

RESOLUTION 10-0920-06

Approve the new standardized job descriptions

WHEREAS, Liberty Township staff has prepared and updated new standardized job descriptions, and

WHEREAS, staff is recommending that the Board accept the attached new standardized job descriptions for Road and Zoning Department positions,

NOW, THEREFORE BE IT RESOLVED, BY THE LIBERTY TOWNSHIP BOARD OF TRUSTEES, DELAWARE COUNTY, OHIO approve the attached new standardized job descriptions for the following positions: Road Superintendent, Maintenance Supervisor, Maintenance Worker, Zoning Inspector, and Assistant Zoning Inspector.

This Resolution shall be in force and become effective immediately upon its execution.

Motion made by Mann and seconded by Sybert.

Vote: yes Ms. Carducci yes Mr. Mann yes Mr. Sybert

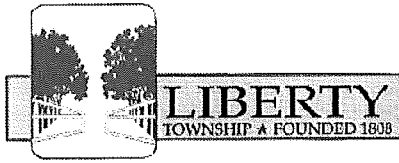
9/20/10
Date

Robert A. Mann
Robert Mann, Trustee

Curtis J. Sybert
Curtis J. Sybert, Trustee

Mary Carducci
Mary Carducci, Trustee

CERTIFIED BY:
Mark S. Gerber
Mark S. Gerber, Fiscal Officer



ROAD SUPERINTENDENT

NATURE OF WORK

This is a responsible supervisory position coordinating and directing a variety of road maintenance and repair activities for a Township department. Work involves planning, coordinating, and assigning road maintenance and repair jobs and projects, assessing and performing road maintenance and repair work, operating light and heavy equipment and vehicles, inspecting completed projects, providing mechanical and other skilled assistance, and working with contractors, in compliance with policies and procedures.

SUPERVISION

Employee works under the direction of the Township Administrator. Employee must have the ability to make appropriate independent decisions and recommend alternatives regarding road maintenance problems, communicate effectively with the public, and monitor budget expenditures, and ensure job safety in compliance with policy. Supervision is exercised over road workers and other full and part time road staff. Work is reviewed through submission of reports, review of completed projects for quality and adherence with policies and procedures, and performance appraisals.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Coordinates, organizes, directs, schedules, and assigns a variety of road maintenance and repair jobs and projects for the Township; prioritizes work; assigns and schedules daily work from work orders; sets productivity levels and deadlines for task completion; makes staffing decisions; sets performance standards.

Supervises work crews; inspects projects in various locations; oversees completion of daily tasks; assists crews with technical problems; enforces safety standards and requirements; inspects projects to ensure proper completion; establishes, communicates, and enforces policies and procedures; provides proper training; conducts annual performance evaluations; oversees contractor work; responds to emergencies on all shifts; approves leave and overtime.

Acts as back-up in a variety of activities when needed; operates light and heavy equipment, power tools, vehicles, trucks; performs maintenance and repair work.

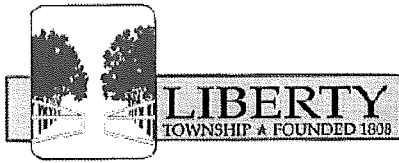
Maintains inventory of supplies and parts; maintains vehicles and equipment; ensures proper maintenance and replacement of equipment; locates supplies and parts necessary to perform specific projects; orders parts and supplies.

Assists in the development of specifications for equipment and/or contractual service work; Prepares annual operating budget for division; monitors expenditures to ensure compliance with budgetary limits; justifies purchases; records accounts; prepares documentation and reports; conducts follow-up on projects.

Handles calls and complaints from the public; interacts with the public regularly; responds to requests; assigns staff and performs follow-up inspection and review of work completed; oversees and inspects work performed by contractors.

Prepares daily work reports and documentation of various activity data; maintains records; assists in the preparation of technical specifications.

Performs other related duties as assigned.



MAINTENANCE SUPERVISOR

NATURE OF WORK

This is a responsible supervisory position coordinating and directing a variety of technical maintenance and repair activities for a Township department. Work involves planning, coordinating, and assigning maintenance and repair jobs and projects, assessing and performing maintenance and repair work, operating light and heavy equipment and vehicles, inspecting completed projects, providing mechanical and other skilled assistance, and working with contractors, in compliance with policies and procedures.

