

211: News Media and Community Relations

BEST PRACTICE

211.1: PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for communicating with the media and the public to ensure the timely, accurate, and consistent dissemination of information and promote positive relationships with the community. It addresses communication regarding newsworthy events, including routine matters and critical incidents.

Nothing in this policy prohibits [Dept_Div_Agency] -designated spokespersons from communicating with the media regarding information specific to their [dept_div_agency] (e.g., police, fire). However, [Dept Div Agency] -designated spokespersons remain subject to coordination with the [City County] [PressInformationOfficer] ([PIO]) during incidents that have [city_county] -wide or cross- [dept_div_agency] impact.

BEST PRACTICE

211.2: POLICY

It is the policy of the [City_County] to establish and maintain a positive working relationship with the media and the community by providing timely and accurate information.

BEST PRACTICE

211.3: [PressInformationOfficer]

The [CM_CA] should designate a [City_County] [PIO] to centralize communication with the media and the public. The [PIO] should report directly to the [CM_CA] and is responsible for:

- a. Serving as the media's primary point of contact for the [City_County] .
- b. Responding to media inquiries.
- c. Managing distribution of news releases, advisories, and other information to the media and the public.
- d. Working with [City_County] representatives to coordinate and manage briefings, news conferences, and media interviews.
- e. Developing a process for the approval of news releases, news conferences, and other official communications in coordination with the [CM CA] .
- f. Establishing protocols for coordinating with [dept_div_agency] spokespersons (e.g., police, fire) to maintain consistency with overall [City County] messaging.
- g. Arranging access to or special tours of [city_county] facilities and incident scenes for media representatives, local leaders, and other visitors in accordance with established procedures, as applicable.
- h. Developing and maintaining pre-scripted messages, frequently asked questions (FAQs), and communication templates.
- i. Maintaining an updated list of media contacts.
- j. Maintaining up-to-date information on the [City_County] website and social media platforms, including contact information for media inquiries.

- k. Tracking and archiving media coverage related to the [City_County] in accordance with the established records retention schedule.
- l. Engaging in proactive communication to promote community awareness of [City_County] programs, services, contributions, and achievements.

BEST PRACTICE

211.4: CRITICAL INCIDENT SCENE CONSIDERATIONS

At the scene of a critical incident (e.g., natural disaster, infrastructure failure, transportation accident, public health emergency), the [PIO] :

- a. Should coordinate media activities and messaging with:
 1. Elected officials or their designees to avoid conflicting statements during active incidents.
 2. The Emergency Operations Center (EOC) (if activated).
 3. Any [city_county] [dept_div_agency] involved.
- b. May provide authorized media representatives with access to critical incident scenes when such access can be accomplished safely and when the [CM_CA] has authorized such activities. Access by the media is subject to the following conditions:
 1. Media representatives shall produce valid press credentials and prominently display them at all times while in areas otherwise closed to the public.
 2. A reasonable effort should be made to provide a safe staging area for the media that is near the scene, when feasible.
 3. Media representatives shall be prevented from interfering with emergency operations, investigations, and incident response activities.
 4. Media personnel shall wear proper protective clothing as warranted.
 5. Media representatives may be allowed to take photographs and video, provided they do not interfere with facility or incident operations or create a safety hazard.
 6. Access may be denied or revoked at any time if safety, security, or operational integrity is compromised.

BEST PRACTICE

211.5: NEWS CONFERENCES

A news conference is a pre-scheduled event intended to highlight a newsworthy event, such as a promotion or the opening of a new municipal facility; news conferences can also be used when a representative of the [City_County] desires to make a public appearance. The [CM_CA] will determine the purpose and scope of the conference. Specific information should not be released prior to the conference.

The [PIO] 's responsibilities should include:

- a. Preparing a news release and/or a prepared statement for the [city_county] spokesperson.
- b. Making arrangements for the site, obtaining required equipment, arranging for availability of the news release, identifying photo locations, and providing escorts, as necessary.
- c. Notifying the appropriate [city_county] personnel of the date, time, and location of all news conference

The conference may include a moderator or the [PIO] , who should make introductory remarks and introductions, assist with any question-and-answer period that may follow, and conclude the conference.

[City_County] personnel attending the news conference should wear clothing, including dress uniforms, if applicable, as specified in the Dress Code Policy. Attendance requirements will be determined by the [CM_CA] .

BEST PRACTICE

211.6: TRAINING

The [PIO] should receive periodic training in protocols, media relations, and crisis communication.

307: Facility Security

BEST PRACTICE

307.1: PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the safety and physical security of all [City_County] facilities. Additional guidelines can be found in the Key and Electronic Access Device Controls Policy.

For information related to the protection of information systems and information technology infrastructure, see the Information Technology Use and Cybersecurity policies.

BEST PRACTICE

307.2: POLICY

It is the policy of the [City_County] to provide physical security measures to safeguard facilities under [City_County] control.

BEST PRACTICE

307.3: SECURE FACILITY ACCESS

All [City_County] facilities that are not open to the public should be equipped with self-closing and self-locking exterior doors. All exterior doors should remain closed and locked at all times, unless secondary barriers are in place or a [City_County] employee is present to prevent unauthorized access. Other points of entry to the [City_County] facility and all exterior units, including storage rooms and lockers, should remain closed and locked unless directly monitored by a [City_County] employee.

