Application deadline 1/13/2022.
 - c. Part time Civil Service Coordinator February 7, 2022, 6pm, Kent PD Community Room. Application deadline 1/31/2022 (pending.)

Health Department

Personnel Change:

Resignation: Michael Anguilano III, Accreditation Coordinator, effective 12/17/2021.

Human Resources

Updated AFSCME job descriptions.

Safety Administration

Kent Police Department

Personnel Changes:

1. Resignation: Brandon Falcone, Police Officer, effective 11/18/2021.
2. Retirement: Julie Loomis, part time Detention Officer, effective 11/21/2021.

Adjournment

Any person who requires an auxiliary aid or service for effective communication or a modification of policies and procedures to participate in the Civil Service Commission public meeting or event should contact the Civil Service Commission at 330-678-8101 or civilservice@kent-ohio.org. Any request for auxiliary aid or other accommodation should be made as soon as possible, but no later than forty-eight (48) hours prior to the event.

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, November 15, 2021
5:00 PM

Present: Christine Klein, Chair
Marilyn Sessions, Member

Also Present: Dawn Bishop, CSC Coordinator
Michael Lewis, City of Kent, Police Lieutenant
William Myers, City of Kent, Fire Chief

Call to Order

The regular meeting of the Civil Service Commission was called to order at 4:59 pm on Monday, November 15, 2021, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of September 20, 2021 made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Safety Administration

Kent Police Department
Personnel Changes Read.

Lt. Lewis said the police department is requesting a new detention officer list. The previous list is exhausted and they will be having an upcoming vacancy. After being asked, Lt. Lewis thought it may be best to test after the holidays and then the department could also use the time for recruiting while they are still recruiting for the police officer exam. He also said they are satisfied with the Ramsey and Associate exam and are not looking at testing this position through the National Testing Network.

MOTION TO ESTABLISH AN ELIGIBLE LIST FOR THE POSITION OF DETENTION OFFICER made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 2-0.

Kent Fire Department
Personnel Changes Read. Chief Myers introduced himself to the Commission and both members welcomed him. Discussed a little about the upcoming expiration of the firefighter/paramedic eligible list in late March, but he was not requesting a new list at this time.

Service Administration

Personnel Changes Read.

Adjournment

MOTION TO ADJOURN THE MEETING AT 5:14 PM made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 2-0.

Minutes approved: _____

Christine Klein

Marilyn Sessions



CITY OF KENT, OHIO

Human Resources Department

To: Civil Service Commission

From: Suzanne Stemnock, Human Resources Manager

Subject: Agenda Request for December 20, 2021 Meeting

Date: December 14, 2021

During recent union negotiations with AFSCME, it was determined that many items needed corrected or updated in current union position job descriptions. Most of these changes were either required by law or updates to the requirements and qualifications of the position. All employees holding these positions at the start of the new contract, November 1, 2021, will not be required to obtain the additional requirements in order to maintain their current positions.

Additionally, the AFSCME union agreed to the elimination of the Laborer at the Water Treatment Plant in order for the creation of an additional Operator at the Water Treatment Plant. The addition of this position will be beneficial to scheduling for three shifts, continuing maintenance standards, and will assist with increased EPA requirements. This change will be voted on by Council on December 15th as part of the Position Allocation Ordinance for the City.

Please see attached documents for more information related to these changes.

AFSCME Job Descriptions

- All were reformatted
- All had EEO statement updated

Health Department

Public Health Sanitarian

- Removed Deputy Health Commissioner
- Changed titles based on ORC updates

Chief Sanitarian

- Change titles based on ORC updates

Parks Department

Parks Maintenance Laborer

- Updated CDL time period

Senior Parks Crew Leader

- Updated CDL time period

Water Treatment Division

Water Plant Operator

- Updated CDL time period

Laboratory Technician

- Updated CDL time period

Water Plant Chief Operator

- Updated CDL time period
- Updated requirements to match contract, must possess Class III

Water Reclamation Division

Water Reclamation Operator

- Updated CDL time period

Water Reclamation Chief Operator

- Updated CDL time period
- Clarify time to get license language

Water Treatment and Water Reclamation Divisions

Plant Mechanic

- Updated CDL time period

Central Maintenance

Service Technician/City Gardener

- Updated CDL time period

Maintenance Worker/Carpenter

- Updated CDL time period

Laborer

- Updated CDL type and time period
- Added educational requirements

Service Worker

- Updated CDL type and time period
- Updated educational requirements
- Updated job requirements

Repair Operator

- Updated CDL time period
- Updated job requirements

Central Maintenance Chief Operator

- Updated CDL time period
- Updated job requirements



CITY OF KENT JOB DESCRIPTION

Public Health Sanitarian

Department: Health
Non-Exempt, Classified

Reports to: Health Commissioner
Updated: August 2021

CITY OF KENT JOB DESCRIPTION PUBLIC HEALTH SANITARIAN

Classified

Non-Exempt

RESPONSIBILITY

Under the general supervision of the Health Commissioner ~~and Deputy Health Commissioner~~, performs entry-level technical work in environmental public health services in the public health department. Promotes public health and safety by performing inspection, investigation, education and enforcement work for the environmental public health services program. Works independently out of the office exercising judgment, interpreting regulations, and applying technical knowledge to a wide range of problem areas, including interaction with the community.

TYPICAL TASKS

Educates operators of and inspects food service operations including restaurants, taverns, cocktail lounges, grocery and convenience stores, and schools. Conducts routine inspections of swimming pools, vending machines, and licensed multiple occupancy housing. Investigates all nuisance complaints and animal bite incidents for possible rabies. Actively engages in field practices involving insect-rodent and vector control, such as rodent bating, and mosquito larvaciding. Reviews plans for new food service operations and foodservice equipment regarding remodeled or new food establishments. Attends workshops and training in order to improve work proficiencies and meet **Registered Environmental Health Specialist (REHS)** (FKA Registered Sanitarian) continuing education requirements.

WORKING CONDITIONS

The working environment of the Public Health Sanitarian may involve exposure to adverse conditions generally found in an outside environment. The individual must be able to work outside in unfavorable weather conditions such as hot and cold temperatures and must be able to work around animals such as dogs, cats, or rodents. The Public Health Sanitarian must be able lift items up to 50 lbs, such as manhole covers or animal cages and must be able to walk, climb stairs or ladders, bend, crawl, and be able to walk distances up to 1 mile. The Public Health Sanitarian also works in an environment generally found in an office environment. The individual must be able to produce handwritten communications, be computer literate and able to type, and operate office equipment such as fax machines, copiers, or other light office equipment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Public Health Sanitarian must have knowledge of general sanitation principles and practices including public health laws, regulations, and resolutions. The individual must have the ability to complete handwritten forms, read and write the English language, effectively communicate with peers, the public, and supervision, and be organized enough to maintain accurate public records. The individual must have knowledge of and willingness to execute proper safety techniques in collecting samples in manholes and other confined spaces as well as collecting water samples in approved scientific method. The Public Health Sanitarian must have the ability to take charge of circumstances, gather and evaluate pertinent information, recognize deviations from norms or standards, and to educate others in such a way as to achieve voluntary cooperation and compliance.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Graduation with a baccalaureate degree from an accredited college or university with at least 45 quarter units or 30 semester units of science courses, or a major in Environmental Health Science which includes an internship program, pursuant to ORC Section 4736.08. All course work and internship must meet the minimum standards of the State Board ~~and the Ohio Department of Health of Sanitarian Registration~~. Possession of a valid State of Ohio driver's license; must have and maintain a good driving record as outlined in the City's Motor Vehicle Safety and Usage Policy.

SPECIAL REQUIREMENTS

Must ~~obtain~~ become a Registered Environmental Health Specialist (REHS) (FKA Registered Sanitarian) ~~Ohio Registered Sanitarian Certification~~ within two years of employment, and keep certification for duration of employment. Must be able to work around pesticides, chlorine, and other industrial chemicals.

ESSENTIAL FUNCTIONS

1. Inspects food service operations including restaurants, taverns, cocktail lounges, schools, grocery, and convenience stores.
2. Educates food service managers by reviewing menus and discussing pertinent and critical control points and ways to apply them, implementing consumer advisories as indicated, reviewing employee hygiene practices, determining the level of food service knowledge of people in charge, determining if a facility serves highly susceptible populations and restricting menus accordingly, and presenting food service sanitation classes periodically.
3. Conducts routine inspections of swimming pools, measures certain chemical properties of water, and evaluates health and safety protection of swimmers. May order closure or authorize reopening when conditions warrant.
4. Inspects vending machines and licensed multiple occupancy housing for compliance with applicable regulations.
5. Identifies sources of hazardous or polluting material contamination and monitors

environmental contamination through sampling, interviewing, and surveillance.

6. Actively engages in field practices involving insect-rodent and vector control, such as rodent bating, and mosquito larvaciding.
7. Investigates complaints involving environmental health hazards or nuisances inside and outside of homes or businesses and initiates actions to abate or prevent such conditions. Provides technical assistance to individuals, citizen groups, and agencies regarding the prevention of health hazards.
8. Assists in the coordination of public-health related activities in case of a disaster or emergency situation.
9. Reviews plans for new foodservice operations and new equipment regarding remodeled or new food establishments.
10. Investigates outbreaks of food-borne disease or other environmental related disease to determine causative factors and sources of infection to control the spread of disease.
11. Works in cold weather, hot weather, and other unfavorable weather conditions.
12. Works around animals such as dogs, cats, or rodents.
13. Lifts items up to 50 lbs, such as manhole covers or animal cages, and be able to walk up to 1 mile, climb stairs or ladders, bend, and crawl.
14. Produces legible handwritten communications, is proficient in computer operations, operates office equipment such as fax machines, copiers, or other light office equipment.
15. Completes legible handwritten forms, read and write the English language, and maintain public records.
16. Knowledge of and willingness to execute proper safety techniques in collecting samples in manholes, in confined spaces, and all other areas.
17. Ability to conduct effective communications with other persons who may be hostile or indifferent and to act calmly, tactfully, and courteously under stressful conditions.
18. Graduation with a baccalaureate degree from an accredited college or university with at least 45 quarter units or 30 semester units of science courses, or a major in Environmental Health Science which includes an internship program, pursuant to ORC Section 4736.08.
19. Possession of a valid State of Ohio driver's license; must have and maintain a good driving record as outlined in the City of Kent's Motor Vehicle Safety and Usage Policy.
20. Must have or obtain a **Registered Environmental Health Specialist (REHS) (FKA Registered Sanitarian)** ~~Ohio Registered Sanitarian~~ Certification within two years of employment, and

keep certification for duration of employment, pursuant to ORC Section 4736.08.

21. Must be able to work around pesticides, chlorine, and other industrial chemicals.

~~The City of Kent provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, pregnancy, national origin, ancestry, age, disability, genetics, or military status in accordance with applicable federal, state, and local laws.~~

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties 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 contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.



CITY OF KENT JOB DESCRIPTION

Chief Sanitarian

Department: Health
Non-Exempt, Classified

Reports to: Health Commissioner
Updated: August 2021

CITY OF KENT JOB DESCRIPTION

CHIEF SANITARIAN

Classified

Non-Exempt

RESPONSIBILITY

Under the general supervision of the Health Commissioner, performs technical work in environmental public health services within the public health department. Promotes public health and safety by performing inspections, investigations, education, and enforcement work for the public health department. Acts as Environmental Health Director for the department, and assists in the supervision and training of public health sanitarians out in the field. Works independently out of the office exercising judgment and interpreting regulations. Assists the Health Commissioner in identifying gaps in health policies and public health procedures and assists in the development of those health policies and procedures. Acts as Health Commissioner in the Health Commissioner's absence.

