



LEGISLATIVE COVER MEMO

Introduction: October 6, 2025

Agenda Item: **Resolution 2025-67**

AMENDING POSITION DESCRIPTIONS WITHIN THE PUBLIC WORKS DEPARTMENT

Submitted by: Cindi Chibis, Human Resource Specialist

Scope/Description: During conversations with the Premier Health Employer Based Clinic, staff reviewed the pre-employment screenings for Public Works and has decided that the lift requirement should be standardized across all job descriptions to 50lbs. These amendments reflect that standardization and also update a revised reporting structure due to changes made since the last updates.

Budget Impact: None.

Exhibits:

- Exhibit A: Public Works Director Position Description
- Exhibit B: Assistant Public Works Director Position Description
- Exhibit C: Landscape Beautification Division Head Position Description
- Exhibit D: Water Plant Superintendent Position Description
- Exhibit E: Water Operator Position Description
- Exhibit F: Water, Sewer, Storm, and Street Lead Position Description
- Exhibit G: Seasonal Laborer (Streets) Position Description
- Exhibit H: Seasonal Laborer (Parks) Position Description

Recommendation: Approval

CITY OF FRANKLIN, OHIO
RESOLUTION 2025-67

AMENDING POSITION DESCRIPTIONS WITHIN THE PUBLIC WORKS DEPARTMENT

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, this Council adopted a Position Classification Plan and position descriptions on August 18, 2003; and

WHEREAS, upon the request and recommendation of the City Manager/Safety Director, this Council now finds it desirable to update the position descriptions for the Public Works Director, Assistant Public Works Director, Landscape Beautification Division Head, Water Plant Superintendent, Water Operator, Water, Sewer, Storm, and Street Lead, Seasonal Laborer (Streets), and Seasonal Laborer (Parks);

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

Section 1. The position description for Public Works Director is hereby amended as shown in the attached Exhibit A.

Section 2. The position description for Assistant Public Works Director is hereby amended as shown in the attached Exhibit B.

Section 3. The position description for Landscape Beautification Division Head is hereby amended as shown in the attached Exhibit C.

Section 4. The position description for Water Plant Superintendent is hereby amended as shown in the attached Exhibit D.

Section 51. The position description for Water Operator is hereby amended as shown in the attached Exhibit E.

Section 6. The position description for Water, Sewer, Storm, and Street Lead is hereby amended as shown in the attached Exhibit F.

Section 7. The position description for Seasonal Laborer (Streets) is hereby amended as shown in the attached Exhibit G.

Section 8. The position description for Seasonal Laborer (Parks) is hereby amended as shown in the attached Exhibit H.

Section 9. It is 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 10. That this resolution shall become effective immediately upon its passage.

ADOPTED: October 6, 2025

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 October 6, 2025.

Khristi Dunn, Clerk of Council



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department:	Public Works Department
Civil Service Status:	Unclassified	Position Title:	Public Works Director
Employment:	Full-time	Reports To:	City Manager
FLSA Status:	Exempt	Supervises:	Asst. Public Works Director, Public Works Recreation & Events Manager, Secretary, Water Superintendent, Lead Park Worker, Streets Foreman, Construction Inspector <u>Administrative Assistant to Public Works, Landscape Beautification Division Head, Lead Park Worker, Recreation and Events Coordinator, Water Sewer Storm Street Leads, Water Treatment Superintendent</u>

GENERAL DESCRIPTION: Provides leadership, direction, and oversight to the Public Works Department and employees responsible for City infrastructure, streets, water treatment, stormwater, water distribution, fleets, parks and recreation, trash, and facility maintenance, as well as for regulations related to wastewater operations and supports engineering and project work associated with these systems. Work involves significant community engagement and public involvement with compliance organizations, elected officials, other policy makers, and citizens. Serves as a member of the City's senior management team, collaborates with the City Manager, City Council members, and other City departments on strategy. Plans and executes a visionary approach to the Reinventing Franklin Capital Improvement Plan.

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

1. **General Management:** Plans, organizes, directs, controls, and evaluates the work of the Public Works Department. Oversees the management of the day-to-day administration of the Department, including budget, capital projects, utility enterprises, on-going maintenance, infrastructure stewardship and development, personnel and labor relations, and customer service activities. Represents the City at professional and governmental organizations at the State and national levels.
2. **Compliance:** Responsible for ensuring compliance with all applicable Federal, State, and local regulations related to streets, water treatment, stormwater, water distribution, fleets, parks and recreation, trash, and facility maintenance, as well as for regulations related to wastewater operations. Develops, recommends, and oversees the administration of Public Works policies and guidelines. Serves as 'operator of record' with the EPA for City's distribution water system.
3. **Human Resources:** Directly or through managers, appoints, supervises, provides for training, development, performance evaluation, and ensures accountability of Department employees. Provides for training in the promotion and accountability of safe work practices and working conditions for employees. Ensures compliance with labor agreements, City-wide policies, and Department practices.
4. **Project Management:** Oversees all public works projects for the City. Participates directly in the planning and development of significant projects. Leads infrastructure development and environmental protection to enhance the public health, livability, and economic wellbeing of the community. Ensures development is consistent with the City's goals and objectives. Facilitates and promotes ongoing research into new technologies, materials, and trends and recommends implementation of improvements to help the Department achieve its objectives more efficiently.
5. **Fiscal and Business Management:** Ensures the financial well-being of the Department by establishing cost control measures and monitoring all fiscal operations of the Department. Prepares annual budget and justifies budget requests and amendments. Projects and procures revenues and funding for the work of the Department, including management of enterprise funds and