SUPERVISION

Employee works under the direction of a Road superintendent. Employee must have the ability to make appropriate independent decisions and recommend alternatives regarding maintenance problems, communicate effectively with the public, and monitor budget expenditures, and ensure job safety in compliance with policy. Supervision is exercised over maintenance workers and other full and part time maintenance staff. Work is reviewed through submission of daily reports, review of completed projects for quality and adherence with policies and procedures, and performance appraisals.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Coordinates, organizes, directs, schedules, and assigns a variety of maintenance and repair jobs and projects for the Township; prioritizes work; assigns and schedules daily work from work orders.

Supervises work crews; inspects projects in various locations; oversees completion of daily tasks; assists crews with technical problems; enforces safety standards and requirements; inspects projects to ensure proper completion; establishes, communicates, and enforces policies and procedures; provides proper training; conducts annual performance evaluations; oversees contractor work; responds to emergencies on all shifts; approves leave and overtime.

Acts as back-up in a variety of activities when needed; operates light and heavy equipment, power tools, vehicles, trucks; performs maintenance and repair work.

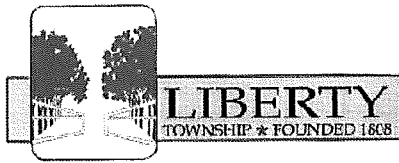
Maintains inventory of supplies and parts; maintains vehicles and equipment; ensures proper maintenance and replacement of equipment; locates supplies and parts necessary to perform specific projects; orders parts and supplies.

Assists in the development of specifications for equipment and/or contractual service work; Prepares annual operating budget for division; monitors expenditures to ensure compliance with budgetary limits; justifies purchases; records accounts; prepares documentation and reports; conducts follow-up on projects.

Handles service calls and complaints from the public; interacts with the public regularly; responds to requests; assigns staff and performs follow-up inspection and review of work completed; oversees and inspects work performed by contractors.

Prepares daily work reports and documentation of various activity data; maintains records; assists in the preparation of technical specifications.

Performs other related duties as assigned.



ZONING INSPECTOR

NATURE OF WORK

This is a responsible supervisory position coordinating and directing a variety of technical activities for the Liberty Township Zoning Department and as further defined in the Ohio Revised Code and incorporated by reference herein. Work involves planning, coordinating, and assigning tasks and projects, assessing, performing and assisting with staff work, inspecting completed zoning applications & plans, issuing zoning permits and compliance certificates, conducting zoning compliance inspections of residential, commercial, and industrial properties in the unincorporated area of Liberty Township, providing skilled assistance, enforcing the Liberty Township Zoning Resolution (Code), and communicating and working with contractors, the public, other Liberty Township departments, boards, and other public offices, in compliance with policies and procedures.

SUPERVISION

Employee works under the direction of the Township Administrator but ultimately is responsible to the Board of Trustees. Employee must have the ability to make appropriate independent decisions and discuss alternatives regarding zoning issues and code enforcement, communicate effectively with department staff, other township personnel, township boards, other public offices, and with the public, monitor budget expenditures, and ensure job safety in compliance with policy. Supervision is exercised over Zoning and office workers and other full and part time staff. Performance is evaluated through submission of monthly departmental reports, review of completed projects for quality and adherence to policies and procedures, and performance appraisals.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Supervises and trains all zoning department personnel. Coordinates, organizes, directs, schedules, assigns, oversees and monitors for proper and timely completion a variety of tasks regarding enforcement of zoning regulations and Township policies and procedures; prioritizes work; assigns, schedules, and oversees daily work; establishes productivity levels and deadlines for task completion; makes staffing recommendations; sets performance standards. Conducts and coordinates work with Fire Inspectors and Building Inspectors as well as Regional Planning Commission.

Supervises all Zoning Department employees and conducts annual performance evaluations; approves leave, overtime, and time sheets.

Maintains zoning department inventory of supplies and equipment.

Prepares annual operating budget for department; monitors expenditures to ensure compliance with budgetary limits; justifies purchases; prepares documentation and reports.

Receives, reviews, and processes applications for zoning permits, rezoning, and development plans. Issues zoning permits and compliance certificates; collects and deposits zoning fees. Conducts research as needed.

Represents Liberty Township at meetings of various Delaware County agencies; prepares staff reports for, and attends meetings of, the Liberty Township Board of Trustees, Zoning Commission, and Board of Zoning Appeals as needed. Works closely with legal counsel and the Delaware County Prosecutor's office in zoning violation cases and testifies in court in criminal zoning violation cases.

Drafts, and/or assists others with drafting of, amendments to the Liberty Township Zoning Resolution.

