**VILLAGE OF HARVEYSBURG**

**JOB DESCRIPTION**

**POSITION TITLE: Village Administrator**

**DEPARTMENT: Village Management**

**REPORTS TO: Mayor & Legislative Authority (Village Council).**

**Appointment**

### Bookmark§ http://www.amlegal.com/nxt/gateway.dll/Ohio/dalton_oh/titleiiiadministration/chapter31executiveauthority?f=images$fn=doc-hit-on.gif$3.031.101http://www.amlegal.com/nxt/gateway.dll/Ohio/dalton_oh/titleiiiadministration/chapter31executiveauthority?f=images$fn=doc-hit-off.gif$3.0  ADMINISTRATOR.

     (A)     *Appointment, powers, term and removal.* The legislative authority may establish the position of Administrator by ordinance. The Administrator established under this section shall have those powers provided by division (B) of this section. The Administrator shall be appointed by the Mayor, but shall not take office unless his or her appointment has been approved by a majority vote of the members elected to the legislative authority. The Administrator need not be an elector or reside in the municipality at the time of his or her appointment; however, he or she shall become a resident of the municipality within six months after his or her appointment by the Mayor and confirmation by the legislative authority, unless his or her residence outside the municipality is approved by ordinance. The Administrator shall not be an elected official of the municipality at the time of his or her appointment or during his or her tenure in office. The Administrator shall serve at the pleasure of the Mayor and legislative authority and may be removed without cause by the Mayor with the consent of a majority of the members elected to the legislative authority or he or she may be removed without cause by the affirmative vote of three-fourths of the members elected to the legislative authority, without the consent of the Mayor. The legislative authority may abolish the position of Administrator by ordinance.

(R.C. § 735.271)

     (B)     *Abolishment and re-establishment of Board of Public Affairs.*

          (1)     Upon the establishment of the position of Administrator, his or her appointment by the Mayor and confirmation by the legislative authority, as provided by division (A) of this section, the Board of Trustees of Public Affairs, if a Board has been created in accordance with R.C. § 735.28, shall be abolished and the term of office of members of the Board shall terminate. All contracts entered into by the Board and rules and regulations promulgated and other action taken by the Board shall continue in effect until they have terminated of their own accord or until they have been modified, changed, revised, amended or repealed in the manner provided by law.

          (2)     If the legislative authority abolishes the position of Administrator, as provided by division (A) of this section, a Board of Trustees of Public Affairs shall be established by operation of law and the Mayor shall appoint three members of the Board, subject to the confirmation of the legislative authority, who shall serve until the successors of the appointed members have been elected at the next regular election of municipal officers held in the municipality occurring more than 100 days after the appointment of the members by the Mayor, as provided by R.C. § 735.28. The Board shall have those powers and duties provided by R.C. §§ 735.28 and 735.29 and as otherwise provided by law.

(R.C. § 735.272)

     (C)     *Powers and duties of the Administrator.*

          (1)     The Administrator shall manage, conduct and control the water works, electric light plants, artificial or natural gas plants or other similar public utilities, furnish supplies of water, electricity or gas and collect all water, electric and gas rents.

          (2)     The Administrator may make the bylaws and regulations as it deems necessary for the safe, economical and efficient management and protection of the works, plants and public utilities. The bylaws and regulations, when not repugnant to municipal ordinances and resolutions or to the Ohio Constitution, shall have the same validity of ordinances.

          (3)     The rates for service and charges for municipally owned utilities shall be determined by the legislative authority.

          (4)     The Administrator shall have the same powers or perform the same duties as are provided in R.C. §§ 743.05 through 743.07, 743.10, 743.11, 743.18 and 743.24 and all the powers and duties relating to water works in any the sections shall extend to and include electric light, power, gas plants and other similar public utilities.

          (5)     The Administrator shall supervise the improvement and repair of streets, avenues, alleys, lands, lanes, squares, landings, market houses, bridges, viaducts, sidewalks, sewers, drains, ditches, culverts, streams and water courses as well as lighting, sprinkling and cleaning of all streets, alleys and public buildings and places.

          (6)     The Administrator shall appoint officers, employees, agents, clerks and assistants, provided the positions are first authorized by the legislative authority, but the appointments shall be subject to approval by the Mayor. The appointments and the Mayor's approval shall be in writing and shall be filed with the Clerk.

          (7)     The Administrator shall be under the general supervision and control of the Mayor and shall have the other powers and duties as are prescribed by ordinance or by law and which are not inconsistent herewith. The Administrator shall perform all duties and shall have all powers of Boards of Public Affairs and Street Commissioners as prescribed by law, except as otherwise provided by R.C. §§ 735.271 and 735.272.

(R.C. § 735.273)

(Prior Code, § 31.51)

***Cross-reference:****Administrator, contracting and central purchasing, see §*[*32.025*](http://www.amlegal.com/nxt/gateway.dll?f=id$id=Dalton,%20OH%20Code%20of%20Ordinances%3Ar%3A240$cid=ohio$t=document-frame.htm$an=JD_32.025$3.0#JD_32.025)*(B)*

**General Statement of Duties**

This position performs a variety of skilled tasks in maintenance, repair and construction of streets, storm sewer; vehicle maintenance; building maintenance and other activities. The VA will be also be member of the Planning & Zoning Committee and will be the enforcer of the zoning laws.

Operates a variety of vehicles and equipment in the Village.

