ORDINANCE NO. 4-19

AN ORDINANCE AMENDING §256.04 AND §256.98 OF THE CODIFIED ORDINANCES OF THE CITY OF AVON TO CREATE THE FULL-TIME AND UNCLASSIFIED POSITION OF GROUNDS MANAGER AND TO ADOPT THE CLASSIFICATION SPECIFICATION FOR SAME AND DECLARING AN EMERGENCY

WHEREAS, Avon Codified Ordinance §256.04 sets forth the Classified and Unclassified positions of employment within the City and §256.98 sets forth the Classification Specifications for these various positions; and

WHEREAS, the full-time, unclassified position of “Grounds Manager” needs to be created to perform certain functions associated with the City Administration as outlined in Exhibit A’s classification specification; and

WHEREAS, the Administration seeks to have Council adopt an amendment to §256.04 and §256.98 to facilitate the adoption of a classification specification for this position; and

WHEREAS, Council, after reviewing the Classification Specification, finds the goal of the Administration to create this full-time, unclassified position to be in the best interests of the health, safety and welfare of the citizens of Avon.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON, LORAIN COUNTY, OHIO:

Section 1 - That Section 256.04 which currently reads as follows:

** Director of Law
* Clerk of Council
** Assistant Clerk of Council
* Mayor’s Secretary
** Treasurer
* Director of Finance
* †† Assistant Finance Director
** Payroll/Human Resources Clerk
** Human Resources/Finance Specialist
* Human Resources Specialist
** Human Resources Specialist
* Technology/Communications Coordinator
  Information Technology Technician
  Information Technology Technician-in-Training
  Finance Clerk 1
  Cash Receipts Clerk
** Income Tax Compliance Officer
** Temporary Summer Intern
** Temporary Student Intern
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** Temporary Seasonal Employee
** Seasonal Recreation Specialist
** Seasonal Program Specialist
* Senior Center Coordinator
** Senior Center Activity Planner
** Senior Center Transit Driver/Maintenance
** Senior Center Transit Driver
** Senior Center Transit Scheduler
** Planning Coordinator
* Economic Development Coordinator/Assistant Planning Coordinator
** ADA Coordinator
** Clerk of Courts
   Clerk/Secretary
** Community Center Coordinator
** General Clerk
   Facilities Maintenance Worker
** Facilities Maintenance Worker
* Director of Parks
** Recreation Coordinator
** Recreation Supervisor
   Parks Maintenance Worker
** Parks Worker 2
** Parks Worker 1
** Aquatics Coordinator
** Seasonal Pool Manager
** Seasonal Pool Supervisor
** Seasonal Pool Technician
** Seasonal Lifeguard
** Seasonal Cashier
* Director of Public Service
* Superintendent of Streets
* Assistant Superintendent of Streets
* Traffic Signal/Electrical Manager
Street Crew Leader
   Equipment Operator 2
   Equipment Operator 1
   Laborer
** Laborer
*† Superintendent of Utilities
* Superintendent-in-Training/Public Utilities
* Administrative Assistant to the Superintendent of Utilities
   Assistant Superintendent of Utilities
   Utilities Crew Leader
   Water and Sewerline Maintenance Worker
   Utilities Billing Clerk 1
* City Engineer
** Project Manager
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** Director of Public Safety
* Chief Building Official
* Building Inspector (Certified)
* Building Inspector (Non-Certified)
* Zoning Enforcement Officer
Police Chief
Police Captain
Administrative Assistant to the Police Chief
Police Lieutenant
Police Sergeant
Police Officer
** Police Officer
** School Resource Officer
* School Resource/Crime Prevention Officer
Communications Manager - Police Department
Public Information Officer - Police Department
Community Service Officer
Police Dispatcher
** Police Dispatcher
** Animal Care and Control Officer
Fire Chief
Assistant Fire Chief
Fire Captain/Paramedic
Fire Lieutenant/Paramedic
Firefighter/Paramedic
** Intermittent Firefighter/Paramedic
* Administrative Assistant/Dispatcher

* Denotes unclassified full-time employee
** Denotes unclassified part-time employee
No asterisk denotes classified employee
† This position shall remain classified until vacated by Dave Conrad
†† This position shall remain classified until vacated by June Mitchell


Shall be amended to read as follows: (New language in bold print)

