

ORDINANCE NO. 29 -03

BY: Rick Weber

An Ordinance to establish the salary of a Building Maintenance/Custodian for the City of Bexley, Ohio; and to declare an emergency.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY, OHIO:

Section 1. That the position shall have a salary range of:
\$10.53 - \$18.27 per hour

and thereafter, established by this Council, and shall be entitled to all other rights and benefits provided to salaried personnel.

Section 2. That this Ordinance is an emergency measure necessary for the immediate preservation of the public peace, health and safety, the emergency being the need to fill the position at the earliest date possible, and shall go into effect upon its passage and approval by the Mayor.

Passed: _____, 2003

President of Council

Attest: _____
Clerk of Council

Approved: _____, 2003

David H. Madison, Mayor

4-22-03 First reading
5-13-03 Second reading -

5-27-03 Third reading
Tabled

6-10-03 Removed from table and withdrawn

CITY OF BEXLEY
Job Description

JOB TITLE: Jeffrey Mansion Building Maintenance/Custodian

PAY GRADE: \$10.53 - \$18.27 per hour

DEPARTMENT: Recreation

EMPLOYEE NAME:

SUPERVISOR: Grounds Mtn. Sup.

SUMMARY: Under general supervision, sweeps, dusts, mops and applies wax to floors; vacuums carpet; dusts furniture and equipment; washes walls and windows; cleans and sanitizes restrooms; uses and maintains equipment; maintains Jeffrey Mansion building including assisting in its use; performs other related duties as required. Plans work according to building related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Sweep, dust, mop and apply wax to floors; vacuum carpets.

Wash walls, windows, woodwork, mirrors, and furniture; empty ashtrays and trash receptacles.

Clean and sanitize restrooms and drinking fountains; unplug toilets; stock restroom supplies.

Report damaged equipment and supply needs to supervisor. Make repairs to equipment if needed;

Responsible for minor plumbing repairs such as trap replacement, faucets, etc.

Responsible for minor electrical repairs such as replacing outlets, switches, etc.

Meet and assist public in general and specific use of the Jeffrey Mansion building; set up chairs, a.v. equipment, etc. as needed for classes or groups using the mansion; monitor equipment, tools and supplies for the mansion; monitor and make appropriate adjustments to HVAC system; make repairs to building and equipment as needed and approved.

Work with contractors to obtain parts for equipment or make repairs.

Stock and order needed supplies.

SUPERVISORY RESPONSIBILITIES: Anyone working in the building for rules and safety of public and building.

QUALIFICATION REQUIREMENTS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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: Completion of secondary education and four (4) years of custodial work experience or equivalent. Should have experience in the electrical field or electrical schooling.

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

REASONING ABILITIES: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations, develop and maintain effective working relationships with associates, supervisor and general public; communicate effectively.

CERTIFICATES LICENSES, REGISTRATIONS: Ability to obtain a valid State of Ohio motor vehicle operators license and be insured by the City's insurance carrier.

OTHER SKILLS AND ABILITIES: Knowledge of safety practices and procedures; custodial and maintenance methods; equipment and materials. Must be creative and provide insight into cost reduction methods. Must be able to learn fire and security system and be able to contact contractors for parts, repairs, or estimates to repair systems. Must have knowledge and experience in minor electrical work such as outlet and switch replacement.

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.

While performing the duties of this job the employee is regularly required to use hands to finger. The work environment characteristics described here are representative of those an employee encounters while performing functions of this job.

The noise level in the work environment is usually moderate to loud. While performing the duties of this job, the employee frequently works near moving mechanical parts. The employee occasionally works in high, precarious places; in outside weather conditions; and with explosives and is occasionally exposed to wet and/or humid conditions; fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and extreme vibration; handle or feel objects, tools or controls; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must regular lift and/or move up to 50 pounds, frequently lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate to loud. While performing the duties of this job, the employee frequently works near moving mechanical parts. The employee occasionally works in high, precarious places; in outside weather conditions; and with explosives and is occasionally exposed to wet and/or humid conditions; fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and extreme vibration.

Employee:

The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

Signature

Date

Supervisor/Department Head:

The above job description accurately reflects the current duties and responsibilities assigned to this position. I have had an opportunity to provide input into the creation of this job description.

Signature

Date