

ORDINANCE AMENDING THE YARGER REPORT TO UPDATE AND TO
PROVIDE FOR PARKS LABOROR I, II, III AND PARKS SUPERVISOR AND
ESTABLISHING THEIR PAY GRADES

WHEREAS, the positions of Park Laborer I, II, III and Parks Supervisor need
to be added/amended in the Yarger Report.

WHERAS, The Board of Parks Commissioners has voted and requested the
City to update the above positions and pay grades.

BE IT ORDAINED by the Council of the City of Marion, Marion, County, Ohio:

Section 1. That the positions Parks Laborer I, II,, III and Parks Supervisor be
added/amended to the Yarger Report (as attached)

Section 2. That the pay grades of the positions be established as follows:

Parks Laborer I ----- Grade 14
Parks Laborer II ----- Grade 17
Parks Laborer III ----- Grade 19
Parks Supervisor ----- Grade 22.5

Class Title	Grade	A	B	C
Parks Laborer I	14	15.08	17.57	19.09
Parks Laborer II	17	17.77	18.09	21.10
Parks Laborer III	19	17.31	20.07	23.09
Parks Supervisor	22.5	22.52	24.26	25.91

Section 3. That it is found and determined that all formal actions of this
Council concerning and relating to the adoption of this ordinance were
adopted in an open meeting of this Council, and that all deliberations of this
Council, and of any of its committees that resulted in such formal action,
were in meetings open to the public in compliance with all legal requirements
including Section 121.22 of the Ohio Revised Code.

Todd Schneider
President of Council

APPROVED:

Mayor Scott Schertzer

ATTEST:

Tarina R. Rose
Clerk of Council

CITY OF MARION, OHIO
PARKS DEPARTMENT
Job Description

Job Title: PARKS LABORER I
Department: PARKS
Reports To: PARKS SUPERINTENDENT
FLSA Status: Non-exempt
Prepared By: H.R.
Prepared Date: 7-11-08
Approved By: PARKS SUPT
Approved Date: 7-11-08

SUMMARY: Responsible to the Parks Superintendent to assist with maintenance and general appearance of all City Parks, including buildings and grounds. The Parks Supervisor directs and coordinates activities of workers engaged in maintaining the City's Parks.

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

- Digs holes for plants and trees; Mixes fertilizer or lime with dirt in bottom of holes to enrich soil, places plants or trees in holes, and adds dirt to fill holes; Attaches wires from planted trees to stakes to support trees.
- Hauls or spreads topsoil; Waters lawns, trees, and plants; Spreads straw over seeded soil to prevent movement of seed and soil.
- Mows grass, trims shrubbery and trees, controls erosion; removes leaves in the Fall and ice and snow in the Winter; picks up litter and checks all areas for vandalism.
- Maintains: ball fields, tennis courts, sidewalks, parking lots; hiking, cycling and fitness trails; plants flowers and maintains decorative areas of parks and other areas on City property.
- Cleans and maintains restrooms, shelters, picnic tables, buildings, equipment, and fences, including repairing, building and painting.

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

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to: read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; speak effectively with supervisors and other employees

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to: apply common sense understanding to carry out detailed but uninvolved written or oral instructions; deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

Valid Ohio Driver's License

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.

The employee is: regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; frequently required to climb or balance and stoop, kneel, crouch, or crawl; must frequently lift and/or move up to 50 pounds and occasionally 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.

The employee is: regularly exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions and vibration; occasionally exposed to high, precarious places; toxic or caustic chemicals and risk of electrical shock. The noise level is usually moderate to loud.

CITY OF MARION, OHIO
PARKS DEPARTMENT
Job Description

Job Title:	PARKS LABORER II
Department:	PARKS
Reports To:	PARKS SUPERINTENDENT
FLSA Status:	Non-exempt
Prepared By:	H.R.
Prepared Date:	7-11-08
Approved By:	PARKS SUPT
Approved Date:	7-11-08

SUMMARY: Responsible to the Parks Superintendent to assist with maintenance and general appearance of all City Parks, including buildings and grounds. This position will also do some maintenance of vehicles and equipment. The Parks Supervisor directs and coordinates activities of workers engaged in maintaining the City's Parks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned: Digs holes for plants and trees; mixes fertilizer or lime with dirt in bottom of holes to enrich soil; places plants or trees in holes; and adds dirt to fill holes; attaches wires from planted trees to stakes to support trees.

- Hauls or spreads topsoil; sows grass seed, waters lawns, trees, and plants; spreads straw over seeded soil to prevent movement of seed and soil; applies pesticide to designated areas.
- Mows grass, trims shrubbery and trees, controls erosion; removes leaves in the Fall and ice and snow in the Winter; picks up litter; carts away rubbish and checks all areas for vandalism.
- Maintains: ball fields, tennis courts, sidewalks, parking lots; hiking, cycling and fitness trails; plants flowers and maintains decorative areas of parks and other areas of City property.
- Cleans and maintains restrooms, shelters, picnic tables, buildings, equipment and fences, including repairing, building and painting.
- Operates and performs some maintenance on vehicles and other equipment, i.e., servicing (oil & filter change), blade sharpening, etc.

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

High school diploma or general education degree (GED) with some training in service and minor repair of mechanical equipment preferred; or one to three months related experience and/or training. Any combination of education and experience that provides the required knowledge, skill and ability may be considered.

Language Skills

Ability to: read and interpret documents such as safety rules, operating/maintenance instructions, and procedure manuals; to write and maintain records of maintenance performed; to speak effectively with supervisors and other employees.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

Valid Ohio Driver's License

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.

