

RECORD OF ORDINANCES

BARRETT BROTHERS - DAYTON, OHIO

Form 6220S

Ordinance No. _____

Passed _____, _____

ORDINANCE AMENDING ORDINANCE 1969-29, COMMONLY KNOWN AS THE YARGER REPORT BY CREATING A POSITION WITHIN THE CENTRAL GARAGE, SPECIFICALLY A HEAD MECHANIC POSITION, ESTABLISHING SALARY AND BENEFITS FOR SAID POSITION AND DECLARING AN EMERGENCY

WHEREAS, the Central Garage has advised of the need for a Head Mechanic and said Position does not currently exist, and

WHEREAS, the Council finds it necessary to create a position to be known as Head Mechanic within the Central Garage, which shall be funded by the Central Garage Fund, with responsibilities as set forth in the Job Description attached hereto,

Be it ordained by the Council of the City of Marion, Marion County, Ohio:

Section 1. Pursuant to the request of the Street and Sanitation Superintendent in regard to the Central Garage, the Council finds it necessary to create within the City's Job Classification Plan, sometimes referred to as the Yarger Report, the position of Head Mechanic with duties as are set forth in the attached Job Description.

Section 2. That the pay grade for the Head Mechanic shall be Pay Grade 26, with a starting wage, Step A, at \$20.86 and then in 1 year go to Step B at \$24.75 and then in another 1 year go to Step C at an hourly rate of \$27.81/hr.,

Section 3. That the job description for said position is attached hereto and incorporated herein by reference and shall be reference become a part of the personnel classification schedule heretofore adopted by this Council as fully as if the same were re-written in said personnel classification schedule.

Section 4. This Ordinance is hereby declared to be an emergency measure necessary for the welfare of the City of Marion and it's inhabitants thereof: Due to need to act immediately given the opportunity that presents itself; and as such shall take effect and be in force upon passage and approval by the Mayor provided it receives the affirmative vote of two-thirds of all members elected to Council; otherwise, it shall come effective from and after the earliest period allowed by law.

Todd Schneider
President of Council

Approved:

Mayor Scott Schertzer

Attest;

Clerk of Council

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CITY OF MARION OHIO
Job Description

Job Title: HEAD MECHANIC
Department: CENTRAL GARAGE
Reports To: STREETS SUPERVISOR
FLSA Status: Non-exempt AFSCME Grade 26
Prepared By: H R
Prepared Date: 01-02-19

SUMMARY: Under the supervision of the Streets Supervisor, directs, coordinates and participates in activities concerned with diagnosis, repair, and service of automotive equipment: automobiles; light, medium and heavy trucks; diesel units; street maintenance equipment; sanitation packers; aerial lifts; loaders; graders; mobile tools and generators. Performs duties personally or directs subordinates. Handles all billings and work orders for the mechanics

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned.

- Assigns and schedules work for all mechanics
- For billing purposes, keeps account of each hour the mechanics work
- Creates work orders for all maintenance/repair done on all equipment, bill out parts and labor to proper departments
- Maintain all vehicle maintenance records and keep track of vehicle warranties and parts warranties
- Meets with department heads on a regular basis
- Provide annual vehicle reports to all departments
- Maintain running balance of remaining PO's with multiple vendors
- Do budget reports as requested by City Hall or department
- Responsible for maintenance and repair of all vehicles/equipment owned by City in addition to outside work for Marion Township on a regular basis and many others on occasional/as-needed basis.
- Manage Parts Room (bill out parts to work orders, order parts then add new parts to inventory, put away stock, do physical annual inventory required by Auditor
- Responsible for scheduling of pump testing and ladder testing for Fire Dept
- Keep ongoing records of all city owned vehicles/equipment up to date, as well as work done for outside entities
- Keep records and comply with all ODOT regulations, budget requests and implement any changes required by them. Meet

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with ODOT when required Provide reports to State Auditor annually.