CITY OF FRANKLIN

POSITION DESCRIPTION

accessing federal and State funding sources. Ensures the efficient and economical use of Departmental funds, manpower, materials, and facilities. Negotiates and executes contract and agreements for public works projects.

6. **Environmental Stewardship:** Under policy direction from the City Manager, responsible for the protection of the City's environment, including the water supply, stormwater systems, and public parks. Promotes and develops effective facilities and systems to handle waste and wastewater in compliance with substantial federal and State regulation, and protection of natural resources such as streams and rivers. Represents the City on critical utility and environmental issues such as water supply governance.
7. **Community Relations:** Directs planning and presentation of public involvement programs for neighborhoods, businesses, and other community groups. Provides support of public works-related citizen groups, coordinating work plans and staff assignments to facilitate efficient and meaningful public involvement and policy direction. Provides for City-wide citizen communication programs to disseminate information on Public Works projects and processes and conservation of assets.
8. **Senior Management Team:** Provides information and advice to the City Manager on strategic planning and accomplishment of City goals and objectives. Participates in organization-wide strategic planning. Coordinates the Department activities with those of other City departments and offices to ensure a consistent approach towards common projects and interests and the cost-effective delivery of services. Provides significant program and project support to other departments. Serves as an active participant on the Wastewater Board, Parks and Recreation Commission, Special Events Committee, PW Committee, Safety Committee, Finance Committee, and others as needed.
9. **Self-Development:** Stays informed of current trends and innovations in the field of public works. Demonstrates motivation and commitment to improve work related knowledge, abilities, processes, and relationships. Participates in training opportunities and professional organizations to improve skills and contribute meaningfully to the profession. Looks for ways to improve and promote growth. Measures self against standard of excellence.
10. Demonstrates ability to analyze and problem solve. Exercises appropriate discretion and professional judgement.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

QUALIFICATIONS:

Knowledge: Knowledge of the City Charter, City Ordinances, and City safety rules and operating procedures. Ability to maintain proficiency in and knowledge of current, upcoming and/or new regulations/legislation within area of responsibility. Knowledge of the materials, methods, equipment, regulatory practices, and reporting requirements utilized in the operation, construction, maintenance, and repair of water and wastewater distribution and collection systems. Knowledge of materials, methods and equipment utilized in the operation, construction, maintenance, and repair of municipal streets, drainage, and roadway systems. Knowledge of fiscal and budget management principles, supervisory principles and practices, and records management.

Reasoning Skills: Ability to plan, organize, and direct department operations, services, and activities. Ability to lead department staff in ongoing planning and implementation efforts. Ability to deal with a variety of abstract and concrete variables while determining and taking specific action, apply management principles to analyze problems, collect data, establish facts, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations. Ability to understand, interpret, and apply laws, rules, and regulations to specific situations.

Communication Skills: Ability to develop and maintain effective relationships with the compliance organizations, City Council members, other policy makers, the public, and staff at all levels. Ability to respond effectively to sensitive inquiries or complaints from the public



CITY OF FRANKLIN

POSITION DESCRIPTION

and public officials. Ability to compile and prepare reports, business correspondence, and documents using original or prescribed techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, and public groups. Ability to develop, lead, and nurture high performance and a professional atmosphere.

Education and Experience: Bachelor's degree in civil engineering, business administration, public administration, or related field. Minimum of ten years progressively responsible public works experience including a minimum of five years in a management position, or equivalent combination of education and experience. Minimum of Water license for Distribution Class 1 and ability to operate all Water equipment required. Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required. Valid Commercial Driver's License (CDL) with Class B endorsement.

Equipment, Tools and Materials: Ability to use computer equipment, modern fiscal software and equipment, and standard office equipment. Ability to periodically drive vehicle.

Math Skills: Mathematical, fiscal, and statistical skills. Ability to effectively present complex data to the City Manager, City Council members, and the general public. Ability to create and adhere to annual budgets. Ability to effectively negotiate contracts and adhere to grant requirements. Ability to develop and implement cost saving measures.

