



# LEGISLATIVE COVER MEMO

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**Introduction:** November 10, 2025

**Agenda Item:** **Resolution 2025-77**

AMENDING POSITION DESCRIPTIONS

**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 older job descriptions for ADA Compliance.  
The Recreation Coordinator position is being updated to reflect duties being performed and to account for the pool closing.

**Budget Impact:** None.

**Exhibits:**  
Exhibit A: Accounts Payable Clerk Position Description  
Exhibit B: Payroll Clerk Position Description  
Exhibit C: Custodian Position Description  
Exhibit D: Utility Person I, II, III Position Description  
Exhibit E: Park Lead Position Description  
Exhibit F: Recreation & Event Coordinator Position Description

**Recommendation:** Approval

CITY OF FRANKLIN, OHIO  
RESOLUTION 2025-77

**AMENDING POSITION DESCRIPTIONS**

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 Accounts Payable Clerk, Payroll Clerk, Custodian, Utility Person I, II, III, Park Lead, and the Recreation and Event Coordinator;

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 Accounts Payable Clerk is hereby amended as shown in the attached Exhibit A.

Section 2. The position description for Payroll Clerk is hereby amended as shown in the attached Exhibit B.

Section 3. The position description for Custodian is hereby amended as shown in the attached Exhibit C.

Section 4. The position description for Utility Person I, II, III is hereby amended as shown in the attached Exhibit D.

Section 5. The position description for Park Services Worker/Lead is hereby amended as shown in the attached Exhibit E.

Section 6. The position description for Recreation and Event Coordinator is hereby amended as shown in the attached Exhibit F.

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: November 10, 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 November 10, 2025.

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



## CITY OF FRANKLIN

### POSITION DESCRIPTION

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<b>Employee Name:</b>		<b>Department:</b>	Finance
<b>Civil Service Status:</b>	Classified	<b>Position Title:</b>	Accounts Payable Clerk
<b>Employment:</b>	Full-time	<b>Reports To:</b>	Finance Director
<b>FLSA Status:</b>	Exempt	<b>Supervises:</b>	N/A

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**GENERAL DESCRIPTION:** Performs routine and moderately complex accounting and clerical work related to the processing of accounts payable. The position ensures that vendor invoices, employee reimbursements, and other payments are properly authorized, accurately recorded, and timely processed in accordance with established policies, procedures, and applicable regulations.

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

1. Under supervision, supports City-wide accounts payable duties to ensure compliance with internal controls, City policies, and applicable state/federal regulations.
2. Helps foster positive employee/customer relations by providing excellent internal and external customer service. Responds to inquiries from vendors and employees regarding payment status or discrepancies.
3. Receives, reviews, and verifies vendor invoices and statements for accuracy, completeness, and proper authorization. Matches invoices with purchase orders, contracts, and receiving documentation.
4. Prepares invoices for payment and enters them into the accounting system. Issues checks, ACH, or electronic payments to vendors in a timely manner.
5. Maintains accurate and up-to-date files of invoices, purchase orders, and payment records. Prepares reports, reconciliations, and supporting documentation as requested.
6. Assists in month-end and year-end closing processes.
7. Provides support to auditors by gathering necessary records and explanations.
8. Cross trains to support finance and utility billing divisions. Assists in all areas of Finance Department as assigned.
9. Provides clerical support including but not limited to, work, data entry, filing, answering phones, and compiling statistical tabulations.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other duties as required.

**QUALIFICATIONS:**

**Communication Skills:** Ability to understand a variety of written and/or verbal instructions, and income tax regulations. Ability to respond to routine and sensitive inquiries from the public and/or officials, apply active listening skills, maintain effective working relationships and resolve problems. Ability to maintain confidentiality of financial and personnel data. Ability to deal effectively with confrontational individuals and/or challenging situations.

**Education and Experience:** High School diploma or GED with coursework in business or general finance, or minimum of one year (1) year experience in accounts payable, bookkeeping, or general accounting or equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities required. Experience in a government or public sector environment preferred.



## CITY OF FRANKLIN

### POSITION DESCRIPTION

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Ability to prepare forms and maintain records according to established procedures and perform clerical and mathematical duties without error, strong attention to detail and organizational skills, and ability to work independently, prioritize tasks, and meet deadlines.

**Equipment, Tools and Materials:** Use of calculator, computer, copier, scanner, folder inserter machine, telephone, postage machine, and other standard modern business office equipment.

**Math skills:** Ability to read, copy and record figures accurately. Ability to add, subtract, multiply, and divide whole numbers, and to calculate fractions, decimals, and percentages.

**Physical Requirements: (with or without accommodation):** Work is performed primarily in an office setting. Ability to frequently sit, grasp, hold, and use keyboard. Ability to occasionally stand, walk, lift, carry, reach, stoop, and turn. Specific vision abilities required by this job include close vision and distance vision. Ability to speak and hear required.

**Technical Skills:** Ability to use e-mail, word processing, spreadsheets and associated formulas, and video conferencing software. Ability to learn automated system functions used in carrying out job duties. Ability to operate in a network environment. General knowledge of PC equipment, modern office practices and procedures and proficiency with accounting software and Microsoft Office required.

**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.). In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work. The constant stress and strain of maintaining a production rate pace, can be and is physically demanding of a worker even though the amount of force exerted is negligible. In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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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.