TYPICAL TASKS

Educates operators of and inspects food service operations including restaurants, taverns, cocktail lounges, grocery and convenience stores, and schools. Conducts routine inspections of swimming pools, vending machines, and licensed multiple occupancy housing. Trains field staff on a wide variety of environmental health programs and services. Investigates nuisance complaints and animal bite incidents for possible rabies. Actively engages in field practices involving insect-rodent and vector control, such as rodent baiting, and mosquito larvaciding. Reviews plans for new food service operations and foodservice equipment regarding remodeled or new food establishments. Attends workshops and training in order to improve work proficiencies and meet **Registered Environmental Health Specialist (REHS)** (FKA Registered Sanitarian) continuing education requirements.

WORKING CONDITIONS

The working environment of the Environmental Health Director may involve exposure to adverse conditions generally found in an outside environment. The individual must be able to work outside in unfavorable weather conditions such as hot and cold temperatures and must be able to work around animals such as dogs, cats, or rodents. The Public Health Sanitarian must be able lift items up to 50 lbs, such as manhole covers or animal cages and must be able to walk, climb stairs or ladders, bend, crawl, and be able to walk distances up to 1 mile. The Environmental Health Director also works in an environment generally found in an office environment. The individual must be able to produce handwritten communications, be computer literate and able to type,

and operate office equipment such as fax machines, copiers, or other light office equipment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Environmental Health Director must have knowledge of general sanitation principles and practices including public health laws, regulations, and resolutions. The individual must have the ability to complete handwritten forms, read and write the English language, effectively communicate with peers, the public, and supervision, and be organized enough to maintain accurate public records. The individual must have knowledge of and willingness to execute proper safety techniques in collecting samples in manholes and other confined spaces as well as collecting water samples in approved scientific method. The Environmental Health Director must have the ability to take charge of circumstances, gather and evaluate pertinent information, recognize deviations from norms or standards, and to educate others in such a way as to achieve voluntary cooperation and compliance.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Graduation with a baccalaureate degree from an accredited college or university with at least 45 quarter units or 30 semester units of science courses, or a major in Environmental Health Science which includes an internship program, pursuant to ORC Section 4736.08. Must be a **Registered Environmental Health Specialist (REHS) (FKA Registered Sanitarian)** in the State of Ohio and continually meet the requirements of the State Board **and the Ohio Department of Health of Sanitarian Registration**. Possession of a valid State of Ohio driver's license; must have and maintain a good driving record as outlined in the City's Motor Vehicle Safety and Usage Policy.

SPECIAL REQUIREMENTS

Must be a **Registered Environmental Health Specialist (REHS) (FKA Registered Sanitarian)** in the State of Ohio and keep certification for duration of employment. Must obtain a Commercial Pesticide Applicator license through the Ohio Department of Agriculture within one year from employment and be able to work around pesticides, chlorine, and other industrial chemicals.

ESSENTIAL FUNCTIONS

1. Inspects food service operations and retail food establishments for compliance with the State of Ohio Food Code.
2. Educates food service managers by reviewing menus and discussing pertinent and critical control points and ways to apply them, implementing consumer advisories as indicated, reviewing employee hygiene practices, determining the level of food service knowledge of people in charge, determining if a facility serves highly susceptible populations and restricting menus accordingly, and presenting food service sanitation classes periodically.
3. Conducts routine inspections with public health sanitarians and assists in the training of the public health sanitarians. Performs direction to the public health sanitarian as needed during the inspections.
4. Conducts inspections of swimming pools, measures certain chemical properties of water, and evaluates health and safety protection of swimmers. May order closure or authorize reopening when conditions warrant.

5. Acts as Environmental Health Director for the department; trains and supervises Sanitarians; identifies gaps in existing public health policies and assists in the development of health policies and office procedures.
6. Inspects vending machines and licensed multiple occupancy housing for compliance with applicable regulations.
7. Identifies sources of hazardous or polluting material contamination and monitors environmental contamination through sampling, interviewing, and surveillance.
8. Actively engages in field practices involving insect-rodent and vector control, such as rodent bating, and mosquito larvaciding.
9. Investigates complaints involving environmental health hazards or nuisances inside and outside of homes or businesses and initiates actions to abate or prevent such conditions. Provides technical assistance to individuals, citizen groups, and agencies regarding the prevention of health hazards.
10. Assists in the coordination of public-health related activities in case of a disaster or emergency situation.
11. Reviews plans for new foodservice operations and new equipment regarding remodeled or new food establishments.
12. Investigates outbreaks of food-borne disease or other environmental related disease to determine causative factors and sources of infection to control the spread of disease.
13. Works in cold weather, hot weather, and other unfavorable weather conditions.
14. Works around animals such as dogs, cats, or rodents.
15. Lifts items up to 50 lbs, such as manhole covers or animal cages, and be able to walk up to 1 mile, climb stairs or ladders, bend, and crawl.
16. Produces legible handwritten communications, is proficient in computer operations, operates office equipment such as fax machines, copiers, or other light office equipment.
17. Completes legible handwritten forms, read and write the English language, and maintain public records.
18. Knowledge of and willingness to execute proper safety techniques in collecting samples in manholes, in confined spaces, and all other areas.
19. Ability to conduct effective communications with other persons who may be hostile or indifferent and to act calmly, tactfully, and courteously under stressful conditions.
20. Must be a **Registered Environmental Health Specialist (REHS)** (FKA Registered Sanitarian) in the State of Ohio and keep certification for duration of employment.

21. Must obtain a Commercial Pesticide Applicator license through the Ohio Department of Agriculture and be able to work around pesticides, chlorine, and other industrial chemicals.

22. Possession of a valid State of Ohio driver's license; must have and maintain a good driving record as outlined in the City of Kent's Motor Vehicle Safety and Usage Policy.

The City of Kent provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, pregnancy, national origin, ancestry, age, disability, genetics, or military status in accordance with applicable federal, state, and local laws.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties 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 contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.



CITY OF KENT JOB DESCRIPTION

PARKS MAINTENANCE LABORER (FULL TIME)

Department: Parks & Recreation

Non-Exempt, Classified

Reports to: Parks Supervisor

Updated: August 2021

CITY OF KENT **JOB DESCRIPTION** **PARK MAINTENANCE LABORER** **(FULL TIME)**

Classified

Non-Exempt

RESPONSIBILITY

Under the general supervision of the Parks Supervisor and the Parks Crew Leader, works on a full time basis to perform a variety of tasks in gardening, general grounds maintenance, rock and concrete work; constructs and maintains parks and recreation facilities; performs other job related duties as required.

TYPICAL TASKS (Illustrative Only)

Operates pick up trucks, one ton dump trucks, 2 ½ ton dump truck, trucks with snow plows, tractors, with front end loader, brush hog, and other implements; mowers, all terrain vehicles (ATV), weed eaters, and hedge trimmers; sanders, drills, and a variety of manual and power tools to maintain a complex park area, including trees, shrubs, grass, tables, restrooms and other park facilities; performs general grounds and park facility maintenance including planting, fertilizing, trimming, painting, sanding, cleaning, janitorial, concrete work, snow removal from walk, parking lots and roadways, grading, and watering; assist in construction, maintenance and repair projects by performing work related to city park and recreation facilities maintenance and development; makes minor repairs and services equipment as required.

WORKING CONDITIONS

Park Maintenance workers must exercise care and follow safety rules and guidelines when working with power tools, mechanical equipment and vehicles. Park maintenance workers work out of doors on a year round basis and may be exposed to inclement weather conditions.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of equipment, tools, and methods used in landscaping, concrete work, and horticulture; knowledge of basic methods and materials used in building, maintenance, and repair work; working knowledge of plant pests and diseases; ability to operate and service equipment skillfully and safely; ability to perform physical labor; ability to carry out assigned tasks and to work effectively with coworkers, supervisors, and the public.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

High school diploma or equivalent.

SPECIAL REQUIREMENTS

Possession of valid Ohio State Vehicle Operator's license with Class B CDL **within one hundred twenty (120) days of appointment to the position**, a good driving record at the time of hire, and maintain a

good driving record at all times as described in the City's Motor Vehicle Safety and Usage Policy. CDL required for driving City's 2-½ ton truck.

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ESSENTIAL FUNCTIONS

1. Maintains and develops parks and recreation grounds and facilities by operating a variety of hand, power, and mechanical tools and equipment, such as tractors, mowers, trucks, weed eaters, hedge trimmers, sanders, and drills.
2. Maintains park facilities by cleaning, painting, sanding, constructing, and repairing park equipment such as tables, restrooms, buildings and shelters.
3. Maintains park grounds by planting, fertilizing, and trimming, watering and providing general care for trees, grass, shrubs, and flowers.
4. Keeps equipment in safe and efficient working condition by performing minor repairs and servicing equipment and tools as required.
5. Activities include crouching, squatting, kneeling, reaching, and twisting of torso/arms/hands.
6. Ability to demonstrate strength and endurance while lifting, carrying, pulling, or pushing job-related materials weighing up to 75 lbs.
7. Ability to repetitively climb up and down stairs/ladders and in/out of vehicles.
8. Ability to perceive depth, to distinguish color differences, and to make visual job-related observations under conditions of both full and limited illumination.
9. Ability to work under adverse weather conditions in both exposed and confined spaces for extensive periods.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties 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 contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.



CITY OF KENT JOB DESCRIPTION

SENIOR PARKS CREW LEADER

Department: Parks & Recreation
Non-Exempt, Classified

Reports to: Parks Supervisor
Updated: August 2021

CITY OF KENT JOB DESCRIPTION

Sr. Parks Crew Leader

Classified

Non-Exempt

RESPONSIBILITY

Under general supervision, operates equipment classified both as heavy and light, and performs tasks related to the year-round maintenance of city parks and recreation facilities, maintains city buildings and facilities in good repair and appearance. Performs a variety of tasks in gardening, general grounds maintenance, rock and concrete work; constructs and maintains parks and recreation facilities; performs minor carpentry and plumbing repairs and installations; performs other job related duties as required. Works within a work crew, receiving daily work assignments and direction from the Parks Supervisor.

TYPICAL TASKS

Maintains and repairs city parks by operating heavy equipment, including but not limited to road graders, heavy rollers, industrial type tractors with attachments, backhoes and dump trucks exceeding 2-1/2 tons. Maintains and repairs city parks by operating light equipment, including but not limited to pickup trucks, dump trucks up to 2-1/2 tons, trucks with snow plows, tractors and front end loader, brush hog and other implements, and Bobcat with implements, mowers, all terrain vehicles (ATV), weed eaters, hedge trimmers, chain saws, drills, and a variety of tools necessary to maintain a complex park area, including trees, shrubs, grass, tables, restrooms and other park facilities; performs general grounds and park facility maintenance including planting, fertilizing, trimming, painting, sanding, cleaning, janitorial, concrete work, snow removal from walks, parking lots and roadways, grading and watering; assist in construction, maintenance and repair projects by performing work related to city park and recreation facilities maintenance and development; makes minor repairs and services equipment as required.

Performs excavation work, such as digging holes, removing topsoil, and drainage ditches by using backhoe and transit; cleans and maintains drainage ditches and installs irrigation and storm drainage lines. Implements remodeling jobs and building maintenance projects either alone or with the assistance of other employees; assists and works with major contractors working on larger projects for the City. Makes decisions regarding carpentry projects with minimum supervision. Monitors inventory levels and reports supply needs to supervisor; maintains record of jobs. Performs minor plumbing work, such as making water line repairs and unclogging sinks and drains, operates hand and power tools and other machinery as needed to complete work assignments.

Performs masonry tasks, including pouring cement and laying brick, to construct and repair storm basins, installs pedestrian sidewalks and bike trails. Drives snowplow to remove snow from city owned park roadways, parking lots and sidewalks.

Keeps working area and equipment in safe and clean working condition by performing preventative maintenance checks, caring for equipment, and performing housekeeping functions as directed. Acts as crew leader, guiding and assisting crew members; trains and assists other division employees with specific equipment operation and performance of tasks. Prepares written reports to document completed work assignments.