The [CM_CA] or the authorized designee should develop and implement a process for vendor and contractor access to secure facilities.

BEST PRACTICE

307.3.1: PUBLIC FACILITY ACCESS

All [City_County] facilities with public access should remain open and accessible during established business hours. All exterior doors that do not provide public access should remain closed and locked at all times. Each facility should maintain a designated reception area or secondary barriers to prevent unauthorized access to restricted areas. Restricted areas should be clearly and prominently marked. Sufficient staffing should be available to monitor visitor movement and prevent access to restricted areas (see the Public Safety Video Surveillance System Policy).

The [CM CA] or the authorized designee should develop and implement a visitor control process for each [City_County] facility that allows public access.

BEST PRACTICE

307.4: SUSPICIOUS ACTIVITY

[City_County] employees should remain vigilant for any suspicious activity occurring in or around [City_County] facilities and should promptly report any such activity to a supervisor. Suspicious activity may include but is not limited to:

- Anyone loitering in the vicinity of the facility for an extended period of time.
- Unauthorized individuals photographing or taking images of the facility, employees of the [City_County] assigned to the facility, or [City_County] vehicles.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.
- Anyone attempting to gain access or requesting access to [City_County] facilities without proper authorization.
- Any unknown or abandoned packages, vehicles, or other items left on [City_County] grounds or adjacent to [City_County] facilities.
- Unmanned aerial systems (drones) operating over or near [City_County] facilities without authorization, especially when hovering, filming, or flying at low altitudes.

BEST PRACTICE

307.5: THREATS AGAINST [City_County] FACILITIES

If a [City_County] employee receives a threat against a [City_County] facility that presents immediate danger (e.g., bomb threat, active shooter, other imminent risk to life or safety), the employee should obtain as much information about the threat as reasonably possible and immediately contact law enforcement. As soon as practicable afterward, the employee should notify the [DepartmentHead], who will notify the [CM_CA].

If the threat does not pose an immediate danger, the employee should obtain as much information about the threat as reasonably possible and promptly notify the [DepartmentHead], who will notify the [CM_CA]. The [DepartmentHead] or the [CM_CA] will notify law enforcement and assist with coordination, if requested.

BEST PRACTICE

307.6: BREACH OF SECURITY

Any breach in security at a [City_County] facility should be immediately reported to a supervisor, who should address the incident and report it to the [DepartmentHead].

If the breach presents an active or imminent threat to safety, the employee should first contact law enforcement, then notify the [DepartmentHead] as soon as practicable.

In either case, the [DepartmentHead] will notify the [CM_CA] of the breach.

BEST PRACTICE

307.6.1: POST-INCIDENT REVIEW

In the event of a breach in security at a [City_County] facility, the [CM_CA], the [DepartmentHead], or an authorized designee should conduct a post-incident review to evaluate the nature of the breach and determine appropriate follow-up actions based on the level of risk involved.

BEST PRACTICE

307.7: BUILDING EVACUATION PLAN

The [CM_CA] or the authorized designee should establish a general evacuation plan for each [City_County] facility for use during any emergency requiring the evacuation of employees or the public. The plan should include clearly marked exits, evacuation maps, and specific instructions for assisting individuals with disabilities.

In the event of an evacuation, all employees should follow the established evacuation plan and comply with posted exit strategies.

See the Emergency Management Plan Policy for additional guidance.

BEST PRACTICE

307.8: SECURITY ASSESSMENTS

The [CM_CA] should designate an employee or external consultant to periodically conduct facility risk assessments to identify vulnerabilities and improve security plans.

637: Personnel Investigations

BEST PRACTICE

637.1: PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation, and disposition of complaints regarding the conduct of employees of the [City_County]. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment, or other routine or unplanned contact of an employee in the normal course of employment, by a supervisor or any other employee.

BEST PRACTICE

637.2: POLICY

The [City_County] takes seriously all complaints regarding the service provided by the [City_County] and the conduct of its employees.

The [City_County] will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state, and local law, and municipal and/or county rules, and the requirements of any applicable employment agreements.

It is also the policy of the [City_County] to ensure that the community can report misconduct without concern for reprisal or retaliation.

BEST PRACTICE

637.3: PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of [city_county] policy or federal, state, or local law or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate [city_county] policy or federal, state, or local law, or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures, or questions regarding specific interactions with the public.

BEST PRACTICE

637.3.1: COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified into one of the following categories:

Informal - A matter in which the [DepartmentHead] or the [CM_CA] is satisfied that appropriate action has been taken by a supervisor of the employee.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by the [personnelAgency] or referred to the [DepartmentHead] or the [CM_CA], depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the [personnelAgency], such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

BEST PRACTICE

637.3.2: SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- a. Individuals from the public may make complaints in any form, including in writing, by email, in person, or by telephone.
- b. Any [city_county] employee becoming aware of alleged misconduct shall immediately notify a supervisor.
- c. Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- d. Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
- e. Tort claims and lawsuits may generate a personnel complaint.

BEST PRACTICE

637.4: AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

BEST PRACTICE

637.4.1: COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of at least one [city_county] facility and be accessible through the [city_county] website.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

BEST PRACTICE

637.4.2: ACCEPTANCE

All complaints will be courteously accepted by any [city_county] employee and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving employee shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs, or physical evidence may be obtained as necessary.