Physical Requirements: (with or without accommodation): Ability to occasionally operate a motor vehicle, hold, lift, reach, stoop and turn. Ability to frequently, grasp, sit, stand, walk, and use keyboard. Specific vision abilities required for this job include close and distance vision. Ability to speak English and hear required. Duties are primarily performed in an office environment as well as in the field.

Technical Skills: Ability to use e-mail, spreadsheet, and office software. Ability to maintain complex financial records. Ability to learn automated system functions used in carrying out job duties.

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

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.). Employee is occasionally exposed to outdoor weather conditions, May be exposed to hazardous driving conditions, verbal abuse by the public, or to human blood or other body substances.

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

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department:	Public Works Department
Civil Service Status:	Unclassified	Position Title:	Assistant Public Works Director
Employment:	Full-time	Reports To:	Public Works Director
FLSA Status:	Exempt	Supervises:	<u>Recreation & Events Manager, Admin. Assistant, Street Superintendent, Water Lead, Lead Park Worker, Construction Inspector Landscape Beautification Division Head, Lead Park Worker, Recreation and Events Coordinator, Water Sewer Storm Street Leads, Water Treatment Superintendent</u>

GENERAL DESCRIPTION: Under the supervision of the Public Works Director, provides direction, and oversight to the Public Works Department and employees responsible for City infrastructure, streets, water treatment, stormwater, water distribution, fleets, parks and recreation, trash, and facility maintenance, as well as for regulations related to wastewater operations and supports engineering and project work associated with these systems. Work involves community engagement and public involvement with compliance organizations, and citizens. Supports the Reinventing Franklin Capital Improvement Plan.

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

1. **General Management:** Under the supervision of the Public Works Director, plans, organizes, directs, controls, and evaluates the work of the Public Works Department. Assists with oversight of the management of day-to-day Department operations.
2. **Compliance:** Responsible for supporting compliance with all applicable Federal, State, and local regulations related to streets, water treatment, stormwater, water distribution, fleets, parks and recreation, trash, and facility maintenance, as well as for regulations related to wastewater operations. Implements and enforces Public Works policies and guidelines.
3. **Human Resources:** Assists with the appointment, supervision, development, performance evaluation, and accountability of Department employees. Assists with training in the promotion and accountability of safe work practices and working conditions for employees. Assists with compliance with labor agreements, City-wide policies, and Department practices.
4. **Project Management:** Oversees public works projects for the City, as directed. May participate in the planning and development of significant projects. Supports development consistent with the City's goals and objectives. Promotes ongoing research into new technologies, materials, and trends. Recommends implementation of improvements to help the Department achieve its objectives more efficiently.
5. **Fiscal and Business Management:** Works with the Public Works Director to ensure the financial well-being of the Department. Assists with the management of enterprise funds and accessing federal and State funding sources. Ensures the efficient and economical use of departmental funds, manpower, materials, and facilities. May assist with the negotiation and execution of contract and agreements for public works projects.
6. **Environmental Stewardship:** Under policy direction from the Public Works Director assists with the protection of the City's environment, including the water supply, stormwater systems, and public parks. Work cooperatively to promote and develop effective facilities and systems to handle waste and wastewater in compliance with substantial federal and State regulation, and protection of natural resources such as streams and rivers.
7. **Community Relations:** Provides support of public works-related citizen groups, coordinating work plans and staff assignments to facilitate efficient and meaningful public involvement.



CITY OF FRANKLIN

POSITION DESCRIPTION

8. **Self-Development:** Stays informed of current trends and innovations in the field of public works. Demonstrates motivation and commitment to improve work related knowledge, abilities, processes, and relationships. Participates in training opportunities and professional organizations to improve skills and contribute meaningfully to the profession. Looks for ways to improve and promote growth. Measures self against standard of excellence.
9. Demonstrates ability to analyze and problem solve. Exercises appropriate discretion and professional judgement.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

QUALIFICATIONS:

Knowledge: Knowledge of the City Charter, City Ordinances, and City safety rules and operating procedures. Ability to maintain proficiency in and knowledge of current, upcoming and/or new regulations/legislation within area of responsibility. Knowledge of the materials, methods, equipment, regulatory practices, and reporting requirements utilized in the operation, construction, maintenance, and repair of water and wastewater distribution and collection systems. Knowledge of materials, methods and equipment utilized in the operation, construction, maintenance, and repair of municipal streets, drainage, and roadway systems. Knowledge of fiscal and budget management principles, supervisory principles and practices, and records management.

Reasoning Skills: Ability to support planning, organizing, and directing department operations, services, and activities. Ability to deal with a variety of abstract and concrete variables while determining and taking specific action, apply management principles to analyze problems, collect data, establish facts, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations. Ability to understand, interpret, and apply laws, rules, and regulations to specific situations with assistance.