WORKING CONDITIONS

The working environment of a Sr. Parks Crew Leader includes exposure to a variety of conditions not found in a typical office setting. These exposures include but are not limited to: inclement weather conditions inherent to working out of doors year-round; working extended hours and/or varied shifts, including days, afternoons, nights, weekends and holidays on a call-in basis; potentially hazardous situations which require adherence to established safety and work rules and procedures, such as working during traffic conditions, working in confined spaces, and handling chemicals and other substances classified as hazardous.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated knowledge of the standard practices, methods, tools and equipment of the landscaping and construction/carpentry trade; communication skills to include the ability to read, write and understand oral, written and graphic instructions; to coordinate projects and instruct the work of others; to establish and maintain effective working relationships with associates, city officials and the general public. Mechanical skills to include the ability to safely operate equipment classified as both heavy and light, hand tools, power tools, mechanical equipment and vehicles, and to work in high places. Ability to perform mathematics associated with trade applications (e.g. geometry, adding fractions). Knowledge of construction, equipment operation, and maintenance methods, materials and supplies; knowledge of safety regulations related to construction and safe working procedures; skill in the operation of heavy and light service equipment and tools; reading and comprehension ability to allow for interpretation of construction plans and specifications, and general written instructions; basic writing skills to allow for the preparation of reports, ability to comprehend and follow oral instructions; basic mathematical ability to compute distances and measurements; leadership ability to provide basis for acting as crew leader and for providing training and guidance to other workers; ability to lift 75 pounds.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Knowledge of equipment, tools, and methods used in landscaping, turf management, gardening, carpentry, concrete work, and horticulture; knowledge of basic methods and materials used in building maintenance, and repair work; working knowledge of plant pests and diseases; ability to operate and service equipment skillfully and safely; ability to perform physical labor; ability to carry out assigned tasks and work effectively with coworkers, supervisors, and the public.

Candidate must have obtained a High School diploma or equivalent. A combination of training and experience that would indicate possession of the knowledge, skills, and abilities listed above. One example of acceptable qualifications is: high school diploma or

equivalent, having two years of equipment operation and construction experience, and demonstrating mechanical ability.

SPECIAL REQUIREMENTS

A Sr. Parks Crew Leader must maintain physical conditioning sufficient to perform moderate to heavy physical labor over a sustained period. Employee must possess a Class B Commercial Drivers License **within one hundred twenty (120) days of appointment to the position** and maintain a good driving record at all times as described in the City's Motor Vehicle Safety and Usage Policy.

~~The City of Kent provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, marital status or military status in accordance with applicable federal, state and local laws.~~

ESSENTIAL JOB FUNCTIONS

1. Operates heavy equipment, including but not limited to front end loaders, graders, heavy rollers, industrial type tractors with attachments, backhoes and dump trucks exceeding 2-1/2 tons, to perform park facility maintenance and repair.
2. Operates light equipment, including but not limited to pickup trucks, hand and power tools, air hammers, electronic pipe locating equipment, dump trucks up to 2-1/2 tons, air compressors, portable generators, 3/4 inch to 6 inch pumps and electronic leak detectors, to perform park facility maintenance and repair
3. Performs excavation work, such as digging holes and drainage ditches using backhoe and transit; cleans and maintains drainage ditches and installs irrigation and storm drainage.
4. Performs masonry tasks, including pouring cement and laying brick, to construct and repair storm basins, sidewalks and bike trails.
5. Operate snowplow and place deicing chemicals to remove snow from City owned park roadways, parking lots and sidewalks.
6. Keeps working area and equipment in safe and clean working condition by performing preventive maintenance checks, caring for equipment, and performing housekeeping functions as directed.
7. Acts as crew leader, guiding and assisting crew members; trains and assists other division employees with specific equipment operation and/or skilled tasks. Prepares written reports to document completed work assignments.
8. Remains available to work varied shifts and extended hours, including days afternoons, nights, weekends and holidays on a call-in basis.
9. Possession of Class B Commercial Drivers License **within one hundred twenty (120) days of appointment to the position**, and maintain good driving record at all times as described in the City's Motor Vehicle and Safety Usage Policy.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties 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 contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.



CITY OF KENT JOB DESCRIPTION

WATER PLANT OPERATOR

Department: Service, Water Treatment Plant

Non-Exempt, Classified

Updated: August 2021

CITY OF KENT JOB DESCRIPTION WATER PLANT OPERATOR

Classified

Non-Exempt

RESPONSIBILITY

Under general supervision, performs bargaining unit work in water treatment and the processing operation in compliance with local, state, and federal EPA regulations. Monitors and coordinates the flow, treatment, and processing of water through plant equipment. Cleans and services equipment and performs maintenance and repair work as needed. Performs additional job related tasks as assigned.

TYPICAL TASKS (Illustrative Only)

Controls water production functions by operating all plant equipment, including but not limited to lime slakers, soda ash machines, flash mix tanks, flocculators, sedimentation tanks, CO2 basins, rapid sand filters, wells at wellfield, pumps, and controls. Maintains proper chemical application rates for water treatment by performing limited chemical certification tests. Unloads chemicals, fills chemical containers, replaces chlorine tanks, and adjusts controls. Assures quality control by inspecting interior and exterior plant equipment including pits, tanks, heaters, and buildings. Keeps equipment functioning by completing preventative maintenance requirements and repairing machinery as needed. Maintains safe and clean working environment by cleaning and painting major building areas and booster station locations; maintains grounds surrounding water plant facility structures. Transports and collects water samples, checks wellfields and investigates complaints by driving vehicle throughout the city. Complies with safety procedures, rules, and regulations. Collects information by reading gauges and dials, recording data, changing recorder charts, performing sampling tests and making mathematical calculations.

WORKING CONDITIONS

Plant operators must exercise care and follow safety rules and guidelines when working with chemicals, mechanical equipment, and vehicles. The water plant functions 24 hours a day; plant operators work during inclement weather conditions and may be required to work split or varied shifts. Plant operators work with limited supervision, and must exercise independent judgment when resolving work problems or interpreting general policies and procedures.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the equipment, operations, practices and safety precautions relevant to the production of potable water; knowledge of the service and maintenance requirements of water plant machinery and equipment; ability to effectively monitor and coordinate water treatment plant activities; mathematical ability to indicate high school level or equivalent competency; communication skills to establish and maintain effective working relationships with associates, city officials, and the general public; physical conditioning sufficient to perform moderate physical labor over an extended period of time, ability to lift 50 pounds.

REQUIRED EDUCATION, TRAINING, AND EXPERIENCE

High school diploma or equivalent. Experience and knowledge in process control and operating and maintaining mechanical equipment, and operating electrical equipment in a water treatment facility.

Operator position shall require an Ohio EPA Water Treatment Plant Operator in Training Certificate or Class I Ohio EPA license, at a minimum. The current possession of a Class II or Class III Ohio EPA water works certification will be considered as having fulfilled this requirement.

DESIRED EDUCATION, TRAINING, AND EXPERIENCE

Participation in professional courses, seminars, or workshops conducted by the American Water Works Association, Operators Training Committee of Ohio, or similar organizations is desirable. Supplemental courses in water hydraulics, chemistry, hydrology or geology would also be helpful.

SPECIAL REQUIREMENTS

Possession of a valid Class B Commercial Driver's License with Air Brakes and Tanker endorsement is preferred. An employee hired, transferred, or promoted into this position must at minimum present proof on the first day of work that they have a CDL Instruction Permit. Employee newly hired or transferred shall receive on the job training at the Employer's expense and shall be required to obtain the necessary CDL **within one hundred twenty (120) days of appointment to the position** ~~within sixty (60) days from the first day of work.~~

Must have and maintain a good driving record as outlined in the City's Motor Vehicle Safety and Usage Policy. Must obtain Limited Chemical Lab Certification as issued by the State of Ohio within 90 days of hire; must obtain any other professional license or certification required by the State in conformity with State law.

ESSENTIAL FUNCTIONS

1. Visually and audibly inspects/monitors plant every 45 minutes by walking around plant, up and down stairs to check for the proper operation of equipment, including but not limited to pumps, flocculators, soda ash machines, lime slakers, flash mix tank, sedimentation tanks, CO2 basins and sand filters.
2. Drives to transport samples, to check well fields, to check equipment, to investigate complaints, and to collect samples throughout the city.

3. Records data from gauges, dials, and charts.
4. Leans over tanks and samples water in various stages for analysis.
5. Performs tests and makes basic mathematical calculations.
6. Monitors chemical levels and makes adjustments as necessary.
7. Climbs up and down 20' or higher ladders into tanks to hose them out, and to physically look into tanks to inspect water levels.
8. Replaces one ton chlorine cylinder by lifting with a hoist and manually pushing cylinder onto loading dock every month.
9. Backwashes filters according to schedule and judgment.
10. Inspects interior and exterior equipment including but not limited to pits, tanks, pumps and heaters.
11. Unloads plant supplies such as chemicals, paper products, and other materials, usually weighing 50 pounds.
12. Performs custodial maintenance of plant interior and exterior including cleaning, painting, and ground maintenance.
13. Class B CDL **within one hundred twenty (120) days of appointment to the position** and have and maintain a good driving record as described in the City of Kent's Motor Vehicle Safety and Usage Policy.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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CITY OF KENT JOB DESCRIPTION

LABORATORY TECHNICIAN

Department: Service, Water Treatment Plant

Non-Exempt, Classified

Updated: August 2021

CITY OF KENT **LABORATORY TECHNICIAN** **WATER TREATMENT PLANT**

Classified

Non-Exempt

RESPONSIBILITIES

Under the general supervision of the Water Plant Manager and/or Water Plant Chief Operator, the Laboratory Technician is responsible for performing routine chemical and bacteriological examinations; complete and partial mineral analyses, and physical tests of water samples; performs related tasks as required.

TYPICAL TASKS (Illustrative only)

Performs coagulation tests on water to determine the correct amount of lime and soda ash necessary to remove turbidity or hardness.

- Investigates and develops improved analytical methods and techniques relating to water purification.
- Maintains monitoring and testing equipment
- Prepares standard solutions and reagents
- Calibrates and maintains laboratory instruments
- Prepares records of work accomplished

Will assist with facility operations, maintenance work, and will perform the essential functions and tasks of a Water Plant Operator (as described in the Water Plant Operator's position description) as required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITY

Some knowledge of analytical, organic and inorganic chemistry including qualitative and quantitative analysis; ability to perform routine chemical and bacteriological tests; ability to interpret test results; study to be certified for bacterial, and chemical analysis surveys, ability to calibrate laboratory instruments; ability to maintain records; ability to develop and maintain effective working relationships with associates.

DESIRABLE TRAINING AND EXPERIENCE REQUIREMENTS

Any combination of training and experience that would indicate possession of the necessary knowledge, skills, and abilities listed above. Completion of two years college for a degree in chemistry or hard sciences is desirable.

SPECIAL REQUIREMENTS

Incumbent is expected to keep him/herself in physical condition sufficient to perform moderate physical activity over a sustained period of time. Must possess valid State of Ohio Class B Commercial Driver's License (CDL) within one hundred twenty (120) days of appointment to the position and have and maintain a good driving record per the City's Motor Vehicle Safety and Usage Policy. Must possess Class III Water Operators Certification as issued by the Ohio Environmental Protection Agency. Must be certified by the Ohio EPA for analysis of coliform and e. coli by MMO-MUG within six months after starting in this position.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is typically in a water plant setting. The employee is regularly required to operate a computer, walk up and down stairways, stoop or raise to a lower or higher location, able to lift fifty (50) pounds, have hearing sufficient to hear alarms on equipment, able to work around chemicals, visually observe and read and analyze test results, computer entry and retrieval, travel between City building locations, communicate with others on the phone and in person. The noise level in the work environment is usually quiet to moderate.