BEST PRACTICE

637.5: DOCUMENTATION

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

Each department should establish procedures to ensure that all complaints and inquiries are documented (either electronically or on a written log) to record and track complaints. The documentation shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the [DepartmentHead] should audit the log and send an audit report to the [CM_CA] or the authorized designee.

BEST PRACTICE

637.6: ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

BEST PRACTICE

637.6.1: SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the employee's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The [DepartmentHead] should consult with the [personnelAgency] and the [CM_CA], as appropriate, to determine whether a claim should be investigated by another supervisor, the [personnelAgency], or by an outside investigator.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include but are not limited to:

- a. Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
 1. The original complaint form will be directed to the accused employee's immediate supervisor, who will take appropriate action and/or determine who will have responsibility for the investigation.
 2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the [DepartmentHead] or the [CM_CA], who will initiate appropriate action.
- b. Responding to all complainants in a courteous and professional manner.
- c. Resolving those personnel complaints that can be resolved immediately.
 1. Follow-up contact with the complainant should be made within one business day of the [City_County] receiving the complaint.

2. If the matter is resolved and no further action is required, the supervisor will note the resolution on the complaint form and forward the form to the [DepartmentHead] .
- d. Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the [DepartmentHead] and the [CM CA] are notified as soon as practicable.
- e. Promptly contacting the [DepartmentHead] and the [personnelAgency] for direction regarding the supervisor's role in addressing a complaint that relates to harassment or discrimination.
- f. Forwarding unresolved personnel complaints to the [DepartmentHead] , who will determine whether to contact the complainant or assign the complaint for investigation.
- g. Investigating a complaint as follows:
 1. Making reasonable efforts to obtain names, addresses, email addresses, and telephone numbers of witnesses.
 2. When appropriate, ensuring immediate medical attention is provided.
- h. Ensuring that the procedural rights of the accused employee are followed.
- i. Ensuring interviews of the complainant are generally conducted during reasonable hours.

BEST PRACTICE

637.6.2: ADMINISTRATIVE INVESTIGATION PROCEDURES

The following procedures should be followed with regard to any accused employee subject to investigation by the [city_county] :

- a. Interviews of an accused employee should be conducted during reasonable hours and preferably when the employee is working. If the employee is off work, they shall be compensated as appropriate.
- b. Unless waived by the employee, interviews of an accused employee should be at the [City_County] or other reasonable and appropriate place.
- c. No more than two interviewers should ask questions of an accused employee.
- d. Before any interview, an employee should be informed of the nature of the investigation.
- e. All interviews should be for a reasonable period, and the employee's personal needs should be accommodated.
- f. No employee should be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers.
- g. Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.
 1. An employee should be given an order to answer questions in an administrative investigation that might incriminate the employee in a criminal matter only after the employee has been given a proper advisement. Administrative investigators should consider the impact that compelling a statement from the employee may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).
 2. No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.
- h. The interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview should be provided to the employee prior to any subsequent interview.
- i. All employees subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, to maintain the integrity of each individual's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
- j. All employees shall provide complete and truthful responses to questions posed during interviews.
- k. No employee may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

BEST PRACTICE

637.6.3: ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete, and essentially follow this format:

Introduction - Include the identity of the employees, the identity of the assigned investigators, the initial date, and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of employee and witness statements.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

BEST PRACTICE

637.6.4: DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve [city_county] employees. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful, and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the employee.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the supervisor shall take appropriate action with regard to any additional allegations.

BEST PRACTICE

637.6.5: COMPLETION OF INVESTIGATIONS

Every supervisor or investigator assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within a reasonable period from the date of discovery by an individual authorized to initiate an investigation.

BEST PRACTICE

637.6.6: NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The employee conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate. If an outside investigator has been retained to conduct the investigation, a representative from the [personnelAgency] should facilitate the updates.

BEST PRACTICE

637.7: ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces, and other areas, including desks, offices, and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio, or other document or equipment.

BEST PRACTICE

637.8: ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the [City_County], the [CM_CA], the [DepartmentHead], or the authorized designee may temporarily assign an accused employee to administrative leave after consultation with the [personnelAgency]. Any employee placed on administrative leave:

- a. May be required to relinquish any [city_county] badge, identification, and any other [city_county] equipment.
- b. Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- c. May be temporarily reassigned to a different position, during the investigation. The employee may be required to remain available for contact at all times during work hours and will report as ordered.

BEST PRACTICE

637.9: CRIMINAL INVESTIGATION

Where an employee is accused of potential criminal conduct, the [DepartmentHead] may refer the matter to the appropriate authority.

The [CM_CA] shall be notified as soon as practicable when an employee is accused of criminal conduct.

BEST PRACTICE

637.10: POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, the investigation report should be forwarded to the [FinalDecisionMaker] through the supervisory chain of command, as appropriate. The [FinalDecisionMaker] may accept or modify any classification or recommendation for disciplinary action.

BEST PRACTICE

637.10.1: DISCIPLINARY RECOMMENDATIONS

The employee conducting the investigation should forward the investigation report to the appropriate position tasked with recommending discipline (e.g., [DepartmentHead] , [personnelAgency] representative, mid-level supervisor), who shall review the entire investigative file, the employee's personnel file, and any other relevant materials and make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Before forwarding recommendations to the [FinalDecisionMaker] , the employee making the recommendation may return the entire investigation to the assigned investigator for further investigation or action.