- Spec vehicles when purchasing new vehicles
- Complete required forms for any vehicle/equipment to go to auction. Prep vehicle for auction. Remove any necessary equipment (light bars, accessories, ect)
- May be on-call 24/7 for all departments. May take calls before/after regular work hours.
- Performs duties of Auto Mechanic I, II and Serviceman

SUPERVISORY RESPONSIBILITIES:

Directly supervises up to 5 employees in the City of Marion Garage. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include training employees; planning, assigning, directing and supervising work and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience Required

High school diploma or general education degree (GED) plus a minimum of documented two (2) years experience in diagnosing, repairing and servicing motor vehicles. Current

ASE Certification from the National Institute for Automotive Service Excellence in three of the following areas: airbrakes, diesel, gasoline, Automobile and medium/heavy trucks.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak and communicate effectively with City officials, employees and the public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written, oral, mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

Automotive Diagnostic equipment.

Certificates, Licenses, Registrations

Valid, unrestricted, Ohio Driver's License and Class A Commercial Driver's License (CDL) and any required endorsements. ASE Certification from the

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National Institute for Automotive Service Excellence in Automobile and Medium/Heavy Trucks.

Other Skills and Abilities

Must have the capability to use electronic diagnostic equipment and be able to work in a self-directed environment.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is: regularly exposed to fumes or airborne particles; frequently exposed to moving mechanical parts; occasionally exposed to toxic or caustic chemicals, outside weather conditions, risk of electrical shock and vibration. The noise level in the work environment is usually loud.

Date: _____

Resolution No. _____

Title: Approval of the Delaware-Knox-Marion-Morrow Joint Solid Waste Management District's Amended Draft Solid Waste Management Plan

District Community (City, Village, Township): _____

Contact: _____

Summary/Background: The Plan is prepared in accordance with Ohio Revised Code ("ORC") Section 3734, the State of Ohio's Solid Waste Management Plan and the Ohio Environmental Protection Agency's guidelines. The Plan also describes strategies and programs that will be implemented to meet or exceed the minimum state waste reduction goals and objectives. The Delaware-Knox-Marion-Morrow Joint Solid Waste Management District ("District") completed the draft amended Solid Waste Management Plan ("Plan") and submitted it to the Ohio Environmental Protection Agency for review and comment on February 12, 2018 and the Ohio Environmental Protection Agency provided comments in a non-binding advisory opinion on March 29, 2018. The District's Policy Committee has reviewed the non-binding advisory opinion received from the Ohio Environmental Protection Agency and taken these comments into consideration and incorporated changes into the amended Plan as appropriate. The District has conducted a 30-day comment period from August 22, 2018 to September 20, 2018 and two public hearings were held on September 26, 2018 to provide the public an opportunity to comment on the Plan.

Budget Impact: The Plan provides for a fee schedule that generates the required revenue to cover the costs of implementing the strategies and programs designed to meet or exceed the minimum state waste reduction goals and objectives.

Statutory Authority/ORC: 3734.50

Committee Member _____ **offered the following resolution:**

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED that the (City, Village, Township): _____, located within the jurisdiction of the Delaware-Knox-Marion-Morrow Joint Solid Waste Management District, that:

Section 1. These Members hereby acknowledge receipt of the amended draft plan.

Section 2. The _____ (city, village, township) either (please indicate):

- a. _____ approves the District Solid Waste Management Plan; or
- b. _____ disapproves the District Solid Waste Management Plan

Section 3. The Clerk is hereby directed to send the District a copy of this resolution to the attention of Ms. Jenna Hicks, District Director, Delaware-Knox-Marion-Morrow Joint Solid Waste Management District, 117 E. High Street, Suite 257, Mount Vernon, Ohio 43050.

Section 4. That it is found and determined that all formal actions of this _____ (Board, council or trustees) concerning and relating to the passage of this resolution/ordinance were adopted in an open meeting of this _____ (Board, council or trustees) and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including Sections 121.22 of the Ohio Revised Code.

Section 5. That this resolution shall be in full force and effect immediately upon its adoption.

Action Taken:

Committee Member voted
Committee Member voted
Committee Member voted
Committee Member voted
Committee Member voted
Committee Member voted
Committee Member voted

Clerk