Essential Functions

- Performs coagulation tests on water to determine amounts of lime and soda ash necessary to remove turbidity or hardness.
- Investigates and develops analytical methods and techniques related to water purification.
- Maintains and calibrates instruments; prepares documentation and maintains records of work.
- Is cognizant of all EPA required testing and reporting procedures for the Kent Water Treatment Plant.
- Maintains lab in an "inspection ready" condition.
- Orders all lab chemicals and supplies and keeps stock "date compliant" as EPA mandated.
- Investigates and documents all water complaints.
- Does bacteria testing on all new water lines in our service area.
- Performs as Water Plant Operator as required and performs all essential functions of a Water Plant Operator in addition to the essential functions of a Laboratory Technician.
- Knowledge of analytical, organic and inorganic chemistry including qualitative and quantitative analysis; perform routine chemical and bacteriological tests.
- Physical requirements include but not limited to operation of the computer, walking up and down stairways; rising and lowering to a lower or higher location; hearing sufficient to hear alarms on machinery; visually observe and read analyzed test results. Ability to lift 50 pounds.

- Assumes responsibility for annual Consumer Confidence Report and distribution of same.
- Keeps all Bacteriological and Chemical certifications, required by the EPA, current.

The duties listed above are intended as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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CITY OF KENT JOB DESCRIPTION

WATER PLANT CHIEF OPERATOR

Department: Service, Water Treatment Plant

Non-Exempt, Classified

Updated: September 2017-August 2021

RESPONSIBILITY

Under general supervision, is responsible for performing semi-skilled and skilled tasks in the operation and maintenance of a water facility designed to meet local and State EPA regulations in the production of potable water. The position shall be filled by a current bargaining unit employee, who will perform the bargaining unit duties of a Plant Operator, and will accept the additional responsibilities outlined below.

ADDITIONAL RESPONSIBILITIES

Coordinates plant operations on a daily basis; takes responsible charge of the plant in the absence of the Plant Manager; supervises the work of assigned personnel; furnishes operational guidelines for personnel; prepares and assigns work schedules.

Inspects plant to determine efficiency of operation, cleanliness, and maintenance requirements; inspects and reviews operating logs and records and determines what changes may be necessary in operating routines; confers with Plant Manager before process changes are implemented.

Ensures that treatment standards are enforced; determines remedial action in emergencies; requisitions chemicals and supplies; prepares reports and maintains records.

Assists in conducting training programs; assists in budget preparation.

TYPICAL TASKS (Illustrative Only)

Operates and inspects pumps, flocculators, settling basins, washwater recovery tanks, sludge collectors, sludge pumps, wash filters, blowers, sump pumps, and heaters.

Maintains proper chemical balances for water treatment which includes filling chemical containers, replacing chlorine tanks, and adjusting controls; assists in unloading chemicals.

Inspects sludge lagoons, pits and tanks, elevated tanks, low service tanks, booster stations, and wells.

Repairs and maintains all equipment at the water treatment facility.

Maintains custodial care of the water treatment facility including equipment and controls; paints and cleans major building areas, houses, and booster station locations; maintains grounds surrounding water treatment facility structures.

Controls operational maintenance by changing charts, reading and recording gauges and dials, runs specific tests as assigned by supervisor, and performs related tasks as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

Incumbent is expected to use independent judgment when resolving work problems and interpreting general policies and procedures, including State EPA operational procedures.

SPECIAL REQUIREMENTS

Incumbent is expected to keep him/herself in physical condition sufficient to perform moderate physical labor over a sustained period of time. Incumbent must be willing to work split or varied shifts. Must possess a valid Class B Commercial Drivers License **within one hundred twenty (120) days of appointment to the position** and have good driving record at the time of hire and be able to maintain such good record at all times in keeping with the City's Motor Vehicle Safety and Usage Policy. Must possess Class ~~II~~ III Water **Supply License Works Operators Certification** as issued by the Ohio Environmental Protection Agency. ~~and must be willing to obtain Class III within two years of being assigned to the position of Water Plant Chief Operator.~~ Must also be willing to obtain Class IV Water Works Operators Certification if required by the State of Ohio.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of mechanical equipment or equivalent experience in a related field; ability to make simple arithmetic computations; ability to read and interpret gauges and meters accurately; ability to understand oral and written directions; ability to lift 50 pounds; ability to maintain accurate written records; ability to develop and maintain effective working relationships with associates, City officials, and the general public.

ESSENTIAL FUNCTIONS

1. Inspects plant to determine efficiency of operation, cleanliness and maintenance requirements.
2. Monitors and ensures that treatment standards are enforced.
3. Supervises subordinates and provides technical guidance and assistance.
4. Reviews data from gauges, dials, charts etc. and determines if changes are necessary.
5. Develops policies and procedures.
6. Determines remedial action in emergency situations.
7. Climbs up and down 20' ladders to inspect tanks, basins etc.
8. Trains and develops subordinates.

9. Writes reports and maintains records.
10. Drives a vehicle to work sites inspecting work in progress.
11. Must have Class B CDL **within one hundred twenty (120) days of appointment to the position**, and maintain good driving record in keeping with the City's Motor Vehicle Safety and Usage Policy.
12. Must have sufficient vision and hearing to monitor equipment and hear alarms.
13. Must be able to bend, climb, sit, stand, crawl in various plant settings, and be able to lift up to 50 lbs.
14. Monitor safety procedures of subordinates; know and follow confined space safety procedures.
15. Able to safely work around various chemicals in the plant setting.

The duties listed above are intended as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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~~The City of Kent does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in employment.~~



CITY OF KENT JOB DESCRIPTION

CHIEF OPERATOR

Department: Service, Water Reclamation Facility
Non-Exempt, Classified

Reports to: Water Reclamation Facility Manager
Updated: August 2021

CITY OF KENT **JOB DESCRIPTION**

WATER RECLAMATION FACILITY **CHIEF OPERATOR**

Classified

Non-Exempt

RESPONSIBILITY

Under general supervision of the Water Reclamation Facility Manager, is responsible for performing semi-skilled and skilled tasks in the operation and maintenance of a Water Reclamation Facility designed to meet local and state EPA regulations, including the treatment of wastewater to prevent pollution of receiving waters. The Chief Operator will perform the duties of a Plant Operator and the additional responsibilities outlined below.

ADDITIONAL RESPONSIBILITIES

Coordinates plant operations on a daily basis; takes responsible charge of the plant in the absence of the Water Reclamation Facility Manager; supervises the work of assigned personnel; furnishes operational guidelines for personnel; prepares and assigns work schedules.

Inspects plant to determine efficiency of operation, cleanliness, and maintenance requirements; inspects and reviews operating logs and records and determines what changes may be necessary in operating routines; confers with Water Reclamation Facility Manager before process changes are implemented.

Ensures that treatment standards are enforced; determines remedial action in emergencies; requisitions chemicals and supplies; prepares reports and maintains records.

Assists in conducting training programs; assist in budget preparation.

TYPICAL TASKS (Illustrative Only)

Operates pumps, primary and secondary clarifiers, detritus, grit removers, DAF, belt press, aeration tanks and blowers, and cleans bar screens.

Maintains proper chemical balances for wastewater treatment operations including the unloading of chemicals, filling chemical containers, replacing chlorine tanks, and adjusting chemical levels to maintain proper chemical control.

Inspects interior and exterior plant equipment including pits and tanks, digesters, boilers and heaters, and lift stations located outside of the major plant facility.

Repairs and maintains all equipment at the Water Reclamation Facility and the lift stations.

Operates and drives dump truck; transports sludge cake to specified locations. Maintains custodial care of the Water Reclamation Facility including interior and exterior equipment controls; paints and cleans major building areas and lift station locations; maintains grounds surrounding Water Reclamation Facility structures.

Controls operational maintenance by changing charts, reading and recording gauges and dials, runs specific tests as assigned by supervisor, and performs related tasks as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

Incumbent is expected to use independent judgment when resolving work problems and interpreting general policies and procedures, including State EPA operational procedures.

SPECIAL REQUIREMENTS

Incumbent is expected to keep themselves in physical condition sufficient to perform moderate physical labor over a sustained period of time. Incumbent must be willing to work split or varied shifts. Must possess a valid Class B Commercial Drivers License **within one hundred twenty (120) days of appointment to the position** and have good driving record at the time of hire and be able to maintain such good record at all times in accordance with the City's Motor Vehicle Safety and Usage Policy. Must possess Class III Wastewater Works Operator's Certification as issued by the Ohio Environmental Protection Agency and be willing to work towards and obtain an Ohio Environmental Protection Agency Class IV Wastewater Works Operator's Certification within four (4) years **of appointment to the position**.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of mechanical equipment or equivalent experience in a related field; ability to make simple arithmetic computations; ability to read and interpret gauges and meters accurately; ability to understand oral and written directions; ability to lift 50 pounds; ability to maintain accurate written records; ability to develop and maintain effective working relationships with associates, City officials, and the general public.

ESSENTIAL JOB FUNCTIONS

1. Use sound judgment to monitor and insure that operational performance standards are in compliance with the NPDES permit limits.
2. Performs analytical laboratory testing and maintenance testing to recommend technical or procedural modifications to the treatment processes, equipment and/or pump stations.
3. Review data and prepare daily, weekly, monthly and/or annual reports on various functions related to the water reclamation facility.

4. Supervise, provide technical guidance, train and develop subordinates in the proper operation and maintenance of the water reclamation facility and pump stations.
5. Assist the Water Reclamation Facility Manager with annual budget preparation and long range cost expenditures.
6. Visually and audibly inspect both interior and exterior plant equipment for proper operation by walking through the plant facility, climbing up and down stairways, climbing up and down ladders, climbing onto roofs, and entering confined spaces.
7. Lean over a variety of tanks and collect samples of wastewater and sludge for analysis.
8. Effectively monitor and coordinate operational activities including, but not limited to, reading gauges, dials, graphs, recording data, starting and stopping various wastewater treatment equipment such as pumps, digesters, clarifiers, blowers, and valves.
9. Adjust a variety of wastewater treatment equipment, such as but not limited to, pump flow rates, boiler pressures, valves, chemical feed rates, and aeration rates.
10. Perform wastewater laboratory analyses and make mathematical calculations.
11. Lift items up to 50 lbs.; be able to climb and work from stairs, ladders, and/or scaffolding; bend, crawl, and walk a distance up to 1 mile.
12. Clean, maintain and repair a variety of wastewater plant equipment found in a water reclamation facility.
13. Maintain the grounds of the facility and pump stations by mowing, weed eating, etc.
14. Operate dump trucks, pickup trucks, forklift, drills, saws, and a variety of other hand tools.
15. Work varied shifts.
16. Work in cold weather, hot weather, and other unfavorable weather conditions.
17. Produce handwritten communications, type on a computer or typewriter, operate office equipment such as fax machine, copier, or other light office equipment.
18. Have sufficient vision to complete handwritten forms, read and write the English language, and maintain public records.
19. Possess a high school diploma or equivalent.
20. Have sufficient hearing to identify warning signals, buzzers, and/or other audible safety devices.
21. Possess the knowledge and willingness to execute proper safety procedures as outlined in the City of Kent safety policies.

22. Have the ability to conduct effective oral and written communications with co-workers, management, and the general public.
23. Possess a valid State of Ohio Class B commercial driver's license **within one hundred twenty (120) days of appointment to the position** and have and maintain a good driving record in accordance with the City's Motor Vehicle Safety and Usage Policy.
24. Possess an Ohio EPA Class III Wastewater Works certification and obtain an Ohio EPA Class IV Wastewater Works certification within four (4) years of **beginning appointment to the position**.
25. Work safely with the various industrial chemicals found in a water reclamation facility.

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

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CITY OF KENT JOB DESCRIPTION

WATER RECLAMATION FACILITY OPERATOR

Department: Service, Water Reclamation Facility

Non-Exempt, Classified

Updated: August 2021

CITY OF KENT JOB DESCRIPTION

WATER RECLAMATION FACILITY OPERATOR

Classified

Non-Exempt

RESPONSIBILITY

Under general supervision, performs bargaining unit work in wastewater treatment and the processing operation in compliance with local, state, and federal EPA regulations. Monitors and coordinates the flow, treatment, and processing of wastewater through plant equipment. Cleans and services equipment and performs maintenance and repair work as needed. Performs additional job related tasks as assigned.