Communication Skills: Ability to develop and maintain effective relationships with the compliance organizations, the public, and staff at all levels. Ability to respond effectively to inquiries or complaints from the public. Ability to compile and prepare reports, business correspondence, and documents using original or prescribed techniques or style. Ability to develop, lead, and nurture high performance and a professional atmosphere.

Education and Experience: Associates degree in civil engineering, business administration, public administration, or related field preferred. Minimum of five years progressively responsible public works experience or equivalent combination of education and experience. Minimum of Water license for Distribution Class 1 and ability to operate all Water equipment required. Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required. Valid Commercial Driver's License (CDL) with Class B endorsement

Equipment, Tools and Materials: Ability to use computer equipment, modern fiscal software and equipment, and standard office equipment. Ability to periodically drive vehicle.

Math Skills: Mathematical, fiscal, and statistical skills. Ability to effectively assist with the negotiation of contracts and adhere to grant requirements. Ability to develop and implement cost saving measures.

Physical Requirements: (with or without accommodation): Ability to occasionally operate a motor vehicle, hold, lift, reach, stoop and turn. Ability to frequently, grasp, sit, stand, walk, and use keyboard. Specific vision abilities required for this job include close and distance vision. Ability to speak English and hear required. Duties are primarily performed in an office environment as well as in the field.

Technical Skills: Ability to use e-mail, spreadsheet, and office software. Ability to maintain complex financial records. Ability to learn automated system functions used in carrying out job duties.



CITY OF FRANKLIN

POSITION DESCRIPTION

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

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.). Employee is occasionally exposed to outdoor weather conditions, May be exposed to hazardous driving conditions, verbal abuse by the public, or to human blood or other body substances.

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.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department/Division:	Public Works/Landscape Beautification Division
Civil Service Status:	Exempt	Position Title:	Landscape Beautification Division Head
Employment:	Full-time	Reports To:	Public Works Director, Assistant Public Works Director
FLSA Status:	Non-Exempt	Supervises:	<u>N/A Seasonal Laborers</u>

GENERAL DESCRIPTION: Under supervision of the Public Works Director/Public Works Assistant Director. Administers and executes tasks related to the research, planning, design, and implementation of landscaping projects for the City of Franklin, with primary focus on the downtown, riverfront and other areas as assigned.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. **Project Management:** Serves as part of a team in the research, planning, design, and execution of landscaping projects for the City of Franklin. Applies basic principles of landscape architecture and design.
2. **Design and Compliance:** Develops site plans for planting, irrigation, grading, and drainage. Conducts field inspections to ensure compliance with drawings and specifications in accordance with the City's Master Plan.
3. **Material Research:** Researches and selects suitable materials and plant species to achieve desired effects with minimum maintenance requirements and low water use under a variety of conditions.
4. **Tree Administration Program:** Manages the City's tree planting program, including selection, evaluation, and care to ensure tree health.
5. **Maintenance Planning:** Creates and oversees a comprehensive maintenance plan for landscapes and upkeep of the City's outdoor spaces.
6. **Pesticide Application:** Controls vegetation and pests by selecting and applying pesticides, herbicides, and fungicides, in compliance with EPA guidelines. Maintains records of chemicals usage and ensures proper disposal.
7. **Budget Management:** Prepares annual budget and justifies budget requests and amendments. Ensures the efficient use of City funds, manpower, and materials, Develops cost estimates for projects and ensure project completion within budget. Orders necessary supplies and materials.
8. **Work Direction:** Provides daily work direction, guidance and feedback of assigned landscape personnel. Determines daily project priorities, task sequencing, and project deadlines. Reports employee performance issues to immediate supervisor for necessary corrective measures.
9. **Carpentry Work:** Oversees and performs minor carpentry work needed in the execution of job duties.
10. **Community Engagement:** Directs planning and provides support of landscaping beautification related public involvement groups such as Garden Clubs for neighborhoods and businesses. Represents the City professionally in all interactions with community members, vendors, and suppliers.
11. **Safety Compliance:** Adheres to and ensures accountability of all applicable safety practices and regulations, and effectively responds to emergency situations in accordance with the policies and procedures of the City of Franklin.



CITY OF FRANKLIN

POSITION DESCRIPTION

12. **Equipment Maintenance:** Conducts routine inspections and oversees performance of preventive maintenance and minor repairs of equipment, tools, and vehicles

13. **Event Planning:** Oversees and assists in the planning, set-up and clean-up of special events.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

QUALIFICATIONS:

Communication Skills: Ability to interpret and follow instructions in various formats, (written, oral, diagrammatic). Ability to prepare reports and drawings using manual and automated design tools. Effectively communicates and applies active listening skills with staff, community members, vendors and suppliers. Establishes and maintains working relationships with those contacted in the course of work. Ability to recognize and deal effectively with unusual, threatening, or emergency situations.