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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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(Signature of Appointing Authority/Designee)

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(Date)

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(Signature of Employee)

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(Date)

**CITY OF FRANKLIN**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Page 1 of 2

<b>Employee Name:</b>		<b>Division:</b>	Finance
<b>Civil Service Status:</b>	Classified	<b>Position Title:</b>	Accounts Payable Clerk
<b>Employment:</b>	Full-time	<b>Reports To:</b>	Finance Director
<b>FLSA Status:</b>	Non-exempt	<b>Supervises:</b>	N/A

**QUALIFICATIONS:**

~~Completion of secondary education or equivalent (high school diploma or GED); previous experience and/or training in office administration or bookkeeping preferred; or any equivalent combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.~~

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

~~Must be able to be bondable.~~

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

~~Calculator, computer, mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.~~

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

~~**Knowledge of:** finance; bookkeeping; accounting theories; office practices and procedures; City/department goals and objectives; \* City/department policies and procedures; \* workplace safety practices and procedures; \* personnel rules and regulations; \* computers; computer software; records management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; State, Federal, and City income tax code and ordinances; tax settlement and distribution.~~

~~**Skill in:** word processing; computer operation; adding machine or calculator operation; use of modern office equipment.~~

~~**Ability to:** carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain confidentiality; maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site.~~

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

- ~~1. Performs clerical tasks in order to assist the Finance Director; assists with the operations of all Department activities (e.g., answers the telephone, directing calls appropriately and greets visitors, receives and responds to inquiries in person and over the phone, types and prepares correspondence, copies, files, and~~

Developed by:

Date Adopted: 06-21-2021

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

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**POSITION DESCRIPTION**

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retrieves documents, maintains forms, sorts and distributes mail, etc.); receives payment for the collection of taxes, delinquencies, fines, and/or fees; counts money and makes change; prepares daily cash deposit slips; posts cash deposit; posts electronic deposits.

2. Process & maintains records of accounts payable, including preparation of the vendor checks; Report and reconciles payments; Process 1099's; respond to questions from vendors and department heads.
3. May be required to perform duties of Tax Clerk and/or Payroll Clerk, as required.
4. Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
5. Maintains required licensure and certifications, if any.
6. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
7. Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

8. Performs other duties as required.

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

Employee has exposure to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to ten (10) pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects (e.g., file boxes, records, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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)

Developed by:

Date Adopted: 06-21-2021

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140



## CITY OF FRANKLIN

### POSITION DESCRIPTION

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<b>Employee Name:</b>		<b>Department:</b>	Finance
<b>Civil Service Status:</b>	Classified	<b>Position Title:</b>	Payroll Clerk
<b>Employment:</b>	Full-time	<b>Reports To:</b>	Finance Director
<b>FLSA Status:</b>	Non-exempt	<b>Supervises:</b>	N/A

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**GENERAL DESCRIPTION:** The Payroll Clerk performs specialized clerical and accounting work related to the preparation and processing of the City's payroll. The position ensures accurate and timely compensation for employees in compliance with City policies, collective bargaining agreements, and applicable state and federal regulations.

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

1. Administers City-wide payroll system ensuring accuracy of employee compensation, deductions, verifying compliance with internal controls, labor contracts, wage and hour laws, and City policies.
2. Collects, audits, and processes timekeeping data. Calculates wages, overtime, special pay, and deductions including taxes, retirement contributions, garnishments, insurance premiums, and other withholdings.
3. Ensures timely preparation and distribution of paychecks or electronic deposits.
4. Prepares, reconciles, and files required federal, state, and local payroll tax reports. Manages year-end payroll processes including W-2 and 1099 reporting.
5. Maintains payroll records and ensures confidentiality of sensitive employee data. Responds to employee and management inquiries regarding payroll policies, deductions, benefits, and leave balances.
6. Coordinates with Human Resources staff regarding benefit changes, new hires, terminations, and compensation adjustments.
7. Develops and maintains payroll procedures to strengthen internal controls and ensure compliance. Assists with internal and external audits by providing payroll data and reports.
8. Stays current with applicable wage and hour laws, IRS regulations, and state payroll requirements.
9. Cross trains to support finance and utility billing divisions. Assists in all areas of Finance Department as assigned.
10. Provides clerical support including but not limited to, work, data entry, filing, answering phones, and compiling statistical tabulations.

#### OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

#### QUALIFICATIONS:

**Communication Skills:** Ability to understand a variety of written and/or verbal instructions, and income tax regulations. Ability to respond to routine and sensitive inquiries from the public and/or officials, apply active listening skills, maintain effective working relationships and resolve problems. Ability to maintain confidentiality of employee and payroll data. Ability to work independently as well as part of a team. Ability to deal effectively with confrontational individuals and/or challenging situations.

**Education and Experience:** High School diploma or GED with coursework in business or general finance, or minimum of one year (1) year experience in general accounting, finance, or human resources or equivalent combination of education, experience, and training which





## CITY OF FRANKLIN

### POSITION DESCRIPTION

provides the required knowledge, skills, and abilities required. Knowledge of payroll practices, wage and hour laws, reporting requirements and related federal/state regulations. Experience in a government or public sector environment preferred. Ability to maintain records according to established procedures and perform clerical and mathematical duties without error, strong attention to detail and organizational skills, and ability to work independently, prioritize tasks, and meet strict deadlines. Strong analytical and problem-solving skills. Ability to interpret and apply collective bargaining agreements and personnel policies.

**Equipment, Tools and Materials:** Use of calculator, computer, copier, scanner, folder inserter machine, telephone, postage machine, and other standard modern business office equipment.

**Math skills:** Ability to read, copy and record figures accurately. Ability to add, subtract, multiply, and divide whole numbers, and to calculate fractions, decimals, and percentages.

**Physical Requirements: (with or without accommodation):** Work is performed primarily in an office setting. Ability to frequently sit, grasp, hold, and use keyboard. Ability to occasionally stand, walk, lift, carry, reach, stoop, and turn. Specific vision abilities required by this job include close vision and distance vision. Ability to speak and hear required.

**Technical Skills:** Ability to use e-mail, word processing, spreadsheets and associated formulas, and video conferencing software. Ability to learn automated system functions used in carrying out job duties. Ability to operate in a network environment. General knowledge of PC equipment, modern office practices and procedures and proficiency with accounting software and Microsoft Office required.

**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.). In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work. The constant stress and strain of maintaining a production rate pace, can be and is physically demanding of a worker even though the amount of force exerted is negligible. In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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.