TYPICAL TASKS

Controls wastewater production functions by operating all plant equipment, including but not limited to pumps, primary and secondary clarifiers, barscreens, detritus, dissolved air floatation, belt press, aeration tanks and blowers, anaerobic digesters and related equipment. Maintains proper chemical balances for wastewater treatment by unloading chemicals, filling chemical containers, replacing chlorine tanks, and adjusting chemical application rates. Assures quality control by inspecting interior and exterior plant equipment including pits, tanks, digesters, boilers, heaters, and lift stations. Keeps equipment functioning by completing preventative maintenance requirements and repairing machinery as needed. Maintains safe and clean working environment by cleaning and painting major building areas and lift station locations; maintains grounds surrounding wastewater plant facility structures. Operates and drives dump truck for transportation of sludge cake to specified locations. Complies with safety procedures, rules, and regulations. Collects information by reading gauges and dials, recording data, changing recorder charts, performing sampling tests and making mathematical calculations.

WORKING CONDITIONS

Plant operators must exercise care and follow safety rules and guidelines when working with chemicals, mechanical equipment, and vehicles. The wastewater plant functions 24 hours a day; plant operators work during inclement weather conditions and may be required to work split or varied shifts. Plant operators work with limited supervision, and must exercise independent judgment when resolving work problems or interpreting general policies and procedures.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the equipment, operations, practices and safety precautions relevant to the processing and pumping of wastewater; knowledge of the service and maintenance requirements of wastewater treatment plant equipment; ability to effectively monitor and coordinate wastewater treatment plant activities; mathematical ability to indicate high school level or equivalent competency; communication skills to establish and maintain effective working relationships with associates, city officials, and the general public; physical conditioning sufficient to perform moderate physical labor over an extended period of time; ability to lift 50 pounds.

REQUIRED EDUCATION, TRAINING EXPERIENCE AND CERTIFICATION

High school diploma or equivalent. Experience and knowledge in process control and operating and maintaining mechanical equipment, and operating electrical equipment in a wastewater treatment facility.

Operator position shall require a minimum of an Ohio EPA Wastewater "Operator in Training" status or having passed the Ohio EPA Class I Wastewater Certification Examination.

The current possession of a Class I, II, or III Ohio EPA Wastewater Certification will be considered as having fulfilled this requirement.

DESIRED EDUCATION, TRAINING, AND EXPERIENCE

Participation in professional courses, seminars, or workshops conducted by the Ohio Water Environment Association, Operators Training Committee of Ohio, or similar organization. Supplemental courses in biology, chemistry, or other natural science concentration or related field would be helpful.

SPECIAL REQUIREMENTS

Possession of a valid Class B Commercial Drivers License with Air Brakes and Tanker Endorsement is preferred. An employee hired, transferred, or promoted to this position must at minimum present proof on the first day of work that they have a CDL Instruction Permit. Employee newly hired or transferred shall receive on the job training at the Employer's expense and shall be required to obtain the necessary CDL ~~within one hundred twenty (120) days of appointment to the position within sixty (60) days from the first day of work.~~

Must have and maintain a good driving record as outlined in the City's Motor Vehicle Safety and Usage Policy.

ESSENTIAL JOB FUNCTIONS

1. Visually and audibly inspect both interior and exterior plant equipment for proper operation by walking through the plant facility, climbing up and down stairways, climbing up and down ladders, climbing onto roofs, and entering confined spaces.
2. Lean over a variety of tanks and collect samples of wastewater and sludge for analysis.
3. Effectively monitor and coordinate operational activities including, but not limited to, reading gauges, dials, graphs, recording data, starting and stopping various wastewater treatment equipment such as pumps, digesters, clarifiers, blowers, and valves.
4. Adjust a variety of wastewater treatment equipment, such as but not limited to, pump flow rates, boiler pressures, valves, chemical feed rates, and aeration rates.
5. Perform wastewater laboratory analyses and make mathematical calculations.
6. Lift items up to 50 lbs.; be able to climb and work from stairs, ladders, and/or scaffolding; bend, crawl, and walk a distance up to 1 mile.
7. Clean, maintain and repair a variety of wastewater plant equipment found in a water reclamation facility.
8. Maintain the grounds of the facility and pump stations by mowing, weed eating, etc.
9. Operate dump trucks, pickup trucks, forklift, drills, saws, and a variety of other hand tools.
10. Work varied shifts.
11. Work in cold weather, hot weather, and other unfavorable weather conditions.
12. Produce handwritten communications, type on a computer or typewriter, operate office equipment such as fax machine, copier, or other light office equipment.
13. Have sufficient vision to complete handwritten forms, read and write the English language, and maintain public records.
14. Possess a high school diploma or equivalent.
15. Have sufficient hearing to identify warning signals, buzzers, and/or other audible

safety devices

16. Possess the knowledge and willingness to execute proper safety procedures as outlined in the City of Kent safety policies.
17. Have the ability to conduct effective oral and written communications with co-workers, management, and the general public.
18. Possess a valid State of Ohio Class B commercial driver's license with Tanker Endorsement **within one hundred twenty (120) days of appointment to the position** and must have and maintain a good driving record as outlined in the City's Motor Vehicle Safety and Usage Policy.
19. Work safely with the various industrial chemicals found in a water reclamation facility.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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CITY OF KENT JOB DESCRIPTION

PLANT MECHANIC

Department: Service
Non-Exempt, Classified

Reports to: Plant Manager
Updated: August 2021

CITY OF KENT JOB DESCRIPTION PLANT MECHANIC

PUBLIC SERVICE DEPARTMENT
Classified

FULL TIME
Non-Exempt

RESPONSIBILITY

This position is under the general supervision of the Plant Manager and is responsible for the installation, repair and maintenance of a wide variety of equipment used in conjunction with the Water Reclamation Facility and the Water Treatment Plant.

TYPICAL TASKS

Plant Mechanics are required to successfully install, repair and maintain pumps, motors, valves, meters, compressors, generators, drive units, level control devices, lifting devices, bearings and seals, and other plant equipment. This equipment may be mechanical, electronic, hydraulic or pneumatic in nature. Plant Mechanics are required to operate dump trucks, pickup trucks, tow motors, welders, cutting torches, drills, saws, alignment tools and a variety of other hand tools. Plant Mechanics must maintain a safe and clean working environment and abide by all health and safety procedures, rules and regulations adopted by the department. The Plant Mechanic must be able to collect information by reading dials, gauges, charts and recorders, and record information by means of electronic and hand-written data entry.

WORKING CONDITIONS

The Water Reclamation Facility and Water Treatment Plant function 24 hours per day, 7 days per week. The position of Plant Mechanic functions with limited supervision. In addition to normally assigned shifts, the Plant Mechanic is required to respond when requested during non-scheduled hours. In emergency or critical situations, this position must exercise independent judgment when interpreting general safe policies and procedures, in addition to resolving work problems relating to a variety of mechanical / electronic equipment at the treatment facility and surrounding pumping stations. The Plant Mechanic may be required to work outside during inclement weather conditions including cold weather, hot weather, and other unfavorable weather conditions.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Plant Mechanic must know the standard practices, methods, materials, tools and safety procedures relevant to the maintenance of a wastewater treatment facility or water treatment plant. The Plant Mechanic must be able to use basic mathematical calculations. The Plant Mechanic is required to effectively monitor and coordinate maintenance activities, read blue prints, and understand oral and written communications. The Plant Mechanic must perform precision work, diagnose mechanical, electrical, electronic, hydraulic and pneumatic problems.

The Plant Mechanic must have a baseline understanding of radio control and System Control and Data Acquisition (SCADA) and the ability to troubleshoot the same. The Plant Mechanic must maintain effective working relationships with co-workers, City officials and the general public. The Plant Mechanic is required to maintain electronic files on computer for accurate work records, and maintain physical conditioning sufficient to perform moderate physical labor over an extended period of time. The Plant Mechanic must be able lift items up to 50 lbs, and be able to walk, climb stairs or ladders, bend, crawl, and be able to walk distances up to 1 mile. The Plant Mechanic is required to produce handwritten communications, type on a computer or typewriter, operate fax machines, copiers, or other light office equipment.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

The Plant Mechanic must possess high school diploma or equivalent. Possess experience and knowledge in the maintenance of mechanical, electronic, hydraulic and pneumatic equipment used in conjunction with a wastewater or water treatment facility.

DESIRED EDUCATION, TRAINING AND EXPERIENCE

Any formal education and training that would indicate possession of the skills listed under "Necessary Knowledge, Skills and Abilities". Possession of any formal training organization courses, workshops, or seminars that are related to the maintenance of a wastewater or water treatment facility.

SPECIAL REQUIREMENTS

Possession of a valid Class B Commercial Drivers License as required by Ohio Law **within one hundred twenty (120) days of appointment to the position**, and a driving record sufficient to comply with the City's Motor Vehicle Safety and Usage Policy; must obtain any professional license or certification required by the State of Ohio in conformity with State law. Must be able to work in confined spaces, elevated areas, and work around industrial chemicals found in a Water Reclamation Facility or Water Treatment Plant.

ESSENTIAL FUNCTIONS

1. Plant Mechanics are required to successfully install, repair and maintain pumps, motors, valves, meters, compressors, generators, drive units, level control devices, lifting devices, bearings and seals, and other plant equipment.
2. Operate dump trucks, pickup trucks, tow motors, welders, cutting torches, drills, saws, alignment tools and a variety of other hand tools
3. The Plant Mechanic must have sufficient vision to be able to collect information by reading dials, gauges, testing devices, charts and recorders and record this information by means of electronic and hand-written data entry.
4. The Plant Mechanic is required to work varied shifts.
5. Work in cold weather, hot weather, and other unfavorable weather conditions.
6. The Plant Mechanic is required to effectively monitor and coordinate maintenance activities, read blue prints, and understand oral and written communications.

7. The Plant Mechanic must perform precision work, diagnose mechanical, electrical, electronic, hydraulic and pneumatic problems.
8. The Plant Mechanic must be able lift items up to 50 lbs, and be able to climb stairs or ladders, bend, crawl, and be able to walk distances up to 1 mile.
9. Produce handwritten communications, type on a computer or typewriter, operate office equipment such as fax machines, copiers, or other light office equipment.
10. Must be able to legibly complete handwritten forms, read and write the English language, and maintain public records. Must have sufficient hearing to hear warning signals, buzzers, or other safety devices.
11. Knowledge of and willingness to execute proper safety techniques in conducting maintenance in confined spaces, and all other areas.
12. Ability to conduct effective communications with co-workers, management, and the public.
13. Possess a high school diploma or equivalent.
14. Possession of a valid State of Ohio Class B commercial driver's license **within one hundred twenty (120) days of appointment to the position**, and have a sufficient driving record to comply with the City's Motor Vehicle Safety and Usage Policy.
15. Must be able to work safely with industrial chemicals found in a Water Treatment Plant or Water Reclamation Facility.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties 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 contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.

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CITY OF KENT JOB DESCRIPTION

SERVICE TECHNICIAN / CITY GARDENER

Department: Service, Central Maintenance

Non-Exempt, Classified

Updated: August 2021

CITY OF KENT JOB DESCRIPTION

SERVICE TECHNICIAN / CITY GARDENER

Classified

Non-Exempt

RESPONSIBILITY:

Under general supervision, manufactures all types of traffic control, street name and specialty signs as required. Maintains systems of inventory for efficient resource of current stock, procurement of materials required for manufacturing and installation. Working knowledge of City Codes defining specification and placement of such required signage. Plans and coordinates with division all roadway safety, which includes but is not limited to barricades and safety lights during such time of work process, parades, and festivals. As City Gardener establishes and maintains landscaped areas in areas of public rights-of-way and other municipal properties reserved for landscaping and/or flowerbeds, except parks. Plants, fertilizes, applies chemicals, waters, weeds, and prunes woody and herbaceous plants. Landscapes will include for example such areas as right-of-way plantings, downtown hanging baskets, Haymaker Parkway, and Municipal grounds-buildings. Works with community groups in the review of design plans as well as the planting and maintenance of new or redeveloped gardens in public places. Will oversee assigned seasonal gardening and mowing crew.

