



# LEGISLATIVE COVER MEMO

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**Introduction:** May 18 2026

**Agenda Item:** **Resolution 2026-34**

ADOPTING A POSITION DESCRIPTION FOR THE PART-TIME  
PUBLIC WORKS LABORER

**Submitted by:** Cindi Chibis, Human Resource Specialist

**Scope/Description:** This Resolution adopts a position description for the Part-Time Public Works Laborer. This helps distinguish between part-time and seasonal employees.

**Exhibits:** Exhibit A: Public Works Laborer Position Description

**Recommendation:** Approval

CITY OF FRANKLIN, OHIO  
RESOLUTION 2026-34

**ADOPTING A POSITION DESCRIPTION FOR THE PART TIME PUBLIC WORKS LABORER**

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position;

WHEREAS, upon the recommendations of the City Manager, this Council now finds it desirable to adopt position descriptions for the position of Part Time Public Works Laborer to adequately reflect the duties and responsibilities of this position,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members present concurring, that:

Section 1. The position description for Part Time Public Works Laborer is attached hereto as Exhibit A, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan.

Section 2. It is hereby found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. This Resolution shall become effective immediately upon its passage.

ADOPTED: May 18, 2026

ATTEST: \_\_\_\_\_  
Khristi Dunn, Clerk of Council

APPROVED: \_\_\_\_\_  
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on May 18, 2026.

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Khristi Dunn, Clerk of Council



# CITY OF FRANKLIN

## POSITION DESCRIPTION

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<b>Employee Name:</b>		<b>Department:</b>	Public Works / Parks & Recreation
<b>Civil Service Status:</b>	Unclassified	<b>Position Title:</b>	Public Works Laborer
<b>Employment:</b>	Part-time	<b>Reports To:</b>	City Park Services Worker/Lead
<b>FLSA Status:</b>	Non-Exempt	<b>Supervises:</b>	N/A

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**GENERAL DESCRIPTION:** Responsible for providing entry level year-round manual labor for the City of Franklin. Primary focus is in carrying out physical tasks involved in the repair and maintenance of City parks, streets, and related projects, as directed by the Public Works Parks Division.

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101.

1. Under supervision, performs spring/summer ground and landscaping activities including, planting, trimming, edging, sweeping, collecting trash, and clearing debris from walkways, fields, and other areas; removing graffiti, power washing, and repairing, painting, or staining structures, benches, tables, signs, and fences.
2. Performs fall/winter grounds and landscaping protection activities including seasonal pruning, erosion control, installation or removal of protective coverings, winterization of landscaped areas, and preparation of planting beds and turf areas for the upcoming spring season.
3. Operates a variety of snow blowers, mowers, tractors, utility vehicles, power tools, and hand tools. Ensures the proper use of equipment, tools and vehicles. Performs routine inspection and preventive maintenance, and makes minor repairs to equipment, machines, and attachments.
4. Assists with the preparation, organization, and implementation of outdoor park activities and year-round special events, including but not limited to, event setup, teardown, and post-even clean-up. Community activities may include seasonal fall/winter events (e.g. Trunk-or-Treat, A Very Merry Main Street), as well as spring/summer events (e.g. Memorial Day parade, Fourth Friday on Fourth Street, Independence Day celebration).
5. Performs snow and ice removal activities limited to park walkways, sidewalks, parking areas, trails, entrances, steps, and park facility access points, including shoveling, spreading salt or other de-icing materials, and clearing snow accumulation.
6. May provide basic entry-level support to full-time Utility Workers in the cleaning, repair and maintenance of streets, sidewalks, and drainage structures.
7. Represents the City professionally in all interactions with members of the community.
8. Adheres to all applicable safety practices and regulations, and effectively responds to emergency situations in accordance with the policies and procedures of the City of Franklin.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other duties as required.

**QUALIFICATIONS:**

**Communication Skills:** Ability to read and carry out simple verbal and written instructions, short correspondence, and memos. Ability to communicate effectively, tactfully, and courteously, with staff and members of the community, apply active listening skills, and effectively establish and maintain working relationships with those contacted in the course of work. Ability to recognize and deal effectively with unusual, threatening, or emergency situations. Ability to work as a team with other staff and management.



## CITY OF FRANKLIN POSITION DESCRIPTION

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**Education and Experience:** Must be at least 16 years of age. High school diploma or equivalent. Prior experience in general manual labor, grounds-keeping, or construction work preferred.

**Equipment, Tools and Materials:** Effectively and safely operates light duty vehicles, trucks, tractors, riding and push mowers, snow blowers, weed eaters, chain saws, rakes, shovels, sprayers, blowers, ladders, power tools and other hand tools.

**Licensure or Certification Requirements:** Valid Ohio driver's license and continuous insurability required.

**Physical Requirements: (with or without accommodation):** Primary functions require sufficient physical ability to work in an outdoor environment. Frequently required to stand for prolonged periods of time, lift and move up to 50 pounds, and use hands and arms to reach and operate objects, tools, or controls. Ability to occasionally walk, sit, stoop, bend, kneel, crouch, reach, twist, climb, crawl, balance, push, pull, lift, and move up to 100 pounds unassisted. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Ability to speak and hear required.

**Technical Skills:** Ability to use automated timekeeping system to accurately record and track hours of work.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** (For purposes of O.R.C. 4167)

Employee is regularly exposed to outdoor weather conditions, and frequently works near moving mechanical parts, and in motorized traffic situations. Employee may occasionally be exposed to fumes or airborne particles, raw sewage, toxic or caustic chemicals, and risk of electrical shock, and must manipulate large and heavy pieces of equipment, materials and/or tools. The noise level in the work environment is usually moderate but will periodically be very loud. Employee will occasionally be required to wear protective equipment to perform duties. May be exposed to hazardous driving conditions, verbal abuse by the public, or to human blood or other body substances.

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision.

The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

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# CITY OF FRANKLIN

## POSITION DESCRIPTION

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(Signature of Appointing Authority/Designee)

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(Date)

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(Signature of Employee)

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(Date)