Education and Experience: Must be at least 18 years of age. Bachelor's degree in Landscape Architecture, Horticulture, Botany, or closely related field and a minimum of 5 years' job related experience or equivalent combination of education and experience. Knowledge of the principles and practices of landscape architecture and urban design; plant materials; and basic engineering principles in design, irrigation, grading, drainage, and erosion control preferred. Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required

Licensure: For purposes of 42 USC 12101.EPA Spray License

Equipment, Tools and Materials: Ability to effectively and safely operate light duty vehicles, trucks, tractors, ladders, power tools and other hand tools.

Math Skills: Ability to calculate proportions, percentages, area, circumference, and volume. Ability to prepare cost estimates within budget constraints and implement cost saving measures.

Reasoning Skills: Ability to plan, organize, and prioritize tasks effectively. Ability to solve practical problems and make independent decisions within the scope of assigned duties and responsibilities.

Technical Skills: Proficiency in e-mail, spreadsheets, and office software. Ability to maintain financial records and use automated timekeeping system to accurately record and track hours of work. Skill in computer-aided design for drafting plans and preparing graphics for presentation using a variety of media.

Physical Requirements: (with or without accommodation): Primary functions require sufficient physical ability to work in an outdoor environment. Ability to perform heavy manual labor for extended periods of time in often adverse conditions required. Frequently required to stand for prolonged periods of time, lift and move up to **25 50** pounds, and use hands and arms to reach and operate objects, and tools, Ability to frequently walk, stoop, bend, kneel, crouch, reach, twist, climb, crawl, balance, push, pull, lift, Ability to occasionally 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.

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. Employees will frequently be exposed to dirt, dust, fumes, orders, musts or irritating particles. May need to 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



CITY OF FRANKLIN
POSITION DESCRIPTION

exposed to hazardous driving conditions, crowds, verbal abuse by the public, vicious animals or to human blood or other body substances.

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

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department/Division:	Public Works / Water Treatment
Civil Service Status:	Unclassified	Position Title:	Water Plant Superintendent
Employment:	Full-time	Reports To:	Public Works Director/Public Works Asst. Director
FLSA Status:	Exempt	Supervises:	Water & Sewer Utility Personnel

GENERAL DESCRIPTION: Serves as the on-site supervisor in the planning, operation, monitoring, maintenance, and repair work of the City's water treatment facility, including pumps, lift stations, and associated equipment. Plays a critical role in safeguarding public health by ensuring that drinking water is safe for consumption. Determines daily project priorities, task sequencing, and project deadlines. Ensures accountability of safe work practices and procedures, regulatory compliance, and records retention/documentation requirements through the exercise of significant discretion.

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

1. **HR/Training:** Supervises plant personnel, assigns, and schedules employees based on operational needs. Directs and instructs Water Operators to ensure quality work product and services. Supports the training of direct reports, evaluates effectiveness of training, coaches, and mentors team members to improve their knowledge, skills and abilities. Reviews work and provides feedback for performance evaluations.
2. **System Maintenance:** Oversees, performs, and monitors water treatment system operations. Performs technical and administrative work to assure the production of the proper quantity and quality of water for the City. Monitors SCADA system and water treatment system operations. Reads charts and gauges, noting operational problems and makes necessary adjustments to maintain system balance of various water related functions including, but not limited to, installing new water pipes and sewer service connections, checking water lines for leaks, and cleaning and repairing sewer lines.
3. **Plant and Equipment:** Plans, oversees and performs inspection, maintenance, and repairs to water treatment plant, tools, and equipment. Operates a variety of power construction and maintenance equipment used in the water and sewer department. Operates computer for process control.
4. **Water Quality:** Conducts laboratory tests on water samples to monitor water quality and ensure compliance with regulatory requirements, including but not limited to bacteriological, chemical, and physical analyses. Performs calculations for process control and process optimization. Completes sampling both inside and outside of the plant.
5. **Regulatory Compliance and Records:** Ensures compliance with applicable Federal, State, and local regulations related to stormwater, water quality, hazardous materials handling, wastewater discharge, water treatment operations. Supervises, prepares, and maintains records and reports for the State and Federal EPA, Ohio Department of Natural Resources and all other applicable agencies. Maintains daily operational logbooks including the recording of water quality data, and equipment maintenance logs.
6. **Fieldwork:** Inspects and repairs manholes, catch basins, and other concrete structures in the sewer system, or assigns responsibility to subordinate personnel. May assist with the installation, repair, and maintenance of water mains, hydrants, and gate valves.
7. **Community Relations:** Represents the City professionally in all interactions with members of the community and regulatory agencies. May responds to citizen requests regarding water system issues and concerns such as water leaks, or pressure loss.
8. **Self- Development:** Stays informed of current trends and innovations in the field of water treatment. Demonstrates motivation and commitment to improve work related knowledge, abilities, processes, and relationships.



