

ORDINANCE NO. 2023 - 15

ORDINANCE CREATING A POSITION ENTITLED “PUBLIC SERVICE MAINTENANCE CREW LEADER” FOR THE VILLAGE OF LEWISBURG, PREBLE COUNTY, OHIO

That Whereas, a Public Service Maintenance Crew Leader would be useful and appropriate in the management and the maintenance of all equipment and vehicles for the benefit of the Village of Lewisburg, Ohio;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF LEWISBURG, PREBLE COUNTY, OHIO, AS FOLLOWS:

Section 1. A full-time employment position known as “Public Service Maintenance Crew Leader” is hereby created for the Village of Lewisburg, Ohio. The appointment for this position shall be made by the Municipal Manager with the consent of Council, and the position shall be considered to be held on an “at will” term basis.

Section 2. Compensation for the “Public Service Maintenance Crew Leader” shall be determined by the Council by separate Motion or as part of the salary/wage scale by separate Ordinance.

Section 3. The “Public Service Maintenance Crew Leader” shall oversee the maintenance of Village equipment and vehicles as requested by any department within the Village of Lewisburg Ohio, and answer to the Service Department Supervisor in exercising the following duties:

- (a) Assist, direct, and/or perform a variety of semi-skilled and unskilled tasks as directed to maintain and upkeep Village streets, parks, and other Village property (e.g., mow grass, weeds, load trucks, rake leaves, mix paint, shovel gravel, rake asphalt, sweep streets, clean debris from public property such as parks and ball fields, clean restrooms, operate vehicles to remove snow and haul materials, etc.); oversee work activities of full and part-time Service Department Employees in performance of Village streets, parks, and other Village property duties (e.g. train employees, provide direction and assistance as needed, ensure compliance to safety practices and procedures, etc.).
- (b) Perform minor carpentry, electrical, plumbing, and other maintenance and repair tasks; repair, build, and replace playground equipment and picnic tables; repair and replace street signs, street lights and traffic signals; detour routes/traffic controls; paint interior and exterior of buildings.

- (c) Operate motorized vehicles and equipment in performing assigned duties (e.g., dump truck to haul materials and/or spread salt, tractor and/or mower to trim grass, chain saw to trim trees, tar kettle to patch cracks, asphalt truck for hot mix repairs, storm sewer installation and maintenance, etc.). Obtain and/or maintain a Commercial Driver's License (CDL).
- (d) Assist in building and street maintenance repair projects as assigned (e.g., repair doors, windows, locks; install partitions, paneling, drywall, roofs); wash vehicles and other equipment.
- (e) Maintain logs, work records, purchase orders, and documents as directed by Service Department Supervisor.
- (f) Act as Service Department Supervisor in Service Department Supervisor's absence.
- (g) Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (h) Demonstrate regular and predictable attendance.
- (i) Maintain required licenses and/or certificates.
- (j) Perform other related duties as required or assigned.

Section 4. This Ordinance shall be effective from and after December 2, 2023.

Dated: 10-19-2023

Marsha Jones
Mayor

Attest:

Elizabeth A. Wagner
Clerk of Council