If an outside investigator has been retained to conduct the investigation, a representative from the [personnelAgency] should facilitate the receipt and forwarding of the investigation report to the appropriate position for a disciplinary recommendation.

BEST PRACTICE

637.10.2: RESPONSIBILITIES OF [FinalDecisionMaker]

Upon receipt of any written recommendation for disciplinary action, the [FinalDecisionMaker] shall review the recommendation and all accompanying materials. The [FinalDecisionMaker] may modify any recommendation and/or may return the file to the investigator for further investigation or action.

Once the [FinalDecisionMaker] is satisfied that no further investigation or action is required by staff, the [FinalDecisionMaker] shall determine the amount of discipline, if any, that should be imposed. If disciplinary action is proposed, the [FinalDecisionMaker] shall provide the employee with a written notice and the following:

- a. Access to all materials considered by the [FinalDecisionMaker] in recommending the proposed discipline.
- b. An opportunity to respond orally or in writing to the [FinalDecisionMaker] within five business days of receiving the notice.
 1. Upon a showing of good cause by the employee, the [FinalDecisionMaker] may grant a reasonable extension of time for the employee to respond.
 2. If the employee elects to respond orally, the presentation shall be recorded by the [City_County] . Upon request, the employee shall be provided with a copy of the recording.

Once the employee has completed their response, or if the employee has elected to waive any such response, the [FinalDecisionMaker] shall consider all information received regarding the recommended discipline. The [FinalDecisionMaker] shall render a timely written decision to the employee and specify the grounds and reasons for discipline and the effective date of the discipline. Once the [FinalDecisionMaker] has issued a written decision, the discipline shall become effective.

BEST PRACTICE

637.10.3: NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The [FinalDecisionMaker] should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint consistent with any applicable state laws.

BEST PRACTICE

637.11: PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the [FinalDecisionMaker] after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

- a. The response is not intended to be an adversarial or formal hearing.
- b. Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- c. The employee may suggest that further investigation could be conducted, or the employee may offer any additional information or mitigating factors for the [FinalDecisionMaker] to consider.
- d. If the [FinalDecisionMaker] elects to conduct further investigation, the employee shall be provided with the results prior to the imposition of any discipline.
- e. The employee may thereafter have the opportunity to further respond orally or in writing to the [FinalDecisionMaker] on the limited issues of information raised in any subsequent materials.

BEST PRACTICE

637.12: RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

If an employee tenders a written resignation or notice of retirement before the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

BEST PRACTICE

637.13: POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any applicable employment agreements and/or other [city_county] personnel rules. ▼

BEST PRACTICE

637.14: PROBATIONARY EMPLOYEES

At-will and probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the [CM_CA], [DepartmentHead], or the authorized designee.

In cases where an individual on probation has been absent for more than a week or when additional time to review the individual is considered to be appropriate, the probationary period may be extended at the discretion of the [DepartmentHead].

DISCRETIONARY

637.15: FRINGE BENEFITS

If the discipline issued is dismissal, the employee shall be provided written notice as to the status of their fringe and retirement benefits after dismissal.

BEST PRACTICE

637.16: RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

CITY OF WAUSEON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Asst. WTP Superintendent	Position Title:	Asst. WTP Superintendent
Class Number:	32115		
Dept./Div.:	Public Service/Water Plant	Civil Service Status:	Classified
Reports to:	WTP Superintendent	Employment Status:	Full-time
EEO Status:	(01) Officials and Administrators	FLSA Status:	Nonexempt
DOT/O*Net Code:	954.132-010/954.382-014	Normal Work Hours:	

GENERAL DESCRIPTION:

Under general direction of the Water Plant Superintendent, assists with planning and directing the operation of the Water Treatment Plant; assists in periodic inspections of plant facilities and recommends changes in practices, procedures, or equipment to Water Plant Superintendent; supervises water plant personnel in absence of Water Plant Superintendent; performs necessary laboratory tests to ensure conformance and compliance with federal, state, and county standards; assists in preparing reports to federal, state, and county regulatory agencies; performs preventive maintenance and repair work on equipment and facilities; performs such other related duties as required by the Water Plant Superintendent.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school diploma or GED equivalent) with ten (10) years' experience in water plant operation; possesses good verbal and written communication skills; or equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain Class III Operator's License and Bacterial and Chemical Laboratory Certificates and valid State of Ohio Commercial Driver's License.

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

Laboratory equipment; computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; pumps, generators, pickup truck, front-end loader, backhoe, tractor, dump truck, skid loader, bucket truck, weed trimmer, cutoff saw, chain pipe snapper, and other hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to noisy operations or activities; works in the vicinity of compressed gases; works with and in the vicinity of hand and portable tools; ascends and descends stairs, scaffolds, and/or water towers; mows steep slopes; is exposed to high voltage electricity; is exposed to hazardous chemicals; has exposure to hot, cold, wet, humid and windy weather conditions; exerts up to 50 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or up to 25 pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or up to ten (10) pounds of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects; is subject to on-call.

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

CITY OF WAUSEON

An Equal Opportunity Employer

POSITION DESCRIPTION

Appt. Authority: Mayor	Employee Name:
Class Title: Asst. WTP Superintendent	Position Title: Asst. WTP Superintendent

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

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

2% Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (212) water plant inspection techniques; (251) city policies and procedures*; (253) workplace safety practices and procedures; (263) department policies and procedures*; (302) water treatment plant operating procedures; (304) water treatment regulations; (312) mechanical maintenance; (326) laboratory equipment and supplies; (341) water treatment plant maintenance and repair; (454) lab procedures; (490) supervisory principles and practices; (491) manpower planning.

