

RESOLUTION NO. 2018-26

AMENDING THE 2018 POSITION
CLASSIFICATION PLAN

Be it resolved by the Council of the City of Blue Ash, Ohio,

SECTION I.

The 2018 Position Classification Plan is hereby amended, in accordance with Resolution 2017-63 – Administrative Rules and Regulations, to read as set forth in the attachment hereto.

SECTION II.

The Treasurer is hereby authorized to expend the necessary funds therefor.

SECTION III.

This resolution shall be in force and take effect immediately upon its adoption.

PASSED this 10th day of May, 2018.

Thomas C. Adamec, Mayor

Jamie K. Eifert, Clerk of Council

APPROVED AS TO FORM:

Bryan Pacheco, Solicitor

ENGINEERING TECHNICIAN

GENERAL STATEMENT OF DUTIES

Assists the Public Works Director in the administration and inspection of a wide variety of construction activities in connection with municipal public works; maintains construction plans and records; processes routine permit applications as assigned; responds to citizen requests and inquiries; and other appropriate duties as assigned by or through the City Manager.

DISTINGUISHING FEATURES OF THE CLASS

The Engineering Technician performs a wide variety of assignments under the supervision of the Public Works Director. An employee in this class exercises initiative, independence, mature judgment, and effective communication skills. Responsibilities may include, but are not limited to, the inspection of municipal public works infrastructure projects; the inspection of public infrastructure installations in new subdivisions and in commercial and industrial developments; the investigation of citizen complaints/requests, requiring sound interpersonal skills; the review and processing of routine permits for work within the public right-of-way and the inspection of completed work; the maintenance of project plans and files; the preparation of construction inspection reports and other routine reports; and the use of computer-assisted programs for effective project administration and management.

EXAMPLES OF WORK (Illustrative Only)

- Inspects infrastructure construction activities to insure compliance with applicable plans and specifications and with applicable local, state and federal codes, regulations and ordinances;
- Prepares and maintains inspection reports, material testing reports and minutes of project meetings in a neat and orderly fashion;
- Confers with citizens and investigates citizen complaints regarding public works or other facilities;
- Inspects and assesses infrastructure for condition and need for repairs;
- Processes routine right-of-way permit applications and inspects completed permitted work;
- Coordinates construction inspection activities with outside agencies, including Greater Cincinnati Water Works, Municipal Sewer District, Hamilton County and other governmental agencies;
- Prepares basic plans and drawings using computer-aided design and drafting software.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the current methods, materials and techniques for the construction and maintenance of public works projects; knowledge of proper testing of construction

materials and construction methods; ability to read, interpret and understand construction drawings, specifications and contract documents and the ability to relate these documents to actual construction; ability to use computer programs such as Microsoft Office, computer-aided design and drafting software and pavement management software; ability to maintain good working relationships with property owners, citizens, business owners and contractors; possession of good public relations skills and common sense; ability to exercise sound judgment; capable of taking initiative; ability to plan and organize one's work; ability to deal with complaints in a courteous manner; neat and businesslike personal appearance.

ACCEPTABLE EXPERIENCE AND TRAINING

A minimum of three (3) years experience in public infrastructure construction and/or inspection supplemented with a minimum of one (1) year of trade school, college or a special training program in construction, construction management or civil engineering; completion of a standard high school course or G.E.D equivalent; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS

Possession of a valid State of Ohio Commercial Driver's License (CDL) or the ability to obtain an Ohio CDL within six (6) months. The Engineering Technician will be assigned to snow removal duties during snow events at the direction of the Public Works Director.