ZONING INSPECTOR, continued

Handles calls and complaints from the public and contractors; interacts with the public regularly; responds to requests. Conducts inspections of residential, commercial, and industrial properties for compliance with zoning regulations; prepares reports and correspondence, issues violation notices.

Prepares documentation of various activity data within the zoning department; maintains zoning records.

Performs other related duties as assigned by the Township Administrator and the Board of Trustees.

MINIMUM REQUIREMENTS OF WORK

Possession of a high school diploma and 5 years progressively responsible experience in planning/zoning; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Considerable knowledge of planning and zoning procedures, practices, and methods.
Knowledge of departmental policies and procedures.

Knowledge of principles of supervision.

Ability to handle complaints from the public effectively and tactfully.

Ability to communicate effectively verbally and in writing with others including, but not limited to, township employees, other governmental offices, contractors, vendors, and the public.

Ability to establish and maintain effective working relationships with others.

Ability to drive motor vehicles to various work assignments to inspect work.

Ability to walk on uneven, rough terrain to conduct zoning inspections.

Ability to prepare clear and concise written reports.

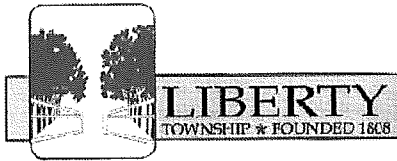
Ability to work effectively with Zoning Commission and Board of Zoning Appeals.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Ohio driver's license.
Requires specialized knowledge and skills in Zoning as well as community and economic development.

Township Administrator

Date



ASSISTANT ZONING INSPECTOR

NATURE OF WORK

This is a responsible technical position which involves identifying zoning violations and enforcing the Liberty Township Zoning Resolution (Code) and other ordinances as assigned, and conducting zoning compliance inspections of residential, commercial, and industrial properties in the unincorporated area of Liberty Township.

SUPERVISION

Work is performed under the general direction and supervision of the Zoning Inspector and ultimately the Township Administrator. Employee must have the ability to make independent decisions, communicate effectively with department supervisor and staff, other township departments, township boards, other public offices, contractors, and with the public. Performance is reviewed through regular meetings with the Zoning Inspector and other department staff, and through performance appraisals for work quality and productivity, and adherence to policies and procedures.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Receives, investigates, and resolves citizen complaints and inquiries regarding zoning; enforces zoning code; meets and works with property and business owners, builders and developers, homeowner association representatives and other departments regarding zoning plans, zoning regulations, and zoning violations, responds to signage, trash, weeds, vehicles, and construction complaints. Conducts inspections of residential, commercial, and industrial properties for compliance with zoning regulations; prepares reports and correspondence, issues violation notices.

Receives, reviews and processes zoning permit, rezoning, and development plan applications, conducts research; takes photographs; pursues legal remedies under direction of the Zoning Inspector; issues zoning permits and certificates of zoning compliance; may provide court testimony in criminal zoning violation cases.

Reviews and analyzes zoning permits and zoning amendment applications; reviews files, plans, and blueprints for compliance with zoning codes, issues zoning, compliance, and other types of permits. Maintains zoning records; prepares monthly reports on zoning issues; prepares correspondence to citizens and others on zoning matters; maintains daily log of contacts, inquiries, and complaints; documents all actions taken.

Educates the public on zoning ordinances; maintains high level of public contact; communicates regularly with various community members, departments, and agencies.

Performs other related duties as assigned by the Zoning Inspector.

ASSISTANT ZONING INSPECTOR, *continued*

MINIMUM REQUIREMENTS OF WORK

Possession of high school diploma and three years of experience in enforcement of public policy or related experience; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Considerable knowledge of federal, state, and local zoning ordinances, codes, laws, rules and regulations.

Considerable knowledge of the methods, materials and techniques used in conducting zoning inspections and enforcement.

Ability to identify zoning violations, determine what action should be taken, and interact effectively with the public.

Knowledge of building and planning processes.

Ability to read and interpret the zoning regulations, construction files, plans, and blueprints.

Ability to conduct research and analyze information.

Ability to make recommendations in compliance with zoning ordinances and codes.

Ability to establish and maintain effective working relationships with citizens, other employees, builders, developers, property owners, and contractors.

Ability to communicate effectively, both orally and verbally.

Ability to walk on uneven, rough terrain to conduct zoning inspections.

Ability to drive a motor vehicle to zoning inspection sites.

Ability to maintain complete records and documentation of actions.

Ability to work effectively with Zoning Commission, Board of Zoning Appeals, and Board of Trustees.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Ohio driver's license.

Township Administrator

Date