Skill in: (903) data entry; (904) word processing; (905) computer operation; (910) use of modern office equipment.

Ability to: (611) define problems, collect data, establish facts, and draw valid conclusions; (617) determine material and equipment needs; (630) read, copy, and record figures accurately; (654) prepare accurate documentation; (666) prepare meaningful, concise, and accurate reports; (685) train or instruct others; (700) recognize safety warnings; (723) gather, collate, and classify information about people data and things; (724) maintain records according to established procedures; (745) develop and maintain effective working relationships; (777) utilize cleaning materials; (779) safeguard information of a sensitive or confidential nature.

POSITIONS DIRECTLY SUPERVISED:

Water plant operator I; water plant operator II; water plant operator III; water plant operator trainee.

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 the position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted:
Date Revised:

Developed by:
Clemans, Nelson & Associates, Inc.
Dublin, Ohio 43017

CITY OF WAUSEON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Appt. Authority: Mayor	Employee Name:
Class Title: Code Administrator/ Building Official	Position Title: Code Administrator/ Building Official
Class Number: N/A	
Dept./Div.: Zoning Building and Housing	Civil Service Status: Unclassified
Reports to: Mayor	Employment Status: Full-time
EEO Status: (01) Officials/Administrators	FLSA Status: Nonexempt
DOT/O*Net Code: 168.167-030	Normal Work Hours:

GENERAL DESCRIPTION:

Under administrative direction of the Mayor, inspects structures and enforces building code, residential and nonresidential maintenance code, and zoning regulations, ordinances, and resolutions; reviews plans and drawings for building permits; performs plan review of proposed residential projects; approves or disapproves building and/or zoning permits; prepares reports to Mayor and Council; meets with legal staff on code violations; meets with Planning Commission to discuss new and existing projects; appears in court regarding legal actions on violations; reviews codes, ordinances, and resolutions on a periodic basis and recommends necessary changes; prepares and monitors department budget.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school diploma or GED) or five (5) or more years responsible experience in construction techniques and practices and excellent verbal and written communication skills; or equivalent combination of education, training, and/or experience which provides the required knowledge, skills, and abilities; must qualify for and maintain insurability under the city's vehicle insurance policy.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver's license; must maintain insurability under the city's insurance policy. Must possess and maintain Residential Building Official certification, Residential Plans Examiner certification, Residential Building Inspector certification, Residential Mechanical Inspector certification, Building Official certification, and Plumbing Inspector certification and/or other certifications required by the State of Ohio.

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

Motor vehicle, computer, spreadsheet software, word processing software, printer, copier, fax machine/scanner, telephone, paper shredder, metal detector, camera, scale, office equipment, calculator, measuring wheel.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: is on call 24 hours, seven (7) days a week; has exposure to chemical compounds found in an office environment and construction sites (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; has exposure to possible injury as a result of working with moving mechanical parts on paper shredder and copy machine; has exposure to injury as a result of working on active construction sites; is exposed to possible injury from hazardous gases, fumes, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; has exposure to potentially vicious

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CITY OF WAUSEON

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POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Code Administrator/ Building Official	Position Title:	Code Administrator/ Building Official

animals and hot, cold, wet, or windy weather conditions; ascends and/or descends ladders, stairs, or scaffolds; exerts up to 20 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or up to ten (10) pounds of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) and/or a negligible amount of force constantly (constantly: activity or condition exists 2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects.

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

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

30% (1) Serves as Residential Building Official for the City of Wauseon; performs plan review of proposed residential projects; performs field inspection on projects and issues Certificate of Occupancy permits as required under the State of Ohio Residential Code of Ohio rules and regulations; performs city patrol and follows progress of all construction to enforce building code, zoning, and residential and nonresidential maintenance code regulations, ordinances, and resolutions; reviews plans and drawings for building permits; enforces rules and regulations for Pride Preservation Design Review Board, Zoning Board of Appeal, and Wauseon Planning Commission; approves or disapproves building and/or zoning permits; performs inspections for building, sidewalk, certificate of occupancy, tax abatement and maintenance code purposes; performs scheduled zoning and building codes, and maintenance code inspections; conducts periodic systematic exterior inspections; conducts rental inspections upon request by tenant and/or landlord; inspects subdivision plans to ensure compliance with the codes; issues citations for violations and refers violations to legal department when necessary; documents inspections and prepares reports of inspections for appeals and/or court; prepares daily log of activity; reports fire and/or health hazards to appropriate agencies; prepares reports to Mayor and Council.

Knowledge of: (207); (208); (210); (212); (213); (252); (263)*; (310)

Skill in: (905); (910); (960); (961)

Ability to: (611); (654); (657); (700); (744)

10% (2) Receives and responds to calls, serving on call 24 hours, seven (7) days a week to implement appropriate action for special or emergency conditions; reviews complaints or comments received from officials or general public; investigates complaints and performs inspections as necessary; reviews all requests for zoning changes, appeals, nonconforming uses, conditional

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CITY OF WAUSEON

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POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Code Administrator/ Building Official	Position Title:	Code Administrator/ Building Official

uses, special uses, subdivision plans, and tax abatement applications; drives motor vehicle to gain access to location of inspection.