Classification	Position(s)	Grade
*Assistant City Manager	2	28 – 34
*Treasurer/Administrative Services Director	1	28 – 34
*Fire Chief	1	28 – 31
*Parks & Recreation Director	1	28 – 31
*Police Chief	(A)	28 – 31
*Public Works Director	1	28 – 31
*Police Captain	(A)	26P – 28
*Assistant Fire Chief	2(D)	26 – 28
*Assistant Parks & Recreation Director	1	26 – 28
Police Lieutenant	(A)	25F – 26P
Fire Lieutenant	(J)	24FL
*Economic Development Director	1	24R – 26
*Banquet/Golf Superintendent	1(K)	24R – 25S
*Community Development Director	1	24R – 25S
*Finance Officer/Tax Commissioner	1	24R – 25S
*Fire Captain	2(D)	24R – 25S
*Project Coordinator	2	24R – 25S
*Technology Officer	1	24R – 25S
Fire Marshal	1	23(II) – 24R
*Human Resources Officer	1	23(I) – 25S
*Assistant Service Director	1	23(I) – 25S
*Facilities Superintendent	1	23(I) – 25S
*Service Superintendent	1	23(I) – 25S
*Community Development Program	1	23(I) – 24S
*Recreation & Sports Superintendent	1	22(I) – 25S
*Parks & Grounds Superintendent	1	22(I) – 25S
*Engineer	1	18(I) – 23(I)
*Parks & Recreation Manager	4	18(I) – 21(I)
*Community Development Assistant	1	18(I) - 21
Mechanic II	1	21R
Service Worker III	1	21R
Maintenance Technician Specialist	1	19(II) – 21
Maintenance Technician	1	19(II) – 21
Service Coordinator	2	19(II) – 21(I)
Mechanic I	1	18R
Service Worker II	Varies	18R
Service Worker I	Varies	17R
Facilities Maintenance Supervisor	1	16(I) – 20(I)
*Assistant to the City Manager	1	15 – 23(II)
Recreation Supervisor	3	15 – 20(I)
Grounds Supervisor	1	15 – 19(I)
*Golf Professional	(K)	15 – 19(I)
*Sales and Events Manager	1(K)	15 – 19(I)
Mayor's Court Coordinator	1	15 – 17(I)
Grounds Maintenance Mechanic	1	14 – 19(II)
Laborer III	Varies	14 – 19(II)
Landscape/Irrigation Specialist II	4	14 – 19(II)
Engineering Technician	1	14 - 18(I)
Police Technical Services Specialist	1	14 - 18(I)
Account Clerk II	(I)	14 – 17(II)
Secretary	(B)	14 – 17(II)
Administrative Assistant	1	14 – 17(II)
Account Clerk I	(I)	13(II) – 16(II)
Administrative Clerk	(B)	11 – 16(II)
Information Technology Technician	1	12 – 18(I)
Laborer II	Varies	11 – 16(II)
Landscape/Irrigation Specialist I	2	11 – 16(II)
Recreation Leader	3	11 – 15
*Sales and Events Coordinator	1(K)	10 – 12
*Community and Public Relations Coordinator	1(F)	9 – 18(I)
Laborer I	Varies	7 – 13(II)
Assistant Recreation Leader	Varies	6 – 12
Recreation Aide III	Varies	1 – 5

*Salaried--no overtime or compensatory time.