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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**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>		<b>Division:</b>	Finance
<b>Civil Service Status:</b>	Classified	<b>Position Title:</b>	Payroll Clerk
<b>Employment:</b>	Full-time	<b>Reports To:</b>	Finance Director
<b>FLSA Status:</b>	Non-exempt	<b>Supervises:</b>	N/A

**QUALIFICATIONS:**

~~Completion of secondary education or equivalent (high school diploma or GED); previous experience and/or training in office administration or bookkeeping preferred; or any equivalent combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.~~

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

~~Must be able to be bondable.~~

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

~~Calculator, computer, mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.~~

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

~~**Knowledge of:** finance; bookkeeping; accounting theories; office practices and procedures; City/department goals and objectives; \* City/department policies and procedures; \* workplace safety practices and procedures; \* personnel rules and regulations; \* computers; computer software; records management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; State, Federal, and City income tax code and ordinances; tax settlement and distribution.~~

~~**Skill in:** word processing; computer operation; adding machine or calculator operation; use of modern office equipment.~~

~~**Ability to:** carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain confidentiality; maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site.~~

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

- ~~1. Performs clerical tasks in order to assist the Finance Director; assists with the operations of all Department activities (e.g., answers the telephone, directing calls appropriately and greets visitors, receives and~~

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

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~~responds to inquiries in person and over the phone, types and prepares correspondence, copies, files, and retrieves documents, maintains forms, sorts and distributes mail, etc.); receives payment for the collection of taxes, delinquencies, fines, and/or fees, counts money and makes change; prepares daily cash deposit slips; posts cash deposit; posts electronic deposits.~~

- ~~2. Processes City payroll and all related deductions, contributions, and other payments; reviews, verifies and reconciles payroll; maintains and updates all payroll information; process paychecks and direct deposits; transfers payroll to Finance Director, prepares disbursements and charge backs to the proper fund accounts; Prepares tax withholding deposits; prepares federal, state, local tax related documents and submits to government agencies; compiles data and prepares monthly, quarterly and year end reports submitted to governmental agencies; prepares, produces, and verifies data input/output for W-2 forms; etc.~~
- ~~3. May be required to perform duties of Tax Clerk and/or Payroll Clerk, as required.~~
- ~~4. Attends meetings and serves on committees, as directed; attends training and seminars, as directed.~~
- ~~5. Maintains required licensure and certifications, if any.~~
- ~~6. Meets all job safety requirements and all applicable safety standards that pertain to essential functions.~~
- ~~7. Demonstrates regular and predictable attendance.~~

**OTHER DUTIES AND RESPONSIBILITIES:**

8. Performs other duties as required.

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

~~Employee has exposure to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to ten (10) pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects (e.g., file boxes, records, etc.).~~

~~Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.~~

~~In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.~~

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**POSITION DESCRIPTION**

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~~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)

Date Adopted:  
Date Revised:

Developed by:  
Clemans, Nelson & Associates, Inc.  
Loveland, Ohio 45140



## CITY OF FRANKLIN

### POSITION DESCRIPTION

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<b>Employee Name:</b>		<b>Department:</b>	Finance
<b>Civil Service Status:</b>	Unclassified	<b>Position Title:</b>	Custodian
<b>Employment:</b>	Full-time	<b>Reports To:</b>	Finance Director
<b>FLSA Status:</b>	Non-Exempt	<b>Supervises:</b>	N/A

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**GENERAL DESCRIPTION:** Responsible for performing a variety of cleaning and minor maintenance duties to ensure that buildings and facilities are maintained in a clean, safe, and orderly condition. This position supports a healthy and professional environment for staff, visitors, and the public. This position requires driving to multiple locations to provide custodial support across City facilities.

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

1. Travel to assigned locations as scheduled to perform custodial duties.
2. Sweeps, mops, vacuums, and cleans floors and carpets.
3. Dusts, sanitizes, and cleans furniture, fixtures, windows, and surfaces.
4. Cleans and disinfects restrooms, replenish supplies (soap, paper products, etc.).
5. Empties trash receptacles and recycling bins; properly dispose of waste.
6. Maintains building entrances, sidewalks, and outdoor areas in clean and safe condition.
7. Performs minor maintenance tasks such as replacing light bulbs or reporting repairs needed.
8. Operates and maintains custodial equipment and cleaning supplies in a safe manner.
9. Locks and unlocks doors and ensure building security when required.
10. Monitors and restocks cleaning supplies and notify supervisor of inventory needs.
11. 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, apply active listening skills, and effectively establish and maintain working relationships with those contacted in the course of work.

**Education and Experience:** Must be at least 16 years of age. High school diploma or equivalent. Previous custodial or janitorial experience is a plus but not required. Reliability required.

**Equipment, Tools and Materials:** Effectively and safely operates cleaning equipment and follow instructions.



## CITY OF FRANKLIN

### POSITION DESCRIPTION

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

**Physical Requirements: (with or without accommodation):** Primary functions require sufficient physical ability to work in both an indoor and outdoor environment. Frequently required to stand for prolonged periods of time, lift and move up to 25 pounds, and use hands and arms to reach and operate cleaning equipment. Ability to frequently walk, stoop, bend, kneel, crouch, reach, twist, climb, push, and pull. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**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 Exposure to cleaning chemicals and equipment. The noise level in the work environment is usually moderate but will periodically be very loud. Employee may occasionally be required to wear protective equipment to perform duties. May be exposed to hazardous driving conditions.