Knowledge of: (207); (210); (212); (252); (263)*; (310)

Skill in: (908); (958); (961)

Ability to: (611); (700); (704); (744); (768)

- 25% (3) Meets with legal staff on code violations; appears in court regarding legal actions on violations; attends all department meetings, staff meetings, City Council, Wauseon Planning Commission, Pride Wauseon Preservation and Design Review Board and Zoning Board of Appeal meetings; communicates with architects, attorneys, property owners, and other members of the general public regarding zoning and existing structure code matters; contacts newspapers and local residents as required by zoning and existing structure regulations; meets with Planning Commission to discuss new and existing projects and to work on projects.

Knowledge of: (207); (210); (212); (213); (252); (263)*; (310)

Ability to: (611); (744); (681); (684)

- 15% (4) Reviews codes, ordinances, and resolutions on a periodic basis and recommends necessary changes due to the ever changing needs of the city; coordinates, oversees, and ensures quality of work completed by other inspectors (e.g., reviews field inspector reports; etc.).

Knowledge of: (207); (210); (213); (252); (263)*; (310)

Ability to: (611); (704); (745); (768)

- 10% (5) Prepares and monitors department budget.

Knowledge of: (252); (263)*; (310)

Skill in: (909); (960)

Ability to: (617); (635); (654); (657); (723); (744)

(6) Maintains required licensures and certification, if any.

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

(8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 10% Performs other duties as assigned. (e.g., special projects; etc.)

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CITY OF WAUSEON

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POSITION DESCRIPTION

Appt. Authority: Mayor	Employee Name:
Class Title: Code Administrator/ Building Official	Position Title: Code Administrator/ Building Official

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (207) Ohio Basic Building Code; (208) structural design principles; (210) federal, state and local zoning/building codes; (212) building and sidewalk inspection techniques; (213) code enforcement procedures; (252) government structure and process; (263) department policies and procedures*; (310) general construction, maintenance, and repair.

Skill in: (905) computer operation; (908) telephone operation; (909) adding machine or calculator operation; (910) use of modern office equipment; (958) motor vehicle operation; (960) use or operation of spreadsheet and word processing software; (961) testing instruments utilization.

Ability to: (611) define problems, establish facts, collect data and draw valid conclusions; (617) determine material and equipment needs; (635) apply concepts of algebra and/or geometry; (654) prepare accurate documentation; (657) compile and prepare reports; (681) prepare and deliver speeches and presentations; (684) communicate effectively; (700) recognize safety warnings; (704) understand technical manuals and/or verbal instructions; (723) gather, collate, and classify information; (744) handle sensitive inquiries from and contacts with officials and general public; (745) develop and maintain effective working relationships; (768) travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

None.

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 the position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted:

Developed by:
Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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CITY OF WAUSEON

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POSITION DESCRIPTION

Appt. Authority: Mayor	Employee Name:
Class Title: Groundskeeper II	Position Title: Groundskeeper
Class Number: 5361 I	

Dept./Div.: Public Service/Public Works	Civil Service Status: Classified
Reports to: Parks Manager	Employment Status: Full-time
EEO Status: (08) Service and Maintenance	FLSA Status: Nonexempt
DOT/O*Net Code: 604.684.014	Normal Work Hours:

GENERAL DESCRIPTION:

Under the direction of the Parks Manager, responsible for the upkeep and maintenance of Biddle Park and other recreational facilities; assists the recreation department with maintaining fields in preparation for games and tournaments.

QUALIFICATIONS: An example of acceptable qualifications:

High School diploma or GED equivalent is required; Preference will be given to persons with a strong background in turf and/or landscape management. Must pass BCI and FBI Background checks.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid driver's license. Must have or be able to obtain certification in turf management and chemical applications within two years of employment.

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

Computer, computer software (e.g., word processing software, spreadsheet software, etc.), Copy machine, calculator, fax machine, and other standard office equipment; motor vehicle; mowers; field groomers; tractors; field strippers; pool pumps; irrigation systems; filters; disinfection equipment; concessions; pitching machines.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee maintains a flexible schedule for efficient use of time in an effort to minimize overtime; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury from unclean or unsanitary conditions; exposed to herbicides, pesticides, and fertilizers; exerts up to 50 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or 25 pounds of force frequently (frequently: activity or conditions exists from 1/3 to 2/3 of the time) and/or up to ten (10) pounds of force constantly (constantly: activity or condition exists 2/3 of the time or more) to lift, carry, push, pull, or otherwise move objects.

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

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

Date Adopted:

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Date Revised:

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CITY OF WAUSEON

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POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Groundskeeper II	Position Title:	Groundskeeper

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

60% (1) Maintain and upkeep of the grounds of Biddle Park; mowing of the grass; trimming and removing weeds and debris; application of herbicides, pesticides, and fertilizer as needed and recommended at correct times and intervals; utilizes and programs the irrigation system to maintain field and park integrity; upkeep of the basketball and tennis courts to insure playability.

Knowledge of: (308); (323); (497)

Skill in: (958); (962)

Ability to: (600); (605); (614); (617); (684); (768); (774)

20% (2) Works with the recreation department to maintain and dress fields in order for them to be ready as needed for games; Helps coordinate and maintain fields for tournaments and extended play; works with the recreation department and public works to prepare the park for special events (e.g. fourth of July, Homecoming, festivals, etc.).