2018 POSITION CLASSIFICATION PLAN

Classification	Position(s)	Grade	Range (see Note)
*Assistant City Manager	2	28 – 34	\$ 95,929.60 - \$ 151,694.40
*Treasurer/Administrative Services	1	28 – 34	\$ 95,929.60 - \$ 151,694.40
*Fire Chief	1	28 – 31	\$ 95,929.60 - \$ 128,460.80
*Parks & Recreation Director	1	28 – 31	\$ 95,929.60 - \$ 128,460.80
*Police Chief	1	28 – 31	\$ 95,929.60 - \$ 128,460.80
*Public Works Director	1	28 – 31	\$ 95,929.60 - \$ 128,460.80
*Police Captain	(A)	26P – 28	\$ 87,859.20 - \$ 111,113.60
*Assistant Fire Chief	2(D)	26 – 28	\$ 86,985.60 - \$ 111,113.60
*Assistant Parks & Recreation Director	1	26 – 28	\$ 86,985.60 - \$ 111,113.60
Police Lieutenant	(A)	25F – 26P	\$ 79,539.20 - \$ 101,795.20
Fire Lieutenant	(J)	24FL	\$ 77,636.52 - \$ 89,845.60
*Economic Development Director	1	24R – 26	\$ 74,089.60 - \$ 100,817.60
*Banquet/Golf Superintendent	1(K)	24R – 25S	\$ 74,089.60 - \$ 95,929.60
*Community Development Director	1	24R – 25S	\$ 74,089.60 - \$ 95,929.60
*Finance Officer/Tax Commissioner	1	24R – 25S	\$ 74,089.60 - \$ 95,929.60
*Fire Captain	2(D)	24R – 25S	\$ 74,089.60 - \$ 95,929.60
*Project Coordinator	2	24R – 25S	\$ 74,089.60 - \$ 95,929.60
*Technology Officer	1	24R – 25S	\$ 74,089.60 - \$ 95,929.60
Fire Marshal	1	23(II) – 24R	\$ 73,008.00 - \$ 85,800.00
*Human Resources Officer	1	23(I) – 25S	\$ 70,720.00 - \$ 95,929.60
*Assistant Service Director	1	23(I) – 25S	\$ 70,720.00 - \$ 95,929.60
*Facilities Superintendent	1	23(I) – 25S	\$ 70,720.00 - \$ 95,929.60
*Service Superintendent	1	23(I) – 25S	\$ 70,720.00 - \$ 95,929.60
*Community Development Program	1	23(I) – 24S	\$ 70,720.00 - \$ 91,353.60
*Recreation & Sports Superintendent	1	22(I) – 25S	\$ 67,350.40 - \$ 95,929.60
*Parks & Grounds Superintendent	1	22(I) – 25S	\$ 67,350.40 - \$ 95,929.60
*Engineer	1	18(I) – 23(I)	\$ 58,115.20 - \$ 81,889.60
*Parks & Recreation Manager	4	18(I) – 21(I)	\$ 58,115.20 - \$ 76,876.80
*Community Development Assistant	1	18(I) – 21	\$ 58,115.20 - \$ 74,110.40
Mechanic II	1	21R	\$ 62,712.00 - \$ 72,384.00
Service Worker III	1	21R	\$ 62,712.00 - \$ 72,384.00
Maintenance Technician Specialist	1	19(II) – 21	\$ 58,094.40 - \$ 74,110.40
Maintenance Technician	1	19(II) – 21	\$ 58,094.40 - \$ 74,110.40
Service Coordinator	2	19(II) – 21(I)	\$ 58,094.40 - \$ 76,876.80
Mechanic I	1	18R	\$ 56,908.80 - \$ 65,852.80
Service Worker II	Varies	18R	\$ 56,908.80 - \$ 65,852.80
Service Worker I	Varies	17R	\$ 54,329.60 - \$ 62,712.00
Facilities Maintenance Supervisor	1	16(I) – 20(I)	\$ 51,251.20 - \$ 73,216.00
*Assistant to the City Manager	1	15 – 23(II)	\$ 47,798.40 - \$ 84,468.80
Recreation Supervisor	3	15 – 20(I)	\$ 47,798.40 - \$ 73,216.00
Grounds Supervisor	1	15 – 19(I)	\$ 47,798.40 - \$ 70,657.60
*Golf Professional	(K)	15 – 19(I)	\$ 47,798.40 - \$ 70,657.60
*Sales and Events Manager	1(K)	15 – 19(I)	\$ 47,798.40 - \$ 70,657.60
Mayor's Court Coordinator	1	15 – 17(I)	\$ 47,798.40 - \$ 64,084.80
Grounds Maintenance Mechanic	1	14 – 19(II)	\$ 45,510.40 - \$ 67,204.80
Laborer III	Varies	14 – 19(II)	\$ 45,510.40 - \$ 67,204.80
Landscape/Irrigation Specialist II	4	14 – 19(II)	\$ 45,510.40 - \$ 67,204.80
Engineering Technician	1	14 – 18(I)	\$ 45,510.40 - \$ 67,433.60
Police Technical Services Specialist	1	14 – 18(I)	\$ 45,510.40 - \$ 67,433.60
Account Clerk II	(I)	14 – 17(II)	\$ 45,510.40 - \$ 61,048.00
Secretary	(B)	14 – 17(II)	\$ 45,510.40 - \$ 61,048.00
Administrative Assistant	1	14 – 17(II)	\$ 45,510.40 - \$ 61,048.00
Account Clerk I	(I)	13(II) – 16(II)	\$ 43,368.00 - \$ 58,094.40
Administrative Clerk	(B)	11 – 16(II)	\$ 39,374.40 - \$ 58,094.40
Information Technology Technician	1	12 – 18(I)	\$ 41,246.40 - \$ 67,433.60
Laborer II	Varies	11 – 16(II)	\$ 39,374.40 - \$ 58,094.40
Landscape/Irrigation Specialist I	2	11 – 16(II)	\$ 39,374.40 - \$ 58,094.40
Recreation Leader	3	11 – 15	\$ 39,374.40 - \$ 55,307.20
*Sales and Events Coordinator	1(K)	10 – 12	\$ 37,440.00 - \$ 47,798.40
*Community and Public Relations	1(F)	9 – 18(I)	\$ 35,568.00 - \$ 67,433.60
Laborer I	Varies	7 – 13(II)	\$ 32,260.80 - \$ 50,169.60
Assistant Recreation Leader	Varies	6 – 12	\$ 30,825.60 - \$ 47,798.40
Recreation Aide III	Varies	1 – 5	\$ 24,128.00 - \$ 34,008.00