APPOINTING AUTHORITY

Public Service Director in consultation with Central Maintenance Manager and Human Resources Manager.

TYPICAL TASKS (ILLUSTRATIVE ONLY)

Lays out and makes various types of traffic control and street signs and installs same. Maintains records and inventory of all materials for the production of signs and cost out signs that are sold to different entities. Receives and stores parts and tools. Takes periodic inventories; maintains and repairs tools, safety lights and other equipment. Plants, transplants, fertilizes, applies chemicals, waters, prunes, and weeds flower beds and plant areas. Maintains flowers, bushes and shrubs. Picks up and disposes of litter within planted areas. May irrigate, mow, rake, and trim as required of planted area(s).

WORKING CONDITIONS

Work involves almost constant exposure to unusual elements, such as extreme temperatures, toxic chemicals, and proximity to moving vehicle traffic, biohazardous materials, dirt, dust, fumes, smoke and/or loud noises. Requires extensive physical activity. Requires strenuous physical work; heavy lifting, pushing, and pulling required of objects over 50 pounds over short distance (20 feet or less). Work environment involves some exposure to hazards or physical risk, which require following basic safety procedures.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of horticulture methods, materials, landscaping, and cultivation of woody and herbaceous plants. Understand and follow oral and written instructions. Read and understand herbicide and insecticide warning labels and mix and apply them in accordance with safety standards. Repair damaged shrubs by pruning or chemical application. Use hand tools such as pick, shovel, spade, and rake or similar tools and power driven equipment such as hedge trimmers. Move debris, dirt, or other material from one place to another. Travel over rough, uneven, or rocky surfaces. Assign gardening work to others, work in a variety of weather conditions with exposure to the elements. Hands on experience in the use of drafting and machine tools along with strong general math skills to include basic geometry to make required City signage.

SPECIAL REQUIREMENTS

Must be in possession of a valid State of Ohio driver's license and a commercial driver's license (CDL) Class B with general knowledge and air brake endorsements **within one hundred twenty (120) days of appointment to the position**. Must have a good driving record at the time of hire and be able to maintain such good record at all times as described in the City's Motor Vehicle Safety and Usage Policy.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

High school diploma and at least 1 to 3 years experience directly related to the duties and responsibilities specified. Sign making/layout experience. Must enroll in Master Gardener training first year mandatory - following years optional upon supervisory approval.

ESSENTIAL FUNCTIONS

1. Manufactures all types of traffic control, street name and specialty signs as required.
2. Plans and coordinates with division all roadway safety, which includes but is not limited to barricades and safety lights during such time of work process, parades, and festivals.
3. Establishes and maintains landscaped areas in areas of public rights-of-way and other municipal properties reserved for landscaping and/or flowerbeds, except parks.
4. Plants, fertilizes, applies chemicals, waters, weeds, and prunes woody and herbaceous plants.
5. Landscapes will include for example such areas as right-of-way plantings, downtown hanging baskets, Haymaker Parkway, and Municipal grounds-buildings.
6. Works with community groups in the review of design plans as well as the planting and maintenance of new or redeveloped gardens in public places.
7. Will oversee assigned seasonal gardening and mowing crew.
8. Work involves almost constant exposure to unusual elements, such as extreme temperatures, toxic chemicals, and proximity to moving vehicle traffic, biohazardous materials, dirt, dust, fumes, smoke and/or loud noises.
9. Extensive physical activity. Requires strenuous physical work; heavy lifting, pushing, and pulling required of objects over 50 pounds over short distance (20 feet or less).

10. Work environment involves some exposure to hazards or physical risk, which require following basic safety procedures.
11. Must be in possession of a valid State of Ohio driver's license and a commercial driver's license (CDL) Class B with general knowledge and air brake endorsements **within one hundred twenty (120) days of appointment to the position**. Must have a good driving record at the time of hire and be able to maintain such good record at all times as described in the City's Motor Vehicle Safety and Usage Policy.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties 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 contract and is subject to change as the needs of the employer and requirements of the job change.

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CITY OF KENT JOB DESCRIPTION

MAINTENANCE WORKER / CARPENTER

Department: Service, Central Maintenance

Non-Exempt, Classified

Updated: August 2021

CITY OF KENT JOB DESCRIPTION

MAINTENANCE WORKER / CARPENTER

RESPONSIBILITY

Under the direction of the Director of Public Service, through the supervision of the Central Maintenance Division managers, maintains city buildings and facilities in good repair and appearance. Performs carpentry, minor electrical, plumbing, and construction work. May be on call to perform functions of Service Worker; performs other job related tasks as assigned.

TYPICAL TASKS

Plans and performs carpentry work by estimating cost, assembling material lists, purchasing and inventorying materials for medium to small sized construction projects. Performs rough and finished interior and exterior carpentry work, skilled hand and bench work, and miscellaneous shop duties; designs, fabricates, repairs, refinishes, and installs cabinets, furniture, Formica tops, bulletin boards, partitions, shelves, signs and other materials; builds masonry forms. Implements remodeling jobs and building maintenance projects either alone or with the assistance of other employees; assists and works with major contractors working on larger projects for the City. Makes decisions regarding carpentry projects with minimum supervision. Monitors inventory levels and reports supply needs to supervisor; maintains record of jobs. Performs minor electrical and plumbing work, such as making electrical repairs on fixtures and machines, and unclogging sinks and drains; operates hand and power tools and other machinery as needed to complete work assignments. Drives vehicles ranging from pick-up trucks to 2 ½ ton dump trucks and snowplows.

WORKING CONDITIONS

The Maintenance Worker / Carpenter must exercise care and follow safety rules and guidelines when working with power tools, mechanical equipment and vehicles. The Maintenance Worker / Carpenter may work during inclement weather conditions, and may be required to work split or varied shifts to include days, afternoons, nights, weekends and holidays. The Maintenance Worker / Carpenter works with limited supervision, and must exercise independent judgment when resolving work problems or interpreting general policies and procedures.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrated knowledge of the standard practices, methods, tools and equipment of the carpentry trade; general knowledge of building code to allow for interpretation and conformance with building code requirements. Communication skills to include the ability to read, write, and

understand oral, written and graphic instructions, to coordinate projects and instruct the work of others; to establish and maintain effective working relationships with associates, city officials and the general public. Mechanical skills to include the ability to safely operate hand tools, power tools, mechanical equipment and vehicles, and to work in high places. Ability to perform mathematics associated with trade applications (e.g., geometry, adding fractions). Physical conditioning sufficient to perform moderate to heavy physical labor over an extended period of time; ability to lift 50 pounds.

NECESSARY EDUCATION, TRAINING, AND EXPERIENCE

High school diploma or equivalent. Completion of a carpentry apprenticeship, vocational education program in carpentry, or a minimum of two years of skilled carpentry experience in all areas (rough, finished, and cabinet work, heavy timber construction) or any combination of training and experience to indicate possession of the knowledge, skills, and abilities listed above that is equivalent to that of a journey tradesman. A Maintenance Worker / Carpenter with two years of tradesman experience normally would require from six to twelve months of on-the-job exposure to become familiar with this position.

SPECIAL REQUIREMENTS

Possession of a valid Class B Commercial Drivers License with general knowledge, air brake and tanker endorsements **within one hundred twenty (120) days of appointment to the position**; must have and maintain a good driving record sufficient to comply with the City's Motor Vehicle Safety and Usage Policy.

ESSENTIAL FUNCTIONS

1. Performs carpentry, minor electrical, plumbing, and construction work.
2. Plans and performs carpentry work by estimating cost, assembling material lists, purchasing and inventorying materials for medium to small sized construction projects. Implements remodeling jobs and building maintenance projects either alone or with the assistance of other employees; assists and works with major contractors working on larger projects for the City.
3. Performs Service Worker job functions when required.
4. Applies appropriate safety standards when operating hand and power tools and other machinery as needed to complete work assignments.
5. Drives vehicles ranging from pick-up trucks to 2 ½ ton dump trucks and snow plows. **Obtains maintains valid Class B CDL with general knowledge, air brake and tanker endorsements within one hundred twenty (120) days of appointment to the position.**
6. Carries out assigned tasks with limited supervision, coordinates projects and instructs the work of others; follows oral, written and graphic instructions; keeps accurate records; maintains effective working relationships.
7. Performs mathematical calculations necessary to complete work assignments.

8. Attends work as scheduled; may work during inclement weather conditions, and may be required to work split or varied shifts to include days, afternoons, nights, weekends and holidays.
9. Must be able to work in inclement weather, outside locations during extreme temperatures.
10. Must be able to lift 50 lbs., climb ladders, walk up to one mile at a time, bend, squat, work aloft and in confined spaces.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties 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 contract and is subject to change as the needs of the employer and requirements of the job change.

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CITY OF KENT JOB DESCRIPTION

LABORER

Department: Service, Central Maintenance and Water Treatment

Non-Exempt, Classified

Updated: August 2021 ~~October 2017~~

RESPONSIBILITY

An entry level position, under immediate supervision, is responsible for performing a variety of semi-skilled and unskilled manual work in maintaining City grounds, streets, and various City facilities. Performs related work as assigned.

TYPICAL TASKS (Illustrative Only)

General labor work for streets, utility systems and facilities, buildings and grounds, parks and recreation and related facilities as described further and other similar tasks. Picks up and hauls materials, sets barricades, washes trucks and other equipment as needed. Cuts, trims, rakes, plants, waters, and fertilizes lawns and foliage. Shovels aggregate. Collects and disposes of trash. Assists in maintenance operations, including by example pothole patching, traffic painting, sign installation. Removes snow from walkways, parking areas and streets. Performs general grounds, equipment and facilities maintenance including painting, sanding, servicing, cleaning, sweeping and washing indoors and outdoors. Operates lawn and garden tractors, mowers, trucks, weed eaters, hedge trimmers, sanders, drills, and a variety of manual and power tools in maintaining grounds, equipment and facilities. Can operate vehicles in coordination with their CDL designation, including but not limited to: 2 ½ ton trucks, trucks with plows, trucks with trailers and any other over the road vehicles that are covered under the appropriate CDL designation. Can operate similar equipment as the Park Maintenance Laborer, such as front end loaders, and larger equipment. Can work independently. Two or more laborers can work together.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

This is routine (repetitive) work consisting of routine and / or unskilled manual tasks. A laborer will follow established procedures and work methods and will have some independent judgement when implementing the work. A laborer may seek additional assistance if their work will require them to deviate from the established procedures or work methods.

SPECIAL REQUIREMENTS

Incumbent is required to keep him/herself in physical condition sufficient to perform heavy manual labor over a sustained period of time and must be willing to work under adverse weather conditions.

Possession of a valid State of Ohio Class **A or B** Commercial Driver's License with Air Brake Endorsement is preferred. A newly hired or transferred employee must at minimum present proof on the first day of work that they have a CDL Instruction Permit. Employees newly hired shall receive on the job training at the employer's expense and shall be required to obtain the necessary CDL within **one hundred twenty (120) days of appointment to the position** ~~sixty (60) days from first day of work~~. Must have a good driving record at the time of hire and be able to maintain such good record at all times in compliance with the City of Kent's Motor Vehicle Safety and Usage Policy.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

No knowledge needed for a variety of maintenance-related tasks. Willingness to perform routine manual work, which can be strenuous. Must have the physical ability to lift heavy objects up to 75 lbs., walk distances up to one mile at a time, climb ladders, shovel various substances, work aloft or in confined spaces and have the general stamina for strenuous work. Must have the ability to understand simple oral instructions.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

High school diploma or equivalent.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.

