

April 27, 2023

PERSONNEL COMMITTEE

May 1, 2023

Council Chambers

Following Service Committee

Committee and Council Meetings can be viewed by accessing YouTube

AGENDA

1. Consider **Ordinance No. 23-15** AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF Public Service, DIVISION OF Cemetery and Parks BY CREATING THE CLASSIFICATION OF Grounds Maintenance Worker, AND SETTING THE COMPENSATION THEREFORE
1. Other items at the discretion of the chair

BY: _____

AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF Public Service, DIVISION OF Cemetery and Parks BY CREATING THE CLASSIFICATION OF Grounds Maintenance Worker, AND SETTING THE COMPENSATION THEREFORE

WHEREAS, the Division of Cemetery and Parks has had a cause to review their staffing needs and has determined that alteration is warranted in the organization or structure due to changing workplace needs;

and,

WHEREAS, it is necessary to amend the position authorization and classification/pay range tables to accomplish the foregoing objective;

and,

WHEREAS, the overall position authorization for the division will increase by 1;

and,

WHEREAS, the Personnel Committee considered this matter on May 1, 2023, and recommended that it be considered by full council.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEWARK, COUNTY OF LICKING AND STATE OF OHIO, THAT:

SECTION 1: The position of Grounds Maintenance Worker is hereby created within the Department of Public Service Division of Cemetery and Parks

SECTION 2: The position classification/pay range table for the hereby is amended as follows.

SECTION 3: The position of Grounds Maintenance Worker shall receive compensation and benefits as set forth in the current Pay Range 25 - AFSCME L2963 Collective Bargaining Agreement. This position is in the classified service of the City of Newark.

SECTION 4: This ordinance shall become effective at the earliest time permitted by Article 4.07 of the Charter of the City of Newark, Ohio.

Passed this _____ day of _____, _____

PRESIDENT OF COUNCIL

ATTEST

Clerk of Council

DATE FILED WITH MAYOR _____

DATE APPROVED BY MAYOR _____

MAYOR

APPROVED AS TO FORM _____
Director of Law

**Strength authorization table*

Active	Position Number	Description	Department	Benefit Group	Position Status
Yes	2.432.210.01	Superintendent	Cemetery & Parks	Management & Supervisory Exempt	Single
Yes	2.432.211.01	Assistant Superintendent	Cemetery & Parks	Management & Supervisory Exempt	Single
Yes	2.432.230.01	Operations Manager	Cemetery & Parks	Management & Supervisory Exempt	Vacant
Yes	3.432.830.01	Equipment Operator	Cemetery & Parks	AFSCME - Full Time	Vacant
Yes	3.432.830.02	Equipment Operator	Cemetery & Parks	AFSCME - Full Time	Vacant
Yes	3.432.830.03	Equipment Operator	Cemetery & Parks	AFSCME - Full Time	Single
Yes	3.432.831.01	Worker Grounds Maintenance	Cemetery & Parks	AFSCME - Full Time	Single
Yes	3.432.831.02	Worker Grounds Maintenance	Cemetery & Parks	AFSCME - Full Time	Single
Yes	4.432.666.01	Office Manager/Account Clerk	Cemetery & Parks	Non-Bargaining Full Time	Single
<i>*New</i>	3.432.831.03	Grounds Maintenance Worker	Cemetery & Parks	AFSCME - Full Time	<i>*New</i>
<i>Totals</i>				<i>Current</i>	<u>9</u>
				<i>Proposed</i>	<u><u>10</u></u>



Grounds Maintenance Worker - Cemetery & Parks

Class Code:
3.432.831

CITY OF NEWARK, OH DEPARTMENT OF HUMAN RESOURCES
Established Date: Dec 2, 2020
Revision Date: Jan 5, 2022

SALARY RANGE

\$19.21 - \$20.76 Hourly
\$39,956.80 - \$43,180.80 Annually

DESCRIPTION:

This position exists to assist the Superintendent of Cemetery, Parks & Recreation to maintain the Parks and Cemetery grounds.

EXAMPLES OF DUTIES:

- Open and close burial spaces.
- Dig foundations, mow, trim, leaf removal, maintain equipment, remove snow, trim trees.
- Flower planting, wreath placements, setting of Veterans stones, trash removal from downtown.
- Set up and tear down of all parks and cemetery events, custodial duties at shelter houses and parks.

- Maintain buildings and shelter houses in parks and cemetery.
- Repair water leaks at park areas.
- Performs other duties as required.

TYPICAL QUALIFICATIONS:

- Minimum age of 18 years old;
- High School diploma or equivalent;
- Must have valid Ohio Drivers' License;
- Ability to operate a zero turn mower, dump truck and miscellaneous hand and power tools; and applies these in performing daily activities and tasks;
- May require employee to work overtime during the week and weekend;
- One (1) year work experience or equivalent.

SUPPLEMENTAL INFORMATION:

AFSCME Local 2963 Full-time position, Pay Range 25 (not hourly rate)
Appointing Authority - Service Director
Department/Division - Service/Cemetery & Parks
Reports to - Cemetery & Parks Superintendent