*Salaried--No overtime or compensatory time

Note: Above ranges are calculated employing a standard pay plan year consisting of 26 bi-weekly pay periods (2080 hours). As a 27 pay period year occurs on rare occasions due to calendar timing, as would be the case in 2010, the ranges above may be extended to accommodate such timing and related pay.

2018 POSITION CLASSIFICATION PLAN

- (A) The total number of authorized full-time sworn officer positions is up to (38).
- (B) Combined number of Administrative Clerk and Secretary positions shall total (10) positions; Secretary positions shall not exceed (6) in any combination.
- (C) Pursuant to the pension pick-up (salary reduction) provisions authorized by Ordinance No. 87-31, employees' in OPERS gross wages will be reduced by the applicable amount. Pursuant to the pension pick-up (salary reduction) provisions authorized by Ordinance 2004-72, police and fire employees' gross wages will be reduced by the applicable amount.
- (D) Assistant Fire Chief and Fire Captain positions shall receive an additional \$3,000.00 annually (half paid in June and half paid in December) if they work a scheduled call-out assignment totaling 17 weeks throughout the year.
- (E) The combined number of Dispatcher I and Dispatcher II positions shall not exceed six (6) positions.
- (F) This position may be filled by a part-time employee on an hourly basis.
- (G) Position Classification Plans and Wage Schedules for, Fire Department, and Police Department employees covered by collective bargaining agreements can be found in its respective collective bargaining agreement.
- (H) Intentionally left blank.
- (I) Combined number of Account Clerk I and Account Clerk II positions shall not exceed (7) positions.
- (J) The total number of Fire Lieutenants shall not exceed (6) six positions. The City Manager may authorize temporary increases or reductions in these numbers as necessary to address staffing issues due to vacancies.
- (K) The compensation for these positions are inclusive of supplemental pay practices/compensation as approved by the City Manager.

NOTE: Upon written advance approval of the City Manager, the Department Directors shall have the authority to demote employees for disciplinary purposes. Such demotions shall not increase or decrease the total number of employees in a department. In no instance shall the total number of supervisory positions increase in any department.