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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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(Signature of Appointing Authority/Designee)

---

(Date)

---

(Signature of Employee)

---

(Date)

# CITY OF FRANKLIN

An Equal Opportunity Employer

## POSITION DESCRIPTION

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**Position Number:**

**Name:**

**Class Number:**

**Class Title:** Custodian

**Civil Service Status:** Classified

**Dept./Div:** ~~Public Works~~

**Employment Status:** Full-time

**Reports To:** ~~Director of Public Works~~

**FLSA Status:** Non-exempt

**Supervises:**

**Pay:**

**QUALIFICATIONS:** (An example of acceptable qualifications)

~~High school diploma or equivalent.~~

### LICENSURE OR CERTIFICATION REQUIREMENTS:

~~Valid Ohio driver's license.~~

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* Indicates developed after employment)

~~Knowledge of: department policies and procedures; custodial methods and techniques; laundry procedures; grounds maintenance and repair.~~

~~Skill in: N/A~~

~~Ability to: carry out simple instructions; determine material and equipment needs; perform light manual labor; utilize cleaning materials.~~

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

~~(1) Performs general building cleaning tasks, including sweeping, mopping, and buffing floors, dusting, window washing, emptying wastebaskets, and cleaning bathrooms, etc.; mows grass, trims hedges, weeds, flower beds around city and safety buildings; clears snow from sidewalks; submits requisitions for necessary cleaning and building supplies to be ordered on a bi-weekly basis; ensures that common areas are kept clean; performs cleaning and maintenance in the jail facilities; does laundry for jail facilities.~~

~~(2) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.~~

Date Adopted: 8-18-03

Date Revised:

Developed by:

Clemans, Nelson & Associates, Inc.

Columbus, OH 43235

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# CITY OF FRANKLIN

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 2 of 3

**Position Number:**

**Name:**

(3) Demonstrates regular and predictable attendance.

(4) Lifts boxes of supplies; sets up Council Chambers.

### OTHER DUTIES AND RESPONSIBILITIES:

(5) Performs other duties as required.

**EQUIPMENT OPERATED:** (The following are examples only and are not intended to be all inclusive)

Broom, mop, vacuum, other cleaning equipment, lawn mower, hedge trimmer, shovel.

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

1. Floor openings, wall openings and holes; open-sided floors, platforms and runways; stairs.
2. Fixed industrial stairs.
3. Portable metal ladders.
4. Emergency plans and fire plans.
5. Dip tanks containing flammable or combustible liquids.
6. General requirements for use, care, and limitations of personal protective equipment.
7. Fall protection for employees system requirements to eliminate fall hazard.
8. Eye and face protection due to potential exposure to flying objects, impact, and other hazards.
9. Hand protection.
10. Portable fire extinguishers.
11. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

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# CITY OF FRANKLIN

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 3 of 3

Position Number:

Name:

12. Overhead or gantry crane.
13. General requirement for safe use of tools and guarding.
14. Hand and portable tools.
15. Guarding of portable power tools.
16. Laundry machinery and/or operations.
17. Human blood or other potentially infectious materials.

### GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE

The employee:

1. Uses or works in proximity to the use of firearms.
2. Works in or around crowds.
3. Has contact with potentially violent or emotionally distraught persons.
4. Has exposure to fire.
5. Has exposure to hazardous driving conditions.

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.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

Developed by:

Date Adopted:  
Date Revised:

Clemans, Nelson & Associates, Inc.  
Columbus, OH 43235

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## CITY OF FRANKLIN

### POSITION DESCRIPTION

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<b>Employee Name:</b>		<b>Department:</b>	Public Works
<b>Civil Service Status:</b>	Unclassified	<b>Position Title:</b>	Utility Person I, II, III
<b>Employment:</b>	Full-time	<b>Reports To:</b>	Public Works Director, Assistant Public Works Director, or Department Superintendent
<b>FLSA Status:</b>	Non-Exempt	<b>Supervises:</b>	N/A

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**GENERAL DESCRIPTION:** Responsible for providing a variety of unskilled and semi-skilled manual tasks involved in the repair and maintenance of City streets, water treatment services, sewers, storm water systems, parks, and related projects, as directed the Public Works Division. Utility Workers may be required to complete job duties in one or more areas of responsibility listed below.

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

#### *Streets*

1. Performs labor as part of a crew in the construction, repair and maintenance of streets, sidewalks, gutters, and curbs.
2. Performs various landscaping functions including, but not limited to, mowing, raking, trimming, weed eating, fertilizing grass, removing shrubs, collecting trash, loading brush, shoveling, sweeping streets, digging holes and trimming trees.
3. Cleans gutters, culverts, sewers, catch basins, drainpipes, and other drainage structures.
4. Clears roads of dirt and debris, applies blacktop or other patching material, and smooths repaired surfaces as needed.
5. Removes, pours, and finishes concrete, constructs concrete forms, and performs rough carpentry work.
6. Paints or stencils traffic directional markings including crosswalks, safety loading zones, bus stops, parking and center lines and railroad and school crossings.
7. Installs street barricades and cones prior to the performance of maintenance or repair activities and conduct traffic control to ensure worker safety.

#### *Parks*

1. Provides general maintenance and upkeep of City owned park facilities such as restrooms, shelters, playgrounds, trails, ball fields, and related equipment
2. Performs grounds maintenance and landscaping functions including, but not limited to, mowing, raking, trimming, weed eating, fertilizing grass, removing shrubs, loading brush, shoveling, sweeping streets, digging holes, and trimming trees.
3. Helps control vegetation and growth by spraying various pesticides, herbicides, fungicides, and other related chemicals. Prepares, applies, and properly disposes of pesticides. Maintains records of fertilizers and chemicals used.
4. Performs general grounds cleaning, including emptying trash receptacles, and cleaning restrooms.
5. Performs needed carpentry work, including painting, replacing light bulbs, making minor plumbing, electrical, and masonry repairs. Builds and repairs park benches, tables, fences, signs, playground equipment, parking lots, concession stands, and related structures.



## CITY OF FRANKLIN

### POSITION DESCRIPTION

6. Performs maintenance and repair work of sports fields and courts including watering fields, striping spaces for appropriate usage, repairing bases, nets, batter's boxes, and transition areas.
7. Assists with the planning, set-up and clean-up of outdoor park activities and special events.

#### ***Water Distribution and Sewer***

1. Assists with the installation, maintenance, and repair of the City's water system. Drills shafts to locate underground pipes or cable lines, cuts, fits, lays, repairs, taps, cleans, and flushes water mains, hydrants, pipes, gates, valves, and fittings.
2. 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.
3. Operates and maintains sewer pumping station, lift stations, equipment and machinery used in the water treatment plant.
4. Collects water samples, maintains chemical feed pumps, and runs routine laboratory tests to determine proper chemical levels and needed adjustments. Prepares reports on plant operations and controls.
5. Troubleshoots, replaces, and reads water meters. Taps and inspects new service connections, turns water service on and off, reads meters, and records data as needed.
6. Maintains grounds around water treatment plant and performs routine building maintenance.