Knowledge of: (323); (497)

Skill in: (958); (962)

Ability to: (600); (605); (614); (617); (684); (745); (768); (774)

15% (3) Maintain and upkeep of building and structures inside the park (e.g., concession stands, restrooms, batting cages, bleachers, etc.); daily preventative maintenance on equipment; winter maintenance on equipment and structures within the park; working with public works department on repairs to structures and/or equipment.

Knowledge of: (309); (323)

Skill in: (958); (962)

Ability to: (600); (605); (614); (617); (684); (768); (774)

Date Adopted:

Date Revised:

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POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Groundskeeper II	Position Title:	Groundskeeper

Knowledge of: (490)

Skill in: (910)

Ability to: (600); (605); (614); (617); (684); (685); (745); (768); (774)

- 5% (5) Maintains the fauna and flora in the downtown area and elsewhere as needed; assists public works department with the maintenance of flowerpots and beds in the downtown area; assists with projects in other parks as needed and available; other duties as assigned by the Parks Manager.

Knowledge of: (308); (323)

Skill in: (958); (962)

Ability to: (600); (605); (614); (617); (684); (745); (768); (774)

- (6) Maintains required licensures and certification, if any.

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

- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (308) custodial methods and techniques; (309) building construction, maintenance, and repair; (323) park and recreation facilities, equipment, and supplies; (490) supervisory principles and practices; (497) project management

Skill in: (910) use of modern office equipment; (958) motor vehicle operation; (962) use or operation of bench or hand tools

Ability to: (600) carry out simple instructions; (605) deal with problems involving few variables within a familiar context; (614) exercise independent judgement and discretion; (617) determine material and equipment needs; (684) communicate effectively; (685) train or instruct others; (745) develop and maintain effective working relationships; (768) travel to and gain access to work site; (774) operate grounds maintenance equipment.

Date Adopted:
Date Revised:
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CITY OF WAUSEON

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POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Groundskeeper II	Position Title:	Groundskeeper

POSITIONS DIRECTLY SUPERVISED:

none

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 the position description.

(Signature of Appointing Authority/Designee) (Date)

(Signature of Employee) (Date)

CITY OF WAUSEON

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POSITION DESCRIPTION

Appt. Authority: Mayor	Employee Name:
Class Title: Groundskeeper III	Position Title: Groundskeeper
Class Number: 5361 I	

Dept./Div.: Public Service/Public Works	Civil Service Status: Classified
Reports to: Parks Manager	Employment Status: Full-time
EEO Status: (08) Service and Maintenance	FLSA Status: Nonexempt
DOT/O*Net Code: 604.684.014	Normal Work Hours:

GENERAL DESCRIPTION:

Under the direction of the Parks Manager, responsible for the upkeep and maintenance of Biddle Park and other recreational facilities; assists the recreation department with maintaining fields in preparation for games and tournaments.

QUALIFICATIONS:

An example of acceptable qualifications:
High School diploma or GED equivalent is required; Preference will be given to persons with a strong background in turf and/or landscape management. Must pass BCI and FBI Background checks.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid driver's license. Must have or be able to obtain certification in turf management and chemical applications within two years of employment.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive:
Computer, computer software (e.g., word processing software, spreadsheet software, etc.), Copy machine, calculator, fax machine, and other standard office equipment; motor vehicle; mowers; field groomers; tractors; field strippers; pool pumps; irrigation systems; filters; disinfection equipment; concessions; pitching machines.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee maintains a flexible schedule for efficient use of time in an effort to minimize overtime; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury from unclean or unsanitary conditions; exposed to herbicides, pesticides, and fertilizers; exerts up to 50 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or 25 pounds of force frequently (frequently: activity or conditions exists from 1/3 to 2/3 of the time) and/or up to ten (10) pounds of force constantly (constantly: activity or condition exists 2/3 of the time or more) to lift, carry, push, pull, or otherwise move objects.

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

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

CITY OF WAUSEON

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POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Groundskeeper III	Position Title:	Groundskeeper

Knowledge of: (490)

Skill in: (910)

Ability to: (600); (605); (614); (617); (684); (685); (745); (768); (774)

- 5% (5) Maintains the fauna and flora in the downtown area and elsewhere as needed; assists public works department with the maintenance of flowerpots and beds in the downtown area; assists with projects in other parks as needed and available; other duties as assigned by the Parks Manager.

Knowledge of: (308); (323)

Skill in: (958); (962)

Ability to: (600); (605); (614); (617); (684); (745); (768); (774)

- (6) Maintains required licensures and certification, if any.

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

- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (308) custodial methods and techniques; (309) building construction, maintenance, and repair; (323) park and recreation facilities, equipment, and supplies; (490) supervisory principles and practices; (497) project management

Skill in: (910) use of modern office equipment; (958) motor vehicle operation; (962) use or operation of bench or hand tools

Ability to: (600) carry out simple instructions; (605) deal with problems involving few variables within a familiar context; (614) exercise independent judgement and discretion; (617) determine material and equipment needs; (684) communicate effectively; (685) train or instruct others; (745) develop and maintain effective working relationships; (768) travel to and gain access to work site; (774) operate grounds maintenance equipment.