CITY OF FRANKLIN

POSITION DESCRIPTION

-
9. **Safety:** Adheres to all applicable safety and environmental practices and regulations, and effectively responds to all job-related emergencies and calls for service both during and after hours 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: Understands, interprets, and follows written and verbal instructions and directions. Compiles, prepares, and maintains detailed records and reports. Communicates effectively, trains and instructs others, develops and maintains effective working relationships, handles confidential employee and administrative information with tact and discretion.

Education and Experience: Water Treatment Class II License or higher, minimum of 3 years' experience in water maintenance and ability to operate all water equipment required. Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required. Experience developing and leading teams of people to accomplish tasks preferred.

Equipment, Tools and Materials: Ability to use computer equipment, operate power tools, and operate all equipment necessary to complete essential job duties.

Knowledge: Knowledge of the materials, methods, equipment, regulatory practices, and reporting requirements utilized in the operation, construction, maintenance, and repair of water treatment. Knowledge of state and federal regulations for water treatment, public relations, safety rules and operating procedures, office practices and procedures, basic chemistry and supervisory principles and practices.

Math skills: Ability to add, subtract, multiply, and divide whole numbers, and to calculate fractions, decimals, and percentages. Ability to create and adhere to annual budgets and to monitor expenses.

Reasoning Skills: Ability to plan, organize, and direct water, sewer and storm operations, services, and activities. Ability to lead staff in ongoing planning and implementation efforts. Ability to deal with a variety of abstract and concrete variables while determining and taking specific action, apply to analyze problems, collect data, establish facts, identify solutions. Ability to understand, interpret, and apply laws, rules, and regulations to specific situations. Ability to recognize unusual or threatening conditions, take appropriate action, and exercise independent judgment and discretion.

Technical Skills: Ability to use e-mail, office software and SCADA system. Ability to use automated timekeeping system to accurately record and track hours of work.

Physical Requirements: (with or without accommodation): Primary functions require sufficient physical ability to work in an outdoor environment and heavy manual labor for extended periods of time in often adverse conditions. Frequently required to stand for prolonged periods of time, lift and move up to ~~25~~ **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 or 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.

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 work in confined spaces, and 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



CITY OF FRANKLIN

POSITION DESCRIPTION

equipment to perform duties. May be exposed to hazardous driving conditions, crowds, verbal abuse by the public, vicious animals or to human blood or other body substances.

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.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department:	Public Works
Civil Service Status:	Unclassified	Position Title:	Water Operator
Employment:	Full-time	Reports To:	Water Plant Superintendent/Lead
FLSA Status:	Nonexempt	Supervises:	N/A

GENERAL DESCRIPTION: Under supervision of Water Plant Superintendent. Under direction, learns and performs job duties related to the operation, monitoring, maintenance, and repair on the City's water treatment facility, including pumps, lift stations, and associated equipment. Performs a variety of unskilled and semi-skilled manual tasks in the maintenance, repair and construction of water mains, sanitary sewer lines and services, storm sewer lines and associated. Uses trade experience to perform labor as part of a team or alone. Occasional overtime required.

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

1. **System Maintenance:** Assists with the performance of technical and administrative work to assure the production of the proper quantity and quality of water for the City. Assists with monitoring SCADA system. Learns to perform calculations for process control and process optimization. Reads charts and gauges, noting operational problems and recommends adjustments to Water Plant Superintendent. Installs new water pipes and sewer service connections, checks water lines for leaks, and cleans and repairs sewer lines as directed.
2. **Plant and Equipment:** Performs inspection, maintenance, and repairs to water treatment plant, tools, and equipment. Operates a variety of power construction and maintenance equipment used in the water and sewer department. Under direction, operates computer for process control.
3. **Water Quality:** Conducts laboratory tests on water samples to monitor water quality including but not limited to bacteriological, chemical, and physical analyses. As directed, performs calculations for process control and process optimization. Completes sampling both inside and outside of the plant.
4. **Records Management:** Assists with the maintenance of daily operational logbooks including the recording of water quality data, equipment maintenance logs, and regulatory compliance records.
5. **Fieldwork:** Cuts grass maintains chemical pumps, plant, and well equipment, performs general plumbing repairs and general building maintenance.
6. **Regulatory Compliance:** Under the leadership of the Water Plant Superintendent, ensures compliance with applicable Federal, State, and local regulations related to stormwater, water quality, hazardous materials handling, wastewater discharge, water treatment operations. Prepares and maintains records and reports as directed.
7. **Community Relations:** Represents the City professionally in all interactions with members of the community and regulatory agencies. May responds to citizen requests regarding water system issues and concerns such as water leaks, or pressure loss.
8. **Self- Development:** Stays informed of current trends and innovations in the field of water treatment. Demonstrates motivation and commitment to improve work related knowledge, abilities, processes, and relationships.
9. **Safety:** Adheres to all applicable safety and environmental practices and regulations, and effectively responds to all job-related emergencies and calls for service both during and after hours in accordance with the policies and procedures of the City of Franklin.