The employee is: regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; frequently required to climb or balance and stoop, kneel, crouch, or crawl; must frequently lift and/or move up to 50 pounds and occasionally 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.

The employee is: regularly exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions and vibration; occasionally exposed to high, precarious places; toxic or caustic chemicals and risk of electrical shock. The noise level is usually moderate to loud.

CITY OF MARION
PARKS DEPARTMENT
Job Description

Job Title: PARKS LABORER III
Department: PARKS
Reports To: PARKS SUPERINTENDENT
FLSA Status: Non-exempt
Prepared By: H.R.
Prepared Date: 7-11-08
Approved By: 7-11-08

SUMMARY: Responsible to the Parks Superintendent to assist with maintenance and general appearance of all City Parks, including buildings and grounds. This position will also do some maintenance of vehicles and equipment and perform welding, plumbing, heating and electrical work associated with the Parks. The Parks Supervisor directs and coordinates activities of workers engaged in maintaining the City's Parks.

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

- Digs holes for plants and trees; mixes fertilizer or lime with dirt in bottom of holes to enrich soil; places plants or trees in holes; and adds dirt to fill holes; attaches wires from planted trees to stakes to support trees.
- Hauls or spreads topsoil; sows grass seed, waters lawns, trees and plants; spreads straw over seeded soil; applies pesticide or mulch to designated areas; grubs and weeds around bushes, trees, and flower beds.
- Mows grass; trims shrubbery and prunes trees; controls erosion; removes leaves in the Fall and ice and snow in the Winter; picks up and carts away paper and rubbish and checks all areas for vandalism.
- Maintains: ball fields, tennis courts, sidewalks, parking lots; hiking, cycling and fitness trails; plants flowers and maintains decorative areas of parks and other areas of City property.
- Cleans and maintains restrooms, shelters, picnic tables, buildings, equipment and fences, including building, repairing and painting.
- Operates and performs some maintenance on vehicles and other equipment, i.e., servicing (oil and filter change), blade sharpening, etc.
- Performs the welding, plumbing, heating and electrical work as certified to perform.

SUPERVISORY RESPONSIBILITIES:

In the absence of the Parks Supervisor, directs and coordinates activities of workers engaged in maintaining the City's Parks.

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

High school diploma or GED; Certificate of Training to perform some welding, plumbing, heating and electrical work; and some training and experience in service and minor repair of mechanical equipment required. Several years experience in the City Parks Department as Laborer I and II preferred.

Language Skills

Ability to: read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals: to write and maintain records of work performed; speak effectively with supervisors and other employees.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to: apply common sense understanding to carry out detailed but uninvolved written or oral instructions; deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

Valid Ohio Driver's License. Certified in: welding, plumbing, heating and electrical work; and servicing and minor mechanical repair of vehicles and other equipment

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.

The employee is: regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; frequently required to climb or balance; stoop, kneel, crouch, or crawl and smell; must frequently lift and/or move up to 50 pounds and occasionally 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.

The employee is: regularly exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions and vibration; occasionally exposed to high, precarious places; toxic or caustic chemicals and risk of electrical shock. The noise level is usually moderate to loud.

CITY OF MARION
PARKS DEPARTMENT
Job Description

Job Title: PARKS SUPERVISOR
Department: Parks Department
Reports To: Parks Superintendent
FLSA Status: Non-Exempt
Prepared By: H R Director
Prepared Date: July 3, 2007
Approved By: Parks Board
Approved Date: October 1, 2007

SUMMARY: As a working supervisor directs and coordinates activities of workers engaged in maintaining the City's Parks.

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

Works with and directs workers engaged in:

- Building, painting and performing structural repairs to masonry, woodwork, picnic tables, benches and furnishings of buildings;
- Grounds maintenance activities, such as: mowing grass and weeds; trimming hedges; removing weeds; trimming, removing and disposal of trees; raking and disposing of leaves and refuse; installing and repairing brick and stone work, etc.;
- The general cleaning and upkeep of the grounds and buildings;
- Installation and repair of playground equipment.

Under direction of Parks Superintendent:

- Coordinates activities, and requisitions tools, equipment, and supplies;
- Inspects completed work for conformance to blueprints, specifications, and standards;
- Studies production schedules and estimates worker hour requirements for completion of job assignments;
- Interprets company policies to workers and enforces safety regulations;
- Establishes or adjusts work procedures to meet production

schedules;

- Suggests changes in working conditions and use of equipment to increase efficiency of work crew;
- Analyzes and resolves work problems and/or assists in solving work problems;
- Initiates or suggests plans to motivate workers to achieve work goals;
- Maintains time and production records;
- Performs same activities as those supervised (operates all equipment, etc.)

SUPERVISORY RESPONSIBILITIES:

Directly supervises 5 - 10 employees in the Parks Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints 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

High school diploma or GED and extensive park maintenance experience; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete

variables in situations where only limited standardization exists.
Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

Valid, non-restricted, Ohio Driver's License. Certified Training in First Aid and CPR.

Other Skills and Abilities

Ability to instruct employees and apply the methods and equipment used in landscaping and park maintenance and tree, plant, and shrubbery care; ability to operate a variety of power tools and related equipment; possess skill to apply methods needed for recreational facilities and buildings maintenance; ability to work with and supervise the work of others.

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; sit; 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 climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, 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 outside weather conditions. The employee is frequently exposed to fumes or airborne particles; extreme cold and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level is usually moderate.