Date Adopted:
Date Revised:
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CITY OF WAUSEON

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POSITION DESCRIPTION

Appt. Authority: Mayor	Employee Name:
Class Title: Groundskeeper III	Position Title: Groundskeeper

POSITIONS DIRECTLY SUPERVISED:

none

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 the position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted:
Date Revised:
4895-2089-7194, v. 1

Developed by:
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POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Park Manager	Position Title:	Park Manager
Class Number:	53611		

Dept./Div.:	Public Service/Public Works	Civil Service Status:	Classified
Reports to:	Public Works Superintendent	Employment Status:	Full-time
EEO Status:	(08) Service and Maintenance	FLSA Status:	Nonexempt
DOT/O*Net Code:	604.684.014	Normal Work Hours:	

GENERAL DESCRIPTION:

Under the direction of the Public Works Superintendent, responsible for the upkeep and maintenance of Biddle Park and other recreational facilities; assists the recreation department with maintaining fields in preparation for games and tournaments. Oversees seasonal employees in the upkeep of Biddle Park.

QUALIFICATIONS:

 An example of acceptable qualifications:

High School diploma or GED equivalent is required; Preference will be given to persons with a strong background in turf and/or landscape management. Must pass BCI and FBI Background checks.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid driver's license. Must have or be able to obtain certification in turf management and chemical applications within two years of employment.

EQUIPMENT OPERATED:

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

Computer, computer software (e.g., word processing software, spreadsheet software, etc.), Copy machine, calculator, fax machine, and other standard office equipment; motor vehicle; mowers; field groomers; tractors; field strippers; pool pumps; irrigation systems; filters; disinfection equipment; concessions; pitching machines.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee maintains a flexible schedule for efficient use of time in an effort to minimize overtime; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury from unclean or unsanitary conditions; exposed to herbicides, pesticides, and fertilizers; exerts up to 50 pounds of force occasionally (occasionally: activity or condition exists up to 1/3 of the time) and/or 25 pounds of force frequently (frequently: activity or conditions exists from 1/3 to 2/3 of the time) and/or up to ten (10) pounds of force constantly (constantly: activity or condition exists 2/3 of the time or more) to lift, carry, push, pull, or otherwise move objects.

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

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

Date Adopted:
Date Revised:

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CITY OF WAUSEON

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POSITION DESCRIPTION

Appt. Authority: Mayor	Employee Name:
Class Title: Park Manager	Position Title: Park Manager

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

50% (1) Oversees the maintenance and upkeep of the grounds of Biddle Park; mowing of the grass; trimming and removing weeds and debris; application of herbicides, pesticides, and fertilizer as needed and recommended at correct times and intervals; utilizes and programs the irrigation system to maintain field and park integrity; upkeep of the basketball and tennis courts to insure playability.

Knowledge of: (308); (323); (497)

Skill in: (958); (962)

Ability to: (600); (605); (614); (617); (684); (768); (774)

20% (2) Works with the recreation department to maintain and dress fields in order for them to be ready as needed for games; Helps coordinate and maintain fields for tournaments and extended play; works with the recreation department and public works to prepare the park for special events (e.g. fourth of July, Homecoming, festivals, etc.).

Knowledge of: (323); (497)

Skill in: (958); (962)

Ability to: (600); (605); (614); (617); (684); (745); (768); (774)

15% (3) Maintain and upkeep of building and structures inside the park (e.g., concession stands, restrooms, batting cages, bleachers, etc.); daily preventative maintenance on equipment; winter maintenance on equipment and structures within the park; working with public works department on repairs to structures and/or equipment.

Knowledge of: (309); (323)

Skill in: (958); (962)

Ability to: (600); (605); (614); (617); (684); (768); (774)

10% (4) Supervises seasonal help in the maintenance of Biddle Park and elsewhere as they may be assigned; develops daily checklist of tasks that need to be performed by seasonal help; coordinates with the recreation department for the use of seasonal help for use at games and tournaments.

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POSITION DESCRIPTION

Appt. Authority: Mayor	Employee Name:
Class Title: Park Manager	Position Title: Park Manager

Knowledge of: (490)

Skill in: (910)

Ability to: (600); (605); (614); (617); (684); (685); (745); (768); (774)

- 5% (5) Maintains the fauna and flora in the downtown area and elsewhere as needed; assists public works department with the maintenance of flowerpots and beds in the downtown area; assists with projects in other parks as needed and available; other duties as assigned by the Public Works Superintendent.

Knowledge of: (308); (323)

Skill in: (958); (962)

Ability to: (600); (605); (614); (617); (684); (745); (768); (774)

- (6) Maintains required licensures and certification, if any.

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

- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (308) custodial methods and techniques; (309) building construction, maintenance, and repair; (323) park and recreation facilities, equipment, and supplies; (490) supervisory principles and practices; (497) project management

Skill in: (910) use of modern office equipment; (958) motor vehicle operation; (962) use or operation of bench or hand tools

Ability to: (600) carry out simple instructions; (605) deal with problems involving few variables within a familiar context; (614) exercise independent judgement and discretion; (617) determine material and equipment needs; (684) communicate effectively; (685) train or instruct others; (745) develop and maintain effective working relationships; (768) travel to and gain access to work site; (774) operate grounds maintenance equipment.

CITY OF WAUSEON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Appt. Authority:	Mayor	Employee Name:	
Class Title:	Park Manager	Position Title:	Park Manager

POSITIONS DIRECTLY SUPERVISED:

Seasonal employees

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 the position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted:
Date Revised:
4895-2089-7194, v. 1

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