Inspects and maintains vehicles and equipment; reports malfunctions to supervisor;

Maintains availability to respond to emergency situations during non-working hours;

Assists with snow plowing and ice control functions;

Performs related work as assigned.

Maintains and repairs streets and roadways; performs asphalt and concrete maintenance

and repairs curbs and sidewalks; seals cracks and patches potholes; clears roads during

hazardous weather and other conditions including winter snow and ice events and floods;

Assists in maintaining Village right-of-ways including leaf and brush collection;

Fabricates, installs and maintains all Village signage, applies and maintains pavement

marking materials;

Assists in the maintenance and repair of parking lots and parking facilities;

Maintains safety awareness of those policies of the Village of Harveysburg

including use of proper traffic control and protection, and personal protective equipment.

Maintains planting, removal, trimming, and general care of trees and shrubs; performs mowing of Village property; maintains all flower beds; & brush collection;

Assists in maintaining all equipment including all vehicles, tractors, small

power equipment, and other equipment;

Assists in performing seasonal switch over equipment for leaf season, snow season, and

asphalt work;

Assists in performing preventative maintenance to all equipment on established schedules

including tire rotation, oil changes, and other routine repairs;

Assists in maintaining all municipal facilities including maintenance of , roofs, electrical, and plumbing systems; and cleaning of curb gutters and storm sewers.

Performs carpentry work as required;

Assists in the maintenance of Village’s street lighting including the replacement of

lighting units, bulbs, control cabinets, and other associated equipment;

Assists in maintaining all sidewalks and streets throughout the Village of Harveysburg

 including the removal of trash, power washing, sweeping and blowing of sidewalks and streets;

**Education**

High School Diploma or equivalent.

**Experience**

Prior experience as a laborer or maintenance worker.

**Material and Equipment Used**

Requires the ability to operate equipment and machinery such as heavy trucks, aerial lifts (up to 60 feet) rollers, ladders (up to 35’), excavating equipment, post installers

and removers, hand and power tools, and mowers, and requires the ability to maintain

and repair complex equipment and machinery.

**Physical Abilities**

 Sitting

 Standing

 Lifting/Carrying

 Walking

Talking

Hearing

Seeing

**Large Motor Skills**

 Bending Twisting

 Squatting

 Kneeling

 Climbing

 Reaching

 Grasping or Fine Manipulation

 Confined Space

 Balancing

 Pushing/Pulling

 Crawling

 Twisting

**Note:**

Sitting for long periods, example – snow plowing

Standing for long periods, example – traffic flagging

Lifting, example – 125 lb jackhammer

Carrying, example – 80 lb bags of crack sealer

Walking, example – hours of street cleaning

Climbing, example – using a ladder to install holiday decorations

**Environmental Conditions**

General Utility Workers are expected to perform essential job functions under a variety

of environmental conditions including but not limited to the following:

High or low humidity

Dust from asphalt or concrete work

Dust from pollen resulting from landscape maintenance

Extreme hot or cold weather when working outside

Loud noise and or/vibrations

The employee faces possible exposure to hazardous materials and infectious agents.

Specific visual demands required by this job include close, distance, peripheral and color

vision.

**Knowledge, Skills and Abilities**

**Customer Service**

Makes demonstrated efforts to listen and understand the customer, anticipate customer

needs and satisfy the customer through a timely response with information and action.

**Language Ability and Interpersonal Communications**

Written and verbal language sufficient to effectively understand and follow instructions,

as well as provide instructions to others, in English and perform manual labor in order to

perform duties in a safe and efficient manner.

Requires the ability to explain, demonstrate and clarify to others within well-established

policies, procedures and standards. Ability to follow specific instructions and respond to

simple requests from others.

Requires the ability to utilize a variety of reference, descriptive and/or advisory data and

information such as technical operating and maintenance manuals, blueprints, procedures,

guidelines and non-routine correspondence.

Requires the ability to communicate orally and in writing with all department personnel, other Village departments and agencies, residents and the public.

**Mathematical Ability**

Requires the ability to perform addition, subtraction, multiplication and divisions;

**Judgment and Situational Reasoning Ability**

Requires the ability to apply principles of rational systems. Ability to interpret

instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise

independent judgment to adopt or modify methods and standards to meet variations in

assigned objective.

Requires the ability to exercise the judgment decisiveness and creativity required in

situations involving the evaluation of information against sensory, judgment and/or

subjective criteria as opposed to criteria that is clearly measurable or verifiable.

**Safety Awareness**

Follows Village of Harveysburg’s rules, regulations and procedures surrounding safety and

safe work practices. Reports all unsafe conditions and acts to the supervisor. Reports all

accidents to supervisor immediately. Follows recognized safe practices.

**Team Work**

Takes actions that demonstrate consideration for the needs of others and the effect of

one’s behavior on others.

Demonstrates ongoing commitment to values of Village of Harveysburg

and serves as a role model to others in the organization.

**Selection Guidelines**

Formal application, rating of education and experience, oral interview and reference check,

job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that

may be performed. The omission of specific statements of duties does not exclude them from

the position if the work is similar, related or a logical assignment to the position.

Reasonable accommodations if needed will be provided for the employee to perform the

required job with adequate strength, dexterity, coordination, visual acuity and hearing in a

manner that does not pose a direct threat to the health or safety of the employee or others in

the workplace.

This job description does not constitute an employment agreement between the employer and

employee and is subject to change by the employer as the needs of the employer and

requirements of the job change.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_