#### ***General Duties (applies to all)***

1. Performs emergency street, storm water, storm drain, or other public service maintenance work as required. Responds to emergency calls for service both during and after-hours.
2. Assists with snow removal activities.
3. Operates a variety of mowers, tractors, utility vehicles, power tools and hand tools. Ensures the proper maintenance of equipment, tools and vehicles. Performs routine inspection and preventive maintenance, and makes minor repairs to equipment, machines, and attachments.
4. Represents the City professionally in all interactions with members of the community.
5. 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.
6. Embraces cross-training opportunities to gain diversified work experience, fosters a sense of teamwork, and provides coverage of critical functions to ensure continuity of operations.
7. Based on the terms of the applicable collective bargaining agreement, in the absence of a Superintendent/Lead, employee may be temporarily upgraded to perform and fulfill all duties and responsibilities associated with the temporary upgrade.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other duties as required.



## CITY OF FRANKLIN

### POSITION DESCRIPTION

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#### 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 and maintain effective working relationships with other staff and management.

**Education and Experience:** Must be at least 18 years of age. High school diploma or equivalent. Prior experience in general manual labor, grounds-keeping, or construction, maintenance, and repair work preferred. Depending upon area of responsibility, prior experience in water, sewer, stormwater, and street maintenance and/or ability to obtain a Water Treatment Class 1 License and Class1 Sewer Collection License may be required within the predetermined timelines. Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required. Ability to obtain CDL Class B license within specified timelines required.

**Equipment, Tools and Materials:** The following are examples only and are not intended to be all inclusive. 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. Ability to use computer equipment, operate power tools, and operate all equipment necessary to complete water, sewer, storm, street repairs, and maintaining lawn equipment.

**Physical Requirements: (with or without accommodation):** Primary functions require sufficient physical ability to work in an outdoor environment. Ability to perform heavy manual labor; perform light 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 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 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.

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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.



## CITY OF FRANKLIN

### POSITION DESCRIPTION

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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

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(Signature of Appointing Authority/Designee)

---

(Date)

---

(Signature of Employee)

---

(Date)

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# CITY OF FRANKLIN

## An Equal Opportunity Employer POSITION DESCRIPTION

Page 1 of 6

**Name:**

**Title:** Utility Person

**Civil Service Status:** Classified

**Dept./Div:** Public Works

**Employment Status:** Full-time

**Reports To:** Public Works Director

**FLSA Status:** Non-exempt

**Supervises:**

### **QUALIFICATIONS:** (An example of acceptable qualifications)

~~High school diploma or equivalent; experience in heavy manual labor; must pass a city-administered medical/physical examination.~~

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

~~Valid Commercial Driver's License, Class B.~~

### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* Indicates developed after employment)

~~**Knowledge of:** department goals and objectives; department policies and procedures; road construction, maintenance, and repair; utility construction, maintenance, and repair; general construction, maintenance, and repair; water meter maintenance and repair; sewer construction, maintenance, and repair.~~

~~**Skill in:** painting, carpentry, masonry, plumbing; motor vehicle operation; use or operation of maintenance equipment.~~

~~**Ability to:** carry out simple instructions; cooperate with co-workers on group projects; develop and maintain effective working relationships; perform heavy manual labor; perform light manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site.~~

### **ESSENTIAL FUNCTIONS OF THE POSITION:** (For purposes of 42 USC 12101)

~~(1) Performs a variety of manual tasks in the maintenance and construction of sidewalks, streets, sewers, water mains, public grounds, buildings, and facilities; collects garbage from garbage cans and dumpsters; applies blacktop or other patching material to streets; cleans gutters, culverts, sewers, and other drainage structures; makes water taps, turns water service on and off, reads water meters; repairs breaks in water mains and services; paints walls; flushes fire hydrants; digs post holes and gets posts; rakes leaves; mows grass and weeds.~~

Date Adopted: 8-18-03 (R-03-77)

Date Revised:

Developed by:

Clemans, Nelson & Associates, Inc.

Columbus, OH 43235

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# CITY OF FRANKLIN

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Page 2 of 6

Position Number:	Name:	Utility Person 1
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- (2) ~~Lifts up to one hundred (100) pounds a distance of thirty (30) yards.~~
- (3) ~~Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.~~
- (4) ~~Demonstrates regular and predictable attendance.~~

## OTHER DUTIES AND RESPONSIBILITIES:

- (5) Performs other duties as required.

## EQUIPMENT OPERATED:

 (The following are examples only and are not intended to be all inclusive)

~~Dump truck, front-end loader, bobcat, power tools, street sweeper, grater, roller, backhoe.~~

## INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

 (For purposes of O.R.C. 4167)

- 1. ~~Floor openings, wall openings and holes; open-sided floors, platforms and runways; stairs.~~
- 2. ~~Fixed industrial stairs.~~
- 3. ~~Portable wood ladders.~~
- 4. ~~Portable metal ladders.~~
- 5. ~~Fixed ladders.~~
- 6. ~~Scaffolding.~~
- 7. ~~Manually propelled mobile ladder stands and scaffolds.~~
- 8. ~~Other working surfaces.~~
- 9. ~~Emergency plans and fire plans.~~
- 10. ~~Powered platforms for building maintenance.~~

Date Adopted: 8-18-03 (R-03-77)  
Date Revised:

Developed by:  
Clemans, Nelson & Associates, Inc.  
Columbus, OH 43235

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# CITY OF FRANKLIN

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 3 of 6

Position Number:	Name:	Utility Person 1
11.	Vehicle-mounted elevating and rotating work platforms.	
12.	Manlifts.	
13.	Noisy operations or activities.	
14.	Compressed gases.	
15.	Acetylene.	
16.	Hydrogen.	
17.	Oxygen.	
18.	Nitrous oxide.	
19.	Flammable and combustible liquids.	
20.	Spray finishing using flammable and combustible materials.	
21.	Dip tanks containing flammable or combustible liquids.	
22.	Storage and handling of liquified petroleum gas.	
23.	Hazardous waste operations involving emergency response operations for release of or threats of release of hazardous substances.	
24.	General requirements for use, care, and limitations of personal projective equipment.	
25.	Fall protection for employees system requirements to eliminate fall hazard.	
26.	Eye and face protection due to potential exposure to flying objects, impact, and other hazards.	
27.	Respiratory protection due to potential exposure to airborne contaminants.	

