

RESOLUTION G2023-46

**RESOLUTION CREATING THE POSITION OF CONSERVATION AND PARKS
TECHNICIAN MANAGER AND PART-TIME LABORER AND ESTABLISHING
JOB DESCRIPTIONS**

WHEREAS, the Symmes Township Trustees are the legislative body of the Township and may create jobs and appoint individuals to perform job duties that are consistent with ORC Section 504.04 (A); and

WHEREAS, the Board of Trustees has a need to create the position of Conservation and Parks Technician Manager and a Part-Time Laborer's Position as well establish a job description for those positions; and

WHEREAS, the position of Conservation and Parks Technician Manager is necessary and will be used to manage personnel who take care of the parks, trails, playground equipment, open space areas and any other items necessary and related to the parks; and

WHEREAS, the position of Part-time Laborer is necessary and will be used to supplement labor in the Parks Division to help with mowing grass and the maintenance of the parks; and

WHEREAS, the Township Administrator recommends that these positions be created and that the Board of Trustees agree to create the positions and establish a job description for Conservation and Parks Technician Manager and the Part-time Laborer's Position.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Symmes Township, Hamilton County, Ohio, pursuant to Chapter 504 of the Revised Code, that:

Section 1. The Position of Conservation and Parks Technician Manager and Part-time Laborer is hereby created. The Parks and Conservation Technician Manager shall report to the Township Administrator and serve at the pleasure of the Administrator and the Part-time Laborer's position shall report to the Parks and Conservation Technician Manager.

Section 2. The Board hereby approves of the job description for the Conservation and Parks Technician Manager and establish a salary range for the job from 33.30 to \$38.55 per hour and the Part-time Laborer from \$18.90 to \$21.88 depending on experience.

Section 3. Upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.

Section 4. Finds and determines that all formal actions of this Board concerning and relating to the passage of this resolution were taken in open meetings of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were taken in meetings open to the public, in compliance with all legal requirements, including (without limitation) Ohio Revised Code §121.22, except as otherwise permitted thereby.

Section 5. This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

ADOPTED APRIL 11, 2023 – RESOLUTION G2023-46

Vote Record: Mr. Beck ____ Mr. Bryant ____ Ms. Leis ____

BOARD OF TRUSTEES:

Philip J. Beck, President

Kenneth N. Bryant, Vice-President

Jodie L. Leis, Trustee

ATTEST:

APPROVED AS TO FORM:

Joseph C. Grossi, Fiscal Officer

Jeff Forbes, Law Director



Symmes Township

Job Description

Position Title: Conservation & Parks Technician Manager

Supervisor: Township Administrator

POSITION DESCRIPTION

This is a managerial position in the Township Administration Department.

A successful Conservation and Parks Technician Manager performs a variety of technical, manual, and administrative labor on park grounds, trails, equipment, facilities, and natural areas. Serves as functional supervisor of part-time staff, and volunteers on an assigned basis.

Team members work together to preserve and protect natural resources and to provide outdoor recreation and education in order to enhance the quality of life for present and future generations.

Workers in this classification may also be responsible for assisting in the maintenance of Township streets, parks, buildings, and vehicles. This position may be called for any emergency situation as well as weekend availability.

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.

EDUCATION, TRAINING AND EXPERIENCE

An appropriate combination of education, training and course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is:

- High school graduate, GED, or equivalent diploma with a minimum of three (3) years' experience in parks and recreation, natural resources, facility maintenance, horticulture, or ground maintenance; or
- An associate degree in Parks and Recreation, Horticulture, Natural Resources, Botany or related field can substitute for work experience; or
- A Bachelor's Degree in Parks and Recreation, Business Management, Landscape Architecture, Project Management or in any related fields. Examples of related field include but are not limited to Tourism, Urban Affairs, Sports Management and Communications.
- Preferred experience would be in an administrative role, including supervision of staff in recreation and special events management or related field.
- Operational knowledge of current Microsoft Office Suite software.
- Strong organizational, interpersonal and conflict management skills.
- A valid driver's license.
- Commercial Driver's License Class B (must be completed within 1 year of date of hire).
- The ability to operate most township vehicles and equipment and to learn to operate more complicated vehicles and equipment.
- Must be able to speak politely to and communicate effectively with the public, co-workers, and supervisors.

LICENSE OR CERTIFICATION REQUIREMENTS

State Pesticide Applicator's License in Commercial Core, category 5 (industrial vegetation). Category 6 (ornamental pest control), Category 8 (turf pest control) or other specific categories as required, within 1 year of employment and ability to maintain such license.

PRIMARY RESPONSIBILITIES AND ACCOUNTABILITIES

Grounds, Parks, Cemeteries and Facilities

- Develop, recommend, and implement long-range planning activities for the areas of responsibility. Supervise the maintenance of park properties; prepare budget recommendations and controls expenditures.
- Provides supervision, guidance, direction, and training of staff on a regular basis. Coordinate amongst all staff within the department to maximize seamless customer service to guests and clients. Handles complaints as necessary.
- Monitor and periodically inspect the area where work is performed in order to identify potentially dangerous or altered conditions that affect safety and need to be addressed. Ensure that rules and regulations are posted at sites under their supervision.
- Participate in meetings, training, seminars, events, etc. as appropriate.
- Performs various natural resource management tasks, including invasive species removal, forest management, tree planting, wildlife management, grassland management and prescribed burns.
- Mows natural areas, plants native plants and harvests seed for propagation. Conducts exotic species surveys and identifies native trees and herbaceous plants species to map plant cover and recognize management needs in natural areas.