CITY OF FRANKLIN

POSITION DESCRIPTION

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

QUALIFICATIONS:

Communication Skills: Understands, interprets, and follows written and verbal instructions and directions. Communicates effectively, tactfully, and cautiously with staff and members of the community, applies active listening skills, and effectively establishes and maintains working relationships with those contacted in the course of work.

Education and Experience: Water Treatment Class I License or higher, minimum of 1 year job related experience, and ability to operate all water equipment required. Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required.

Equipment, Tools and Materials: Ability to use computer equipment, operate power tools, and operate all equipment necessary to complete essential job duties.

Knowledge: Knowledge of safety rules and operating procedures. Knowledge of the materials, methods, equipment, regulatory practices, and reporting requirements utilized in the operation, construction, maintenance, and repair of water treatment. Knowledge of public relations, safety rules and operating procedures, office practices and procedures, and basic chemistry

Math skills: Ability to add, subtract, multiply, and divide whole numbers, and to calculate fractions, decimals, and percentages.

Reasoning Skills: Ability to evaluate information to determine compliance with standards. Ability to make decisions and problem solve.

Technical Skills: Ability to use e-mail, office software and SCADA system. Ability to use automated timekeeping system to accurately record and track hours of work.

Physical Requirements: (with or without accommodation): Primary functions require sufficient physical ability to work in an outdoor environment and heavy manual labor for extended periods of time in often adverse conditions. Frequently required to stand for prolonged periods of time, lift and move up to ~~25~~ **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 or 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.

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 work in confined spaces, and 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, crowds, verbal abuse by the public, vicious animals or to human blood or other body substances.

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.



CITY OF FRANKLIN

POSITION DESCRIPTION

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.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department:	Public Works Division
Civil Service Status:	Classified	Position Title:	Water, Sewer, Storm, and Street Lead
Employment:	Full-time	Reports To:	Public Works Director & Assistant Director
FLSA Status:	Nonexempt	Supervises:	Water & Sewer Utility Personnel

GENERAL DESCRIPTION: Under supervision of Public Works Director/Public Works Assistant Director. Serves as the on-site lead in the performance a variety of unskilled and semi-skilled manual tasks in the maintenance, repair and construction of water mains, sanitary sewer lines and services, storm sewer lines and street paving methods and best practices for cutting grass. Uses trade experience to perform labor as part of the crew. Determines daily project priorities, task sequencing, and project deadlines. Ensures accountability of safe work practices and procedures related to the job. Reports employee performance issues to immediate supervisor for necessary corrective measures.

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

1. Oversees and performs general maintenance on water system. Drills shafts to locate underground pipes or cable lines. Cuts, fits, lays, repairs, taps, cleans, and flushes water mains, pipe, gates, and fittings on repair of water mains. Assists in the installation, repair, and maintenance of water mains, hydrants, and gate valves. Evaluates the need for additional capacity in existing lines.
2. Oversees and performs various sewer related functions including, but not limited to, installs new sewer pipe and sewer service connections, checks water and sewer lines for service leaks, and cleans and repairs sewer lines. Inspects and repairs to manholes, catch basins, and other concrete structures in the sewer system. Oversees, operates, maintains, and replaces sewer pumping station, lift stations, and water treatment plant equipment, patching street potholes and repairing streets, repairing lawns, and cutting grass.
3. Taps and inspects new service connections. Assists in the cleaning, testing, installation, and repair of water mains. Turns water service on an off, reads meters, and records data as needed. Inspects street repairs and assist in paving projects.
4. Operates a variety of power construction and maintenance equipment used in the water and sewer department. Ensures the proper maintenance of equipment and tools. Performs routine inspection and preventive maintenance, and makes minor repairs to equipment, machines, and attachments.
5. Ensures compliance with all applicable Federal, State, and local regulations related to, stormwater, water distribution, sewer collection and equipment maintenance, as well as regulations related to wastewater operations.
6. Represents the City professionally in all interaction with members of the community. Responds to citizen requests regarding sanitary sewer system and water system issues and concerns such as water leaks, or pressure loss, or street complaints.
7. Stays informed of current trends and innovations in the field of water, sewer, stormwater, streets and lawn maintenance. Demonstrates motivation and commitment to improve work related knowledge, abilities, processes, and relationships.
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. Responds to job related emergencies and calls for service both during and after hours.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.



CITY OF FRANKLIN

POSITION DESCRIPTION

QUALIFICATIONS:

Communication Skills: Reads and carries out simple verbal and written instructions, short correspondence, and memos. Communicates effectively, tactfully, and cautiously with staff and members of the community, applies active listening skills, and effectively establishes and maintains working relationships with those contacted in the course of work. Communicates effectively and professionally with utility staff to ensure task completion in an efficient safe manner.