**CITY OF FRANKLIN**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Position Number:	Name:	Utility Person 1
28.	Occupational head protection due to potential impact to the head from objects, electricity, and other hazards (required only when hazards are present or likely to be present).	
29.	Occupational foot protection due to potential impact of objects, compression, and other hazards to the feet.	
30.	Electrical protective devices (such as rubber gloves) to prevent electrical shock.	
31.	Hand protection.	
32.	Permit-required and nonpermit-required confined spaces.	
33.	Machines and equipment which could accidentally become energized (lockout/tagout).	
34.	Portable fire extinguishers.	
35.	Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)	
36.	Powered industrial truck.	
37.	Overhead or gantry crane.	
38.	Crawler locomotive or truck crane.	
39.	Derrick.	
40.	Sling.	
41.	General requirement for safe use of tools and guarding.	
42.	Woodworking equipment.	
43.	Abrasive wheels.	
44.	Mechanical power presses.	

# CITY OF FRANKLIN

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 5 of 6

Position Number:	Name:	Utility Person 1
45.	Forging machine.	
46.	Hand and portable tools.	
47.	Guarding of portable power tools.	
48.	Jack stands.	
49.	Oxygen-fuel gas welding and cutting.	
50.	Arc welding and cutting.	
51.	Laundry machinery and/or operations.	
52.	Telecommunications centers or at telecommunications field operations.	
53.	Electrical, generation, transmission, and distribution.	
54.	Electrical wiring.	
55.	Installation of wiring of cables, and other equipment which transmits electricity.	
56.	Air contaminants.	
57.	Lead, including lead based paints or lead from other sources.	
58.	Human blood or other potentially infectious materials.	
59.	Hazardous chemicals.	
60.	Hazardous chemicals in laboratories.	
61.	Construction activities.	
62.	Fall protection - construction.	

# CITY OF FRANKLIN

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 6 of 6

Position Number:	Name:	Utility Person 1
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63. ~~Aerial lifts.~~
64. Vehicle on construction site.
65. Construction-type material handling equipment.
66. ~~Excavations activities.~~

### **GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE**

The employee:

1. ~~Uses or works in proximity to the use of firearms.~~
2. ~~Works in or around crowds.~~
3. ~~Has contact with potentially violent or emotionally distraught persons.~~
4. ~~Has exposure to potentially vicious animals.~~
5. ~~Has exposure to life threatening situations.~~
6. ~~Has exposure to fire.~~
7. ~~Has exposure to hot, cold, wet, humid or windy weather conditions.~~
8. ~~Has exposure to hazardous driving conditions.~~
9. ~~Has exposure to shaking objects or surfaces.~~

~~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.~~

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

Date Adopted: 8-18-03, (R-03-77)  
Date Revised:

Developed by:  
Clemans, Nelson & Associates, Inc.  
Columbus, OH 43235

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## CITY OF FRANKLIN

### POSITION DESCRIPTION

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Employee Name:		Department:	Public Works Division
Civil Service Status:	Classified	Position Title:	Park Lead
Employment:	Full-time	Reports To:	Public Works Director & Assistant Director
FLSA Status:	Nonexempt	Supervises:	Parks 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 and groundskeeping work in City parks and recreational areas. Provides leadership and direction to assigned crew members. This position ensures that City parks, facilities, ball fields, and open spaces are maintained in a safe, clean, and attractive condition for the community. 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. Leads, trains, schedules, and assigns daily work to park service staff and seasonal employees. Ensures work is completed to City standards of quality, safety, and timeliness. Prepares weekly/monthly work plans and allocates labor, equipment, and materials.
2. Inspects and provides general maintenance and upkeep of City owned park facilities such as restrooms, shelters, playgrounds, trails, ball fields, and related equipment. Identifies and reports repair needs, vandalism, and safety hazards.
3. Oversees and performs grounds maintenance and landscaping functions including, but not limited to, mowing, raking, trimming, weed eating, fertilizing grass, removing shrubs, loading brush, shoveling, sweeping streets, digging holes, and trimming trees.
4. Helps control vegetation and growth by spraying various pesticides, herbicides, fungicides, and other related chemicals. Prepares, applies, and properly disposes of pesticides. Maintains records of fertilizers and chemicals used.
5. Ensures athletic fields and courts are prepared and playing surfaces are safe. Performs maintenance and repair including watering fields, striping spaces for appropriate usage, repairing bases, nets, batter's boxes, and transition areas.
6. Performs needed carpentry work, including painting, replacing light bulbs, making minor plumbing, electrical, and masonry repairs. Builds and repairs park benches, tables, fences, signs, playground equipment, parking lots, concession stands, and related structures.
7. Assists with the planning, set-up and clean-up of outdoor park activities and special events. May require occasional weekend, holiday and evening hours during peak seasons, athletic leagues, or special events.
8. Ensures completion of general grounds cleaning, including emptying trash receptacles, and cleaning restrooms.
9. Operates a variety of mowers, tractors, utility vehicles, power tools and hand tools. Ensures the proper maintenance of equipment, tools and vehicles. Performs routine inspection and preventive maintenance, and makes minor repairs to equipment, machines, and attachments.



## CITY OF FRANKLIN

### POSITION DESCRIPTION

10. 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. Serves as the primary point of contact between the Parks Department and the Public Works Director/Assistant Public Works Director.
11. Ensures compliance with all applicable Federal, State, and local regulations related to safety standards, facility oversight and equipment maintenance. 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.
12. Demonstrates motivation and commitment to improve work related knowledge, abilities, processes, and relationships.

#### OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

#### 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 Parks Department staff to ensure task completion in an efficient safe manner.

**Education and Experience:** High school diploma or equivalent required. Minimum of seven (7) years' experience in parks maintenance, horticulture or related field and knowledge of turf, tree, landscape, and athletic field maintenance practices preferred. Ability to operate and maintain groundskeeping equipment and vehicles safely required. Valid Ohio driver's license, 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, and operate and maintain a variety of mowers, tractors, utility vehicles, power tools and hand tools used in the Parks Department.

**Reasoning Skills:** Ability to plan, organize, and direct Parks operations, services, and activities. Ability to lead Parks staff in ongoing planning and implementation efforts. Ability to deal with a variety of variables while determining and taking specific action, analyzing problems, collecting data, establishing facts, and identifying solutions. Ability to understand interpret and apply 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, and lift 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 or move up to 100 pounds assisted. 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. 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 dust, chemicals, equipment hazards, hazardous driving conditions, crowds, verbal abuse by the public, vicious animals or to human blood or other body substances.



## CITY OF FRANKLIN

### POSITION DESCRIPTION

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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.

---

\_\_\_\_\_  
(Signature of Appointing Authority/Designee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)





**CITY OF FRANKLIN**  
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**POSITION DESCRIPTION**

Page 1 of 4

<b>Employee Name:</b>		<b>Division:</b>	Parks & Recreation
<b>Civil Service Status:</b>	Classified	<b>Position Title:</b>	City Park Services Worker/Lead
<b>Employment:</b>	Full-time	<b>Reports To:</b>	Public Works Director
<b>FLSA Status:</b>	Non-exempt	<b>Supervises:</b>	City Park Services Worker, Seasonal Laborers

**QUALIFICATIONS:**

~~Any combination of training and/or experience which evidences an advanced knowledge of recreation administration.~~

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

~~Valid Ohio driver's license.~~

**MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)**

~~Knowledge of: budgeting; safety practices and procedures; department goals and objectives; department policies and procedures; park and recreation facilities, equipment, and supplies; public relations; employee training and development; supervisory principles and practices.~~

~~Skill in: N/A~~

~~Ability to: deal with many variables and determine specific action; apply management principles to solve agency problems; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; train or instruct others; cooperate with co-workers on group projects; develop and maintain effective working relationships.~~

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

- ~~1. Maintains parks, athletic fields, and playgrounds in the most attractive, clean, sanitary, safe, and convenient manner possible; determines and applies the proper levels of maintenance to each area or facility; sees to the proper maintenance and operation of park vehicles and equipment; coordinates maintenance of active recreational areas with the Recreation Coordinator.~~
- ~~2. Assists Public Works Director in preparation of annual budget and operates park maintenance in accordance with budgeted resources.~~
- ~~3. Interviews and recommends for employment qualified personnel; trains and manages personnel.~~
- ~~4. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.~~
- ~~5. Attends meetings with City and school officials keeping them apprised of issues concerning the department.~~

Developed by:

Date Adopted: 08-18-2003

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

{7/25/2007 PDFRKCI 00046106.DOC}

**CITY OF FRANKLIN**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

6. ~~Demonstrates regular and predictable attendance.~~

**OTHER DUTIES AND RESPONSIBILITIES:**

7. Performs other duties as required.

**EQUIPMENT OPERATED:** ~~The following are examples only and are not intended to be all inclusive.~~

~~Recreation equipment, hand tools, mowers, power tools.~~

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

1. ~~Portable wood ladders.~~
2. ~~Portable metal ladders.~~
3. ~~Emergency plans and fire plans.~~
4. ~~Powered platforms for building maintenance.~~
5. ~~Vehicle-mounted elevating and rotating work platforms.~~
6. ~~Manlifts.~~
7. ~~Noisy operations or activities.~~
8. ~~Compressed gases.~~
9. ~~Acetylene.~~
10. ~~Oxygen.~~
11. ~~Flammable and combustible liquids.~~
12. ~~Storage and handling of liquified petroleum gas.~~
13. ~~General requirements for use, care, and limitations of personal protective equipment.~~
14. ~~Eye and face protection due to potential exposure to flying objects, impact, and other hazards.~~
15. ~~Respiratory protection due to potential exposure to airborne contaminants.~~
16. ~~Hand protection.~~

Developed by:

Date Adopted: 08-18-2003

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

{7/25/2007 PDFRKC1 00046106.DOC}

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17. Machines and equipment which could accidentally become energized (lockout/tagout).
  18. Portable fire extinguishers.
  19. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
  20. Powered industrial truck.
  21. Sling.
  22. General requirement for safe use of tools and guarding.
  23. Woodworking equipment.
  24. Hand and portable tools.
  25. Guarding of portable power tools.
  26. Oxygen-fuel gas welding and cutting.
  27. Arc welding and cutting.
  28. Electrical, generation, transmission, and distribution.
  29. Air contaminants.
  30. Human blood or other potentially infectious materials.
  31. Hazardous chemicals.
  32. Construction activities.
  33. Fall protection — construction.
  34. Aerial lifts.
  35. Vehicle on construction site.
  36. Construction-type material handling equipment.
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37. ~~Excavations activities.~~

**GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:**

The employee:

1. ~~Works in or around crowds.~~
2. ~~Has contact with potentially violent or emotionally distraught persons.~~
3. ~~Has exposure to potentially vicious animals.~~
4. ~~Has exposure to life threatening situations.~~
5. ~~Has exposure to fire.~~
6. ~~Has exposure to hot, cold, wet, humid or windy weather conditions.~~
7. ~~Has exposure to hazardous driving conditions.~~

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

<b>Employee Name:</b>		<b>Department:</b>	Public Works
<b>Civil Service Status:</b>	Unclassified	<b>Position Title:</b>	Recreation and Event Coordinator
<b>Employment:</b>	Part-time	<b>Reports To:</b>	Public Works Director
<b>FLSA Status:</b>	Non-Exempt	<b>Supervises:</b>	<u>Pool Manager</u> <b>Recreation and Event Team Members</b>

### GENERAL DESCRIPTION:

Supervises the planning, organizing, execution, promotion, and evaluation of parks and recreation activities, and ~~aquatics programs, and~~ Under general direction of the Events Director, assists with the execution of special events sponsored by the City of Franklin.