- Installs and maintains nest boxes and assists with hazard tree assessment and applies herbicides according to label instructions.
- Performs grounds and horticultural duties including mowing, planting, mulching, and maintaining plants, flowers, shrubs and trees, water and fertilizes plants, prunes trees and shrubs, weeds landscape beds, applies pesticides and removes leaf debris.
- Provides routine maintenance on nature trails and paved trails and assists with sustainable trail building and recognizes potential hazards to visitors.
- Inspects, maintains, and repairs site amenities such as picnic tables, benches, and playground equipment.
- May serve as on-call to plow snow from roadways, parking areas and walkways within the parks using trucks, plows, UTVs, and hand tools and applies salt to roadways, parking areas and walkways.
- May repair roadways and trails by patching potholes and sealing cracks.
- Removes anything that may be unsafe or hazardous from public grounds and trails.
- Opens parks, prepares shelters, cleans restrooms and inspects for any damage as well as sweeps and mops floor, picks up litter, and empties trash.
- Maintains Park athletic fields, tennis, and basketball courts.
- May perform preventive maintenance of buildings through painting, carpentry, and plumbing.
- May perform irrigation system repairs and minor plumbing maintenance at park facilities.
- Operation of small riding mowers and other utility vehicles.
- Reports work progress and related information to Township Administrator on a regular basis and plans projects in collaboration with Public Works Director and others.
- Maintains purchasing records and is responsible for purchasing, expenditures and reports.
- Responds to public questions and needs in a respectful courteous manner.
- Performs job duties in accordance with Symmes Township's policies and procedures, and performance expectations.
- Maintains confidentiality of confidential and sensitive information.
- Works assigned schedule, exhibits regular and punctual attendance, and works outside of normal schedule as required.
- Perform all other duties as assigned.

Additional Duties

- Ability to receive, acknowledge, communicate, and execute instructions from the Township Administrator.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
- Must have the physical strength to perform all the manual labor of this job, including lifting.
- Work weekends and be available for call out 24/7 to handle Township weather related emergencies and other after-hour needs.
- Ability to carry out work following all safety precautions.
- Responsible for knowing and undertaking compliance with the Township public records and master file filing and retention policies.
- All other jobs so assigned.

ADVANCEMENT

By merit appointment of the Board of Trustees with recommendation of the Township Administrator.

Tools and Equipment Used

Must be capable of operating equipment associated with the typical Township maintenance/service operations at the basic level. That equipment includes but is not limited to the following: Handheld and power tools, trucks, and vehicles with either automatic or standard shift transmissions requiring no more than a class B CDL, and entire inventory of lawn tools including all push and riding mowers and all specialty power tools.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to walk including over uneven terrain; use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

Tasks, which are illustrative of the physical demands of the position, are listed within this job description.

Physical Abilities

Near Vision	20 / 40 acuity or higher
Far Vision	20 / 40 acuity or higher
Hearing	High
Speech Clarity	High



Symmes Township Job Description

Position Title: Part-Time Laborer

Supervisor: Conservation and Parks Technician Manager

POSITION DESCRIPTION

This is an entry-level position with the Township Parks Department. Workers in this classification are responsible for assisting in the maintenance of Township parks, buildings, structures and vehicles that are located in the parks. This position must be available on weekends. Duties are performed under the supervision of the Parks and Conservation Technician Manager.

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.

EDUCATION, TRAINING AND EXPERIENCE

- High school graduate or equivalent diploma and valid driver's license. Exceptions may be made for workers still in High School.
- Driver's License.
- Possess the ability to carry out both oral and written instructions.
- To speak politely to the public, co-workers and supervisors.

PRIMARY RESPONSIBILITIES AND ACCOUNTABILITIES

Grounds, Parks, Cemeteries and Facilities

- Mowing grass in parks and other Township property.
- Trimming trees, bushes, and shrubs; planting flowerbeds, mulching and weeding.
- Removal of trash and other litter and debris.
- Removing anything that may be unsafe or hazardous from public grounds and trails.
- Opening parks, preparing shelters, cleaning restrooms, and inspecting for any damage.
- Maintaining Park athletic fields, tennis and basketball courts.
- Preventive maintenance of buildings through painting, carpentry, and plumbing.
- Operation of small riding mowers and other utility vehicles.
- Participate in weekend junk drop off program if requested.
- Top fill graves that have settled.

Additional Duties

- Ability to understand and execute instructions.
- Work weekends and be available for weather-related emergencies and other after-hours needs.
- Must have the physical strength to perform all the manual labor of this job, including lifting.
- Responsible for knowing and undertaking compliance with the Township public records and master file filing and retention policies.
- All other jobs so assigned.

ADVANCEMENT

By merit appointment by the Board of Trustees with recommendation of the Township Administrator

Tools and Equipment Used

Must be capable of operating equipment associated with the typical Township maintenance/service operations at the basic level. Equipment includes but is not limited to the following: Handheld and power tools, trucks and vehicles with both automatic or standard shift transmissions, and the entire inventory of lawn tools including all push and riding mowers and all specialty power tools.

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