Education and Experience: Minimum of seven (7) years' experience in water, sewer, stormwater, and street maintenance experience including a minimum of a Water Treatment Class 1 License and Class1 Sewer Collection License and ability to operate all Water, Sewer, Storm and Street equipment required. Valid Ohio driver's license (CDL Class B), acceptable motor vehicle record, and continuous insurability required. Experience in developing and leading teams of people to accomplish tasks preferred.

Equipment, Tools, and Materials: Ability to use computer equipment, operate power tools, and operate all equipment necessary to complete water, sewer, storm, street repairs, and maintaining lawn equipment.

Knowledge: Knowledge of safety rules and operating procedures. Ability to maintain proficiency in and knowledge of current, upcoming and/or new regulations/legislation within area of responsibility. Knowledge of the materials, methods, equipment, regulatory practices, and reporting requirements utilized in the operation, construction, maintenance, and repair of water and wastewater distribution and drainage systems. Knowledge of materials, methods and equipment utilized in the operation, construction, maintenance, and repair of drainage, water distribution and collection systems, including knowledge of repairing streets, and maintaining grass within the city.

Reasoning Skills: Ability to plan, organize, and direct water, sewer, storm and street operations, services, and activities. Ability to lead Utility staff in ongoing planning and implementation efforts. Ability to deal with a variety of abstract and concrete variables while determining and taking specific action, apply to analyze problems, collect data, establish facts, identify solutions. Ability to understand, interpret, and apply laws, rules, and regulations to specific situations.

Technical Skills: Ability to use e-mail, spreadsheet, and office software. Ability to use automated timekeeping system to accurately record and track hours of work.

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 **25 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 or 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.

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 work in confined spaces, and 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, crowds, verbal abuse by the public, vicious animals or to human blood or other body substances.

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.



CITY OF FRANKLIN

POSITION DESCRIPTION

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.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department:	Public Works
Civil Service Status:	Unclassified	Position Title:	Seasonal Laborer
Employment:	Seasonal	Reports To:	City Street Services Worker/Lead
FLSA Status:	Non-Exempt	Supervises:	N/A

GENERAL DESCRIPTION: Responsible for providing entry level seasonal manual labor for the City of Franklin. Primary focus will be in carrying out physical tasks involved in the repair and maintenance of City streets and related projects, as directed the Public Works Streets Division.

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

1. Under supervision, performs a variety of unskilled and semi-skilled manual tasks in the maintenance, repair and construction of sidewalks, streets, sanitary sewer lines and services, storm sewer lines, streetlights, public grounds, buildings, and facilities.
2. Performs various streets maintenance functions including, but not limited to, shoveling, sweeping, raking, mowing, trimming, fertilizing grass, removing shrubs, collecting trash, loading brush, and digging holes.
3. May perform labor as part of a crew, in the repair of pavement, sidewalks, gutters, and curbs.
4. Conducts traffic control when working in traffic areas of the City. Installs street barricades and cones prior to the performance of maintenance or repair activities. Directs and controls traffic around work sites.
5. Cleans up work sites, tools, and equipment upon job completion. Sweeps and shovels debris and litter, carries heavy objects and loads trucks, and assists in emptying loads at dump sites.
6. Assists with the preparation, organization, and implementation of outdoor park activities and special events as assigned.
7. Represents the City professionally in all interaction 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 cautiously 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.

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, weed eaters, chain saws, rakes, shovels, sprayers, blowers, ladders, power tools and other hand tools.



CITY OF FRANKLIN

POSITION DESCRIPTION

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 **25 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 or 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.

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

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)



CITY OF FRANKLIN

POSITION DESCRIPTION

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

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

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

1. Under supervision, performs a variety of unskilled and semi-skilled manual tasks in the inspection, cleaning, and maintenance of Community Parks and Park facilities.
2. Performs various functions including, but not limited to, shoveling, sweeping, collecting trash, and clearing debris from walkways, fields, and other areas. Removes graffiti, power washes, and paints or stains structures, benches, tables, signs, and fences.
3. Maintains grounds by raking, mowing, trimming, pruning, planting, fertilizing grass, and removing shrubs. Sweeps, shovels and discards landscaping debris. Maintains athletic fields.
4. Cleans and maintains park structures including restrooms, picnic areas, fire rings, and playground equipment. Cleans up work sites, tools, and equipment upon job completion.
5. Assists with the preparation, organization, and implementation of outdoor park activities and special events as assigned.
6. Represents the City professionally in all interactions with members of the community.
7. 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.

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, 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.



CITY OF FRANKLIN

POSITION DESCRIPTION

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 ~~25~~ **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 or 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.

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.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)