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

1. Manages and leads personnel, and operations, and budgets associated with parks and recreation, ~~aquatics, and special events~~ for the City of Franklin. Under the direction of the Public Works Director, achieves goals within budgeted funds, reviews progress and makes changes in priorities, as needed.
2. Manages the reservations and rentals of park shelters, athletic fields, and food truck spaces. Produces invoices as necessary for rentals, and coordinates with staff to ensure facilities are open and ready for each reservation.
3. Coordinates the operations of the city-owned concession stand facilities with the parks. Operates and staffs concession as needed or works with organizations that wish to operate the concession stand during that organizations' event to ensure proper compliance with local health department and city rules.
4. Oversees the hiring training, motivating, and evaluation of personnel. Provides or coordinates staff training. Works with employees to correct deficiencies; mentors, coaches, and implements discipline and/or termination procedures when necessary.
5. Effectively deals with community members and businesses providing quality services. Handles emergency service calls, responds to inquiries, requests, and complaints from the public; interacts with the public regularly.
6. Establishes year-round recreation schedules and activities that are responsive to community needs and wants. Directs all efforts to producing safe, enjoyable sports, recreation, and education programs for youth and adults. Ensures programs are adaptive and inclusive.
7. Monitors expenditures and provides input to increase fiscal efficiency of the division. Ensures all products, services, and facilities are performed with fiscal responsibility. Seeks out alternative revenue sources to support the cost of events.
8. Under the direction of the Events Director, assists with planning and execution of ~~Plans, manages, and coordinates, City events, including marketing, advertising, and public relations efforts. Develops proposals, strategic plans, fee structures, and logistics of City events. Plans, directs personnel, and coordinates advertising, marketing,~~ **Works with staff to set up, execute "day of event" lead, and clean-up each event.** ~~Drafts and executes policies and procedures, contracts, and other documents to support the safety, risk~~

## CITY OF FRANKLIN POSITION DESCRIPTION

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~~management and administrative oversight of special events.~~

9. Performs administrative/managerial functions associated with overseeing activities and operations of the City Pool ~~including supervising assigned employees; developing and administering~~ municipal recreation programs; directing overall operations ~~of the pool and~~ programs; and performing administrative activities to include maintaining records and budgets.
10. Provides input regarding park development, including planning and ongoing capital improvements to park and recreation facilities. Under the direction of the Public Works Director, coordinates sport facility repairs and preparation with Park Maintenance staff. Enforces league and facility rules and regulations. Monitors condition of recreation facilities, courts, ball fields, and other facilities; documents and reports needed maintenance repairs.
11. Serves as the primary liaison between the City, third party supporters of recreational activities, and educational programs. ~~and~~ Supports the Events Director in communication regarding special events. Works with individuals and agencies to support smooth, successful programming.
12. Supports public communication efforts regarding recreational programs and special events. Attends community events, recreation conferences, and various meetings to promote and develop support for municipal recreation programs and events; distributes materials to inform public officials, schools, churches, community groups, the public and others about upcoming events and programs.
13. Provides direct support to the Public Works Division in functional areas of composing correspondence; completing special projects; acting as a liaison between City departments/divisions, the public and other government agencies; preparing and maintaining reports and record systems; and scheduling/calendar appointments.
14. ~~Managing events, recreation and operating the pool~~ May require evening and weekend hours, requiring flexibility in hours and days worked.

### OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

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### QUALIFICATIONS: (\* indicates developed after employment)

**Ability to:** Deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply rules, or regulations to specific situations; exercise independent judgment and discretion; prepare accurate documentation; maintain records according to established procedures; complete routine forms; compile and prepare reports.

**Communication Skills:** Ability to understand a variety of written and/or verbal communications, effectively present information and respond to sensitive inquiries from the public and/or officials; apply active listening skills, maintain effective working relationships, resolve problems, and instruct others. Ability to deal effectively with confrontational

## CITY OF FRANKLIN POSITION DESCRIPTION

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individuals and/or challenging situations. Ability to make clear and effective presentations to City Council and other stakeholders.

**Education and Experience:** High school diploma or equivalent required; marketing, communications or similar Bachelor's or Associate's degree preferred. Three years of supervisory experience in recreation, events ~~or aquatics~~ preferred. Knowledge of management concepts and ability to apply them. Knowledge of budget and grant proposal preparation, and standard general and financial policies and processes. Knowledge of current trends in parks and recreation fields. Knowledge of community recreation programs and organizations. Knowledge of principles, methods, materials and practices used in parks maintenance, park management, and public administration. Knowledge of marketing techniques, economic and development incentives. ~~Advanced training and experience in aquatics knowledge of pool facilities, equipment, and supplies beneficial.~~

**Equipment, Tools and Materials:** Use of calculator, computer, copier, scanner, telephone, postage machine, and other standard modern business office equipment. Occasional use of sports equipment, and water safety equipment, ~~vacuum, filtration and chlorination systems.~~

**Licensure or Certification Requirements:** None.

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

**Physical Requirements: (with or without accommodation):** Ability to frequently grasp, carry, hold, stand, walk, and use keyboard. Ability to occasionally ~~lift, reach, stoop, and turn~~ stoop, bend, kneel, crouch, reach, twist, push, pull, lift, and or move up to 25 pounds. Ability to speak English and hear required. Duties are primarily performed in an office environment. Some travel to meetings, conferences, and training is required. Managing some events, recreation activities ~~and the pool~~ will require outdoor and manual work requiring exposure to hot, cold, wet, humid or windy weather conditions.

**Technical Skills:** Ability to use e-mail, word processing. Ability to learn automated system functions used in carrying out job duties. Ability to operate in a network environment. General knowledge of PC equipment modern office practices and procedures and computer related software required.

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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.





## 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)