ESSENTIAL FUNCTIONS

LABORER

1. Performs a variety of strenuous physical activities, including but not limited to manual shoveling, raking, painting, lifting up to 75 lbs., walking up to one mile at a time, climbing ladders, and working aloft and in confined spaces.
2. Uses gardening equipment including but not limited to shovels, rakes, weed trimmers, mower, snow throwers, clippers, shears, and other equipment as needed.
3. Uses a variety of tools, including but not limited to hammers, drills, grinders, saws, sanders.
4. Must be able to work at all times, including varying shifts.
5. Must be able to work in extreme outside conditions including extremely hot and cold temperatures.
6. Must be able to work around industrial chemicals, including but not limited to chlorine, paints, solvents, cleaning products, and other chemicals found in the workplace.
7. Must possess and maintain a valid State of Ohio Class A or B Commercial Driver's License with Air Brake Endorsement and driving record must meet City of Kent's Motor Vehicle Safety and Usage Policy.
8. Handle repetitive assignments both indoors and outdoors.
9. Must be able to safely operate a pickup truck with attached trailer and plow truck with attached snow plow as required.
10. Can operate vehicles in coordination with their CDL designation, including but not limited to: 2 ½ ton trucks, trucks with plows, trucks with trailers and any other over the road vehicles that are covered under the appropriate CDL designation.
11. Can operate similar equipment as the Park Maintenance Laborer, such as front end loaders, and larger equipment. (Equipment not specified in job descriptions of higher classification positions.)
12. Can work independently
13. Two or more laborers can work together.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties 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 contract and is subject to change as the needs of the employer and requirements of the job change.



CITY OF KENT JOB DESCRIPTION

SERVICE WORKER

Department: Service, Central Maintenance
Non-Exempt, Classified

Updated: August 2021

CITY OF KENT **JOB DESCRIPTION** **SERVICE WORKER**

Department: Service

Classified

Division: Central Maintenance

Non-Exempt

RESPONSIBILITY

Under general supervision, is responsible for a variety of routine and semi-skilled tasks required to accomplish year-round maintenance of City streets, sewers, and water service.

TYPICAL TASKS

Repairs streets, curbs, catch basins, and alleys; seals cracks in concrete; installs traffic control signs; paints traffic lines; connects and disconnects water service to residences; reads water meters on a prescribed route; repairs and replaces inoperative water meters. Operates hand and power tools to accomplish job tasks. Operates simple and complex pieces of equipment as assigned, including a sewer jet, pipe-locating and sewer-rodding equipment, vactor, pick-up truck and dump trucks up to and including 2 ½ ton capacity, lawn mowers, chain saws, and other equipment not classified as heavy.

Performs tasks as a work crewmember, receiving guidance from crew leader and gives work guidance as requested; acts as crew leader of work crews as assigned.

Performs general maintenance tasks such as cleaning, washing, painting, and minor repair of City owned facilities, equipment and public ways. Receives on-the-job training in operation of equipment and in procedures used for the division's work programs.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

Incumbent is expected to use some independent judgment when resolving work problems and interpreting general policies and procedures. An incumbent with two years of general maintenance experience would normally require from six to twelve months of on-the-job training to become familiar with this position.

SPECIAL REQUIREMENTS

Incumbent is expected to keep him/herself in physical condition sufficient to perform heavy physical labor over a sustained period of time and must be willing to work under adverse weather conditions. ~~Prior to the end of his or her 180-day probation period,~~ Must be in possession of a valid State of Ohio commercial driver's license (CDL) Class A or B with the Tanker endorsement **within one hundred twenty (120) days of appointment to the position.**

Must also have general knowledge of air brake endorsements; and a driving record sufficient to meet requirements of the City's Motor Vehicle Safety and Usage Policy and maintain such good record at all times.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of building and grounds maintenance methods, materials, and supplies; skill in safe operation of hand and power tools; ability to read and interpret street maps; ability to understand oral and written instructions; ability to lift 75 pounds; ability to oversee the work of others; ability to develop and maintain effective working relationships with associates, City officials, and the general public.

DESIRABLE EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS

Within one (1) year of appointment to the position the employee must possess and maintain both Backflow and Road Scholar I certifications. Training and certification will be done at the City's expense.

Any combination of training and experience that indicates possession of the knowledge, skills, and abilities listed above. High school diploma or equivalent.

One example of acceptable qualifications is:

~~Completion of the tenth school grade and two years of general or mechanical maintenance experience.~~

~~NOTE: The attached list of essential functions is designed to capture the general duties of the service worker position. It should not be viewed as a complete account of specific tasks. The Central Maintenance Division Manager or his or her designee may require the employee to perform other job-related duties not specified on this list at their discretion.~~

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

ESSENTIAL JOB DUTIES

1. Performs manual labor during traffic conditions in the repair of streets, curbs, catch basins and alleys using hand, power patch machines and jack hammers, etc.
2. Mixes concrete, removes and lays street brick.
3. Cuts metal street signs, applies sign letters, bakes sign, installs sign post and bolts sign to post.
4. Walks extended distances rapidly reading residential and commercial water meters and replaces inoperative water meters.
5. Trims and cuts tree limbs and brush and loads into truck or chipper.
6. Drives and operates a dump truck for extended periods of time with a snowplow and spreader during snow and ice control season.
7. Unplugs clogged sewers using hand and power equipment.
8. Activities include crouching, squatting, kneeling, reaching, and twisting of torso/arms/hands.
9. Ability to demonstrate strength and endurance while lifting, carrying, pulling, or pushing job-related materials weighing up to 75 lbs.
10. Ability to repetitively climb up and down stairs/ladders and in/out of vehicles.
11. Ability to perceive depth, to distinguish color differences, and to make visual job-related observations under conditions of both full and limited illumination.
12. Ability to perform multiple job-related tasks while driving for extended periods of time with few breaks, often during periods of inclement weather.
13. Ability to work under adverse weather conditions in both exposed and confined spaces for extensive periods.
14. Ability to sit for intermittent or extended periods while driving a service vehicle. (Intermittent periods can last from 3 to 8 hours while performing asphalt work, Aquatech services, or hauling materials. Extended periods involving snow and ice control can involve 3 to 20 hours of sitting.)
15. Ability to stand for intermittent periods up to 8 hours while performing job duties

such as flagging traffic.

16. Ability to walk for both intermittent and/or extended periods under varying weather conditions. Time involved is job dependent and may range from 3 to 8 hours at different paces. (For example, asphalt patching requires an intermittent medium pace, whereas water meter reading requires fast walking for a full day.)
17. Ability to respond rapidly to avoid injury to self or others.
18. Ability to communicate effectively both orally and in writing. Typical writing tasks would include completing work orders, complaint forms, special work order forms and central maintenance daily work sheets.
19. Possession of a valid State of Ohio commercial driver's license (CDL) Class A or B with the Tanker endorsement.
20. General knowledge of air brake endorsements; and a driving record sufficient to meet requirements of the City's Motor Vehicle Safety and Usage Policy and maintain such good record at all times.
21. Must possess and maintain both Backflow and Road Scholar I certifications within one (1) year of appointment to the position.

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

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CITY OF KENT JOB DESCRIPTION

REPAIR OPERATOR

Department: Service, Central Maintenance

Non-Exempt, Classified

Updated: August 2021

CITY OF KENT JOB DESCRIPTION

REPAIR OPERATOR

Classified

Non-Exempt

RESPONSIBILITY

Under general supervision, operates equipment classified both as heavy and light, and performs tasks related to the year-round maintenance of city streets, water distribution system, and sanitary system. Works within a work crew, receiving daily work assignments and direction from the Central Maintenance Division Managers.

TYPICAL TASKS

Maintains and repairs city streets, water distribution system, and sanitary system by operating heavy equipment, including but not limited to road graders, heavy rollers, industrial type tractors with attachments, sewer jets, sewer camera, street sweepers, backhoes and dump trucks exceeding 2 1/2 tons. Maintains and repairs City streets, water distribution system, and sanitary system by operating light equipment, including but not limited to pick-up trucks, hand and power tools, air hammers, electronic pipe-locating equipment, dump trucks up to 2 1/2 tons, air compressors, portable generators, 3/4 inch to 6 inch pumps and electronic leak detectors.

Performs street excavation work, such as digging holes and drainage ditches by using backhoe and transit; cleans and maintains drainage ditches and sewer lines. Maintains and repairs all elements of the City water distribution system, including water lines, hydrants, mainline valves and service lines. Utilizes water repair van, equipment and chemicals, including valve turner, compressor unit, generator, and liquid chlorine. Installs, repairs and reads residential and commercial water meters.

Performs masonry tasks, including pouring cement and laying brick, to construct and repair storm basins, manholes, and brick streets. Drives snowplow to remove snow from City owned streets, bridges, and sidewalks.

Keeps working area and equipment in safe and clean working condition by performing preventative maintenance checks, caring for equipment, and performing housekeeping functions as directed. Acts as crew leader, guiding and assisting crew members; trains and assists other division employees with specific equipment operation and performance of tasks. Prepares written reports to document completed work assignments.

WORKING CONDITIONS

The working environment of a Repair Operator includes exposure to a variety of conditions not found in a typical office setting. These exposures include but are not limited to: inclement weather conditions inherent to working out of doors year-round; working extended hours and/or varied shifts, including days, afternoons, nights, weekends and holidays on a call-in basis; potentially hazardous situations which require adherence to established safety and work rules and procedures, such as working during traffic conditions, working in confined spaces, and handling chemicals and other substances classified as hazardous.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of construction, equipment operation, and maintenance methods, materials, and supplies; knowledge of safety regulations related to construction traffic control and safe working procedures; skill in the operation of heavy and light service equipment and tools; reading and comprehension ability to allow for interpretation of construction plans and specifications, street and sewer maps, and general written instructions; basic writing skills to allow for the preparation of reports; ability to comprehend and follow oral instructions; basic mathematical ability to compute distances and measurements; leadership ability to provide basis for acting as crew leader and for providing training and guidance to other workers; ability to lift 75 pounds.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Candidate must have obtained a high school diploma or equivalent. A combination of training and experience that would indicate possession of the knowledge, skills, and abilities listed above. ~~Within one (1) year of appointment to the position the employee must possess and maintain both Backflow and Road Scholar I certifications. Additionally, the employee must possess an Ohio EPA Class I Water Distribution Certificate and/or an Ohio EPA Class I Collection System Certificate. The employer will consider an Ohio EPA Class I Water Distribution and/or an Ohio EPA Class I Collection System Operator in Training status as meeting these pre-qualification requirements. Training and certification will be done at the City's expense.~~

~~One example of acceptable qualifications is: high school diploma or equivalent, having two years of equipment operation and construction experience, and demonstrating mechanical ability.~~

SPECIAL REQUIREMENTS

A Repair Operator must maintain physical conditioning sufficient to perform moderate to heavy physical labor over a sustained period. ~~Within the first 180 days after employment begins with the City of Kent,~~ employee must possess a Class A Commercial Driver's License with Tanker Endorsement ~~within one hundred twenty (120) days of appointment to the position.~~ The employee must have and maintain a driving record sufficient to comply with the City's Motor Vehicle Safety and Usage Policy.

SPECIAL NOTE:

~~Please see Article 18 of The American Federation of State, County, and Municipal Employees, Ohio Council 8, Local 379, AFL-CIO (AFSCME) for any other specific pre-qualifications.~~

ESSENTIAL JOB FUNCTIONS

1. Operates heavy equipment, including but not limited to road graders, heavy

rollers, industrial type tractors with attachments, sewer jets, sewer camera, street sweepers, backhoes and dump trucks exceeding 2 1/2 tons, to perform street, water distribution system, and sanitary system maintenance and repair.