** Director of Law
* Clerk of Council
** Assistant Clerk of Council
* Mayor’s Secretary
** Treasurer
* Director of Finance
* †† Assistant Finance Director
** Payroll/Human Resources Clerk
** Human Resources/Finance Specialist
* Human Resources Specialist
** Human Resources Specialist
* Technology/Communications Coordinator
  Information Technology Technician
Information Technology Technician-in-Training
Finance Clerk 1
  Cash Receipts Clerk
** Income Tax Compliance Officer
** Temporary Summer Intern
** Temporary Student Intern
** Temporary Seasonal Employee
** Seasonal Recreation Specialist
** Seasonal Program Specialist
* Senior Center Coordinator
** Senior Center Activity Planner
** Senior Center Transit Driver/Maintenance
** Senior Center Transit Driver
** Senior Center Transit Scheduler
** Planning Coordinator
* Economic Development Coordinator/Assistant Planning Coordinator
** ADA Coordinator
** Clerk of Courts
  Clerk/Secretary
** Community Center Coordinator
** General Clerk
  Facilities Maintenance Worker
** Facilities Maintenance Worker
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††† Director of Parks  
** Recreation Coordinator  
** Recreation Supervisor  
* ** Grounds Manager  
  Parks Maintenance Worker  
** Parks Worker 2  
** Parks Worker 1  
** Aquatics Coordinator  
** Seasonal Pool Manager  
** Seasonal Pool Supervisor  
** Seasonal Pool Technician  
** Seasonal Lifeguard  
** Seasonal Cashier  
* Director of Public Service  
* Superintendent of Streets  
* Assistant Superintendent of Streets  
* Traffic Signal/Electrical Manager  
  Street Crew Leader  
  Equipment Operator 2  
  Equipment Operator 1  
  Laborer  
** Laborer  
*† Superintendent of Utilities  
* Superintendent-in-Training/Public Utilities  
* Administrative Assistant to the Superintendent of Utilities  
  Assistant Superintendent of Utilities  
  Utilities Crew Leader  
  Water and Sewerline Maintenance Worker  
  Utilities Billing Clerk 1  
* City Engineer  
** Project Manager  
** Director of Public Safety  
* Chief Building Official  
* Building Inspector (Certified)  
* Building Inspector (Non-Certified)  
* Zoning Enforcement Officer  
  Police Chief  
  Police Captain  
  Administrative Assistant to the Police Chief  
  Police Lieutenant  
  Police Sergeant  
  Police Officer  
** Police Officer  
** School Resource Officer  
* School Resource/Crime Prevention Officer  
Communications Manager - Police Department  
Public Information Officer - Police Department
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Community Service Officer
Police Dispatcher
** Police Dispatcher
** Animal Care and Control Officer
Fire Chief
Assistant Fire Chief
Fire Captain/Paramedic
Fire Lieutenant/Paramedic
Firefighter/Paramedic
** Intermittent Firefighter/Paramedic
* Administrative Assistant/Dispatcher

* Denotes unclassified full-time employee
** Denotes unclassified part-time employee
† This position was removed from the Charter on November 7, 2018
No asterisk denotes classified employee
†† This position shall remain classified until vacated by Dave Conrad
††† This position shall remain classified until vacated by June Mitchell
†††† This position was removed from the Ordinance on November 7, 2018


Section 2 - That the Classification Specification for the position of Grounds Manager, attached hereto as Exhibit A, be, and the same is hereby adopted and incorporated herein by reference. It shall be included in and become a part of Section 256.98 of the Administrative Code. The Codifier is hereby instructed to insert said classification specification into Section 256.98.

Section 3 - That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this
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Council, and that all deliberations of this Council 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 Section 121.22 of the Ohio Revised Code.

Section 4 - That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety and welfare of the citizens of the City of Avon, the immediate emergency being the necessity to create the full-time, unclassified position of Grounds Manager and to adopt the classification specification for same; therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: ________________________ DATE SIGNED: ________________________

By: _______________________________
Craig L. Witherspoon, Council President

APPROVED BY THE MAYOR ______________

_______________________________
Bryan K. Jensen, Mayor

APPROVED AS TO FORM:

_______________________________
John A. Gasior, Law Director

ATTEST:

_______________________________
Barbara Brooks, Clerk of Council

POSTED:___________________________
In Five Places as
Provided by Council

Prepared by:
John A. Gasior, Esq.
Law Director