2. Operates light equipment, including but not limited to pick-up trucks, hand and power tools, air hammers, electronic pipe-locating equipment, dump trucks up to 2 1/2 tons, air compressors, portable generators, 3/4 inch to 6 inch pumps and electronic leak detectors, to perform street, water distribution system, and sanitary system maintenance and repair.
3. Performs street excavation work, such as digging holes and drainage ditches using backhoe and transit; cleans and maintains drainage ditches and sewer lines.
4. Maintains and repairs all elements of the City water distribution system, including water lines, hydrants, mainline valves and service lines. Utilizes water repair van, equipment and chemicals, including valve turner, compressor unit, and generator and liquid chlorine.
5. Performs masonry tasks, including pouring cement and laying brick, to construct and repair storm basins, manholes, and brick streets.
6. Operate snowplow and place deicing chemicals to remove snow from City owned streets, bridges, and sidewalks.
7. Keeps working area and equipment in safe and clean working condition by performing preventative maintenance checks, caring for equipment, and performing housekeeping functions as directed.
8. Acts as crew leader, guiding and assisting crew members; trains and assists other division employees with specific equipment operation and/or skilled tasks. Prepares written reports to document completed work assignments.
9. Remains available to work varied shifts and extended hours, including days, afternoons, nights, weekends and holidays on a call-in basis.
10. Must possess and maintain both Backflow and Road Scholar I certifications within one (1) year of appointment to the position.
11. Possession of an Ohio EPA Class I Water Distribution Certificate and/or an Ohio EPA Class I Collection System Certificate. The employer will consider an Ohio EPA Class I Water Distribution and/or an Ohio EPA Class I Collection System Operator in Training status as meeting these pre-qualification requirements.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties 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 contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.

~~The City of Kent provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, disability, genetics, or military status in accordance with applicable federal, state and local laws.~~



CITY OF KENT JOB DESCRIPTION

Central Maintenance Chief Operator

Department: Service Department, Central Maintenance

Non-Exempt, Classified

Updated: August 2021

CITY OF KENT **JOB DESCRIPTION**

CENTRAL MAINTENANCE CHIEF OPERATOR

Classified

Non-Exempt

RESPONSIBILITY

Under general supervision of the Central Maintenance Manager (CMM), the Central Maintenance Chief Operator (CMCO) is responsible for performing both semi-skilled and skilled tasks in the operations and maintenance of the City of Kent's water distribution, wastewater and stormwater collection, transportation systems. Directs and works with the crew assigned, receiving work tasks from the Central Maintenance Division Manager and Arborist/Supervisor. The position will perform the bargaining unit duties of a Repair Operator, and will accept the additional responsibilities outlined below.

ADDITIONAL RESPONSIBILITIES

A CMCO coordinates Central Maintenance operation on a daily basis; takes responsible charge of his/her assigned tasks in the Division; oversees the work of staff assigned to his/her crew. He/she furnishes guidance and instruction to personnel in completion of assigned work; prepares for and assigns work tasks as identified by the Central Maintenance Manager or Arborist/Supervisor and prepares daily the necessary written reports upon completion of assigned work.

Inspects work to determine efficiency of operation, cleanliness, and maintenance requirements; reviews operations and records to determine what changes may be necessary in the current and future work effort, confers with the Central Maintenance Manager or Arborist/Supervisor before implementing changes.

Ensures that operational standards are followed; determines remedial action in emergencies; requisitions supplies and equipment; prepares reports and maintains records, assists in conducting training programs; assists in budget preparation.

TYPICAL TASKS

Maintains and repairs the City's water distribution, wastewater and stormwater collection, and transportation systems by operating heavy equipment, including but not limited to road graders, heavy rollers, industrial type tractors with attachments, sewer jets, sewer camera, street sweepers, backhoes, and dump trucks. Operation of light equipment, including but not limited to pick-up trucks, hand and power tools, air hammers, electronic pipe-locating equipment, air compressors, portable generators, ¾ inch to 6 inch pumps, electronic leak detectors and water repair van, equipment and chemicals, including valve turner, compressor unit, generator and liquid chlorine. The Chief Operator performs

construction, cleaning, repair and maintenance of the City of Kent's infrastructure including water distribution, wastewater and stormwater collection, and transportation systems. Typical work tasks include cleaning and maintaining drainage ditches and sewer lines, all elements of the water distribution system, including water lines, hydrants, mainline valves and service lines. Installs, repairs and reads residential and commercial water meters.

The Chief Operator performs masonry tasks, including pouring cement and laying brick, to construct and repair storm basins, manholes, and brick streets. The Chief Operator performs the construction repair and maintenance of roadway pavement, curbs and public sidewalks. Drives snowplow to remove snow from City owned streets, bridges, and sidewalks.

The Chief Operator keeps working area and equipment in safe and clean working condition by performing preventative maintenance checks, caring for equipment, and performing housekeeping functions as directed and prepares written reports to document completed work assignments.

WORKING CONDITIONS

The working environment of a Chief Operator includes exposure to a variety of conditions not found in a typical office setting. These exposures include but are not limited to: inclement weather conditions inherent to working out of doors year round; working extended hours and/or varied shifts, including days, afternoons, nights, weekends and holidays on a call-in basis; potentially hazardous situations which require adherence to established safety and work rules and procedures, such as working adjacent to vehicle traffic, working in confined spaces, and handling chemicals and other substances classified as hazardous.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of construction, equipment operation, and maintenance methods, material and supplies; knowledge of safety regulations related to construction traffic control and safe working procedures; skill in operation of heavy and light service equipment and tools; ability to read and comprehend construction plans and specifications, street and sewer maps, and general written instructions. A Chief Operator shall possess basic writing skills to allow for the preparation of reports; ability to comprehend and follow oral instructions; basic mathematical ability to compute distances and measurements; leadership ability to provide basis for acting as crew leader and for providing training and guidance to other workers; ability to lift 75 pounds.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Candidate must have obtained a High School Diploma or equivalent. A combination of training and experience that would indicate possession of the knowledge, skills, and abilities listed above. Within one (1) year of appointment to the position the employee must possess and maintain both Backflow and Road Scholar I certifications. The employee must possess an Ohio EPA Class I Water Distribution Certificate and/or an Ohio EPA Class I Collection System Certificate. Additionally, the employee must possess either an Ohio EPA Class II Water Distribution Certificate and/or an Ohio EPA Class II Collection System Certificate, Road Scholar II, or ISA Certified Arborist within one (1) year of appointment to the position. Training and certification will be done at the City's expense.

~~The Chief Operator must also comply with certification requirements in AFSCME Article 18.09 a) of the bargaining agreement, and any subsequent applicable Memorandum of Agreement and any future modifications to the 2006 Agreement.~~

SPECIAL REQUIREMENTS

A Chief Operator must maintain physical conditioning sufficient to perform moderate to heavy physical labor over a sustained period. The Chief Operator must have and maintain a Class "A" Commercial Driver's License with Tanker endorsement **within one hundred twenty (120) days of appointment to the position.**, and have and maintain a good driving record as outlined in the City of Kent's Motor Vehicle Safety and Usage Policy.

ESSENTIAL JOB FUNCTIONS

1. Operates heavy equipment, including but not limited to road graders, heavy rollers, industrial type tractors with attachments, sewer jets, sewer camera, street sweepers, backhoes and dump trucks, to perform water distribution, sanitary and storm sewers and transportations systems maintenance and repair.
2. Operates light equipment, including but not limited to, pick-up trucks, hand and power tools, air hammers, electronic pipe-locating equipment, dump trucks, air compressors, portable generators, ¾ inch to 6 inch pumps and electronic leak detectors, to perform street, water distribution system, and sanitary system maintenance and repair.
3. Performs street excavation work, such as digging holes and drainage ditches using backhoe and transit; cleans and maintains drainage ditches and sewer lines.
4. Maintains and repairs all elements of the City water distribution system, including water lines, hydrants, mainline valves and service lines. Utilizes water repair van, equipment and chemicals, including valve turner, compressor unit, and generator and liquid chlorine.
5. Performs masonry tasks, including pouring cement and laying brick, to construct and repair storm basins, manholes, and brick streets.
6. Drives snowplow to remove snow from City owned streets, bridges, and sidewalks.
7. Keeps working area and equipment in safe and clean working condition by performing preventive maintenance checks, caring for equipment, and performing housekeeping functions as directed.
8. Acts as crew leader, guiding and assisting crew members; trains and assists other division employees with specific equipment operation and/or skilled tasks. Prepares written reports to document completed work assignments.
9. Remains available to work varied shifts and extended hours, including days, afternoons, nights, weekends and holidays on a call-in basis.
10. Takes emergency calls from the Police during non-working hours and contacts the appropriate bargaining unit people to handle said emergency. Responds to emergency as appropriate.

11. Possession of a Class "A" Commercial Driver's License **within one hundred twenty (120) days of appointment to the position.** Must have and maintain a good driving record as outlined in the City's Motor Vehicle Safety and Usage Policy.
12. Able to perform activities that include crouching, squatting, kneeling, reaching, and twisting of torso/arms/hands.
13. Able to demonstrate strength and endurance while lifting, carrying, pulling, or pushing job-related materials weighing up to 75 pounds.
14. Able to repetitively climb up and down stairs/ladders and in/out of vehicles.
15. Able to perceive depth, to distinguish color differences, and to make visual job-related observations under conditions of both full and limited illumination.
16. Able to perform multiple job-related tasks while driving for extended period of time with few breaks, often during periods on inclement weather.
17. Able to work under adverse weather conditions in both exposed and confined spaces for extensive periods.
18. Able to sit for intermittent or extended periods while driving a service vehicle. (Intermittent periods can last from 3 to 8 hours while performing asphalt work, Aquatech services, or hauling materials. Extended periods involving snow and ice control can involve 3 to 20 hours of sitting.)
19. Able to stand for intermittent periods up to 8 hours while performing job duties such as flagging traffic.
20. Able to walk for both intermittent and/or extended periods under varying weather conditions. Time involved is job dependent and may range from 3 to 8 hours at different paces. (For example, asphalt patching requires an intermittent medium pace, whereas water meter reading requires fast walking for a full day.)
21. **Must possess and maintain both Backflow and Road Scholar I certifications within one (1) year of appointment to the position.**
22. **Possession of an Ohio EPA Class I Water Distribution Certificate and/or an Ohio EPA Class I Collection System Certificate.**
23. **Possession of either an Ohio EPA Class II Water Distribution Certificate and/or an Ohio EPA Class II Collection System Certificate, Road Scholar II, or ISA Certified Arborist within one (1) year of appointment to the position. The employer will consider an Ohio EPA Class II Water Distribution and/or an Ohio EPA Class II Collection System Operator in Training status as meeting these pre-qualification requirements.**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties 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 contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.

~~The City of Kent provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, pregnancy, national origin, ancestry, age, disability, genetics, or military status in accordance with applicable federal, state, and local laws.~~

**Agreement of Position Allocation
AFSCME, Local 379 Ohio Council 8**

This Agreement is entered into between the City of Kent (employer) and Local 379 Ohio Council 8, AFSCME (union) and sets forth the following understandings and agreements regarding a position allocation change.

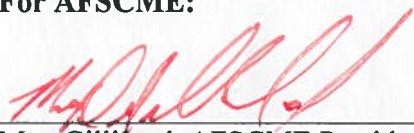
Position Allocation Change

The City requests the removal of one (1) full time Laborer position (Water Treatment Plant) for the addition of one (1) full time Water Treatment Plant Operator. Current staffing allocates one (1) full time Laborer position under Utilities (Water Treatment Plant) and five (5) full time Water Treatment Plant Operator positions. The new staffing allocation will be zero (0) full time Laborer position under Utilities (Water Treatment Plant) and six (6) full time Water Treatment Plant Operator positions.

The reallocation of the Laborer position to Water Treatment Plant Operator must be instituted per approved Council legislation and in accordance with all Civil Service rules and regulations. This includes City Budget approval for fiscal year 2022. If approved by Council, this change would be effective January 1, 2022. Should Council not approve the proposed allocation change, this agreement would be null and void.

Local 379 Ohio Council 8, AFSCME labor contract does not specify the allocation of positions so no change to the contract is requested.

For AFSCME:



Max Gilliland, AFSCME President

10-13-21

Date



For the City of Kent:



Dave Ruller, City Manager
Hope L. Jones, Law Director

10-13-2021

Date

