

# **Village of Edgerton, Ohio**

## ***Job Descriptions***

**DECEMBER 26, 2007**

## VILLAGE ADMINISTRATOR

### Responsibilities

The Village Administrator is responsible for the administrative supervision over all departments and divisions of the Village. The Village Administrator shall manage and control the Water Works, Electric Light Plant, Waste Water Plant, or other similar public Utilities and collect all water, electric, sewer and other utility rents. The Village Administrator shall supervise the improvement, repairs, lighting and cleaning of all village streets, alleys, lands, parks, squares, sidewalks, sewers, drains, culverts, catch basins, curbs, streams, water courses, public buildings and places.

In addition, the Village Administrator shall be the purchasing agent for all Village offices, departments, divisions, boards and commissions and shall make all contracts, purchase supplies or materials, provide for all work of the Village.

### Desirable Training/Experience Requirements (at time of filing application)

A degree in public administration or business administration is preferred, plus training and experience which indicates possession of skills and abilities to competently perform the job requirements. Must possess a valid State of Ohio motor vehicle operator's license.

## ASSISTANT VILLAGE ADMINISTRATOR

### Responsibilities

The Assistant Village Administrator shall assume the duties of Edgerton Village Fire Chief, Zoning Inspector and assist in other duties that may be given <sup>to the</sup> ~~him~~ <sub>her</sub> from time to time by the Village Administrator. The Assistant Village Administrator shall become familiar with the duties of the Village Administrator as outlined in the ORC 735.273. In addition the Assistant Village Administrator shall assume the duties of the Village Zoning Inspector as well as the Village Safety Director.

### Desirable Training/Experience Requirements

Requirements are a minimum of fifteen years experience as a fire fighter with five years experience in a supervisory position. He should have completed the State of Ohio requirements in fire fighter training and demonstrated a thorough knowledge of the same. Additionally he shall have a thorough working knowledge of the Village Planning and Zoning regulations.

## **ZONING INSPECTOR**

### Responsibilities

The Zoning Inspector shall enforce the Planning and Zoning regulation of the Village of Edgerton. The Zoning Inspector shall approve or disapprove all plots and splits of the Village. The Zoning Inspector shall attend all meetings of the Planning Commission and the Board of Zoning Appeals. The Zoning Inspector shall be guided in his duties by the Planning and Zoning regulations of the Village.

### **Task Statements for Zoning Inspector**

Upon finding that any of the provisions of this Zoning Ordinance are being violated, he shall notify in writing the person responsible for such violation(s), ordering the action necessary to correct such violation.

Order discontinuance of illegal uses of land, buildings or structures

Order removal of illegal buildings or structures or illegal additions or structural alterations

Order discontinuance of any illegal work being done

Take any other action authorized by the Zoning Ordinance to ensure compliance with or to prevent violation(s) of the Zoning Ordinance. This may include the issuance of and action on improvement location permits and such similar administrative duties as are permissible under the law. (Ord. 312. Passed 9-26-77).

## **Electrical Department Superintendent**

### Responsibilities

Under the direction of the Village Administrator, the Electrical Department Superintendent is responsible for maintaining the electrical distribution and street lighting systems and is also responsible for performing related tasks as required. In addition, the Electrical Department Superintendent shall perform tasks in other Village departments when directed by the Village Administrator.

### Desirable Training/Experience Requirements (at time of filing application)

Any combination of training and experience that would indicate possession of the knowledge, skills and abilities needed to competently perform the required tasks listed above.

High School Graduate or General Education Degree (GED)

Possession of a Journeyman Lineman's card in outside electrical.

Possession of a valid State of Ohio motor vehicle operator's license, and appropriate CDL's for all maintenance vehicles in the Village.

## **Electrical Department Service Personnel**

### Responsibilities

Under the direction of the Electrical Department head, electrical department personnel are responsible for maintaining, operating and repairing a variety of mechanical equipment used in the electric distribution system and street lighting system. Electrical department personnel shall perform related tasks as required. In addition, and when directed by the Village Administrator, such personnel will perform tasks in the other Village departments.

### Desirable Training/Experience Requirements

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities required to competently perform the above tasks.

Possession of a valid State of Ohio motor vehicle operator's license, and appropriate CDL's for all maintenance vehicles in the Village.

## **Water Department Superintendent**

### Responsibilities

Under the direction of the Village Administrator, the Water Department Superintendent is responsible for the operation of the municipal water treatment plant, distribution system, water testing laboratory and performs related tasks as required. In addition, the Water Department Superintendent performs tasks in other Village departments as directed by the Village Administrator.

### Desirable Training/Experience Requirements (at time of filing application)

Any combination of training and experience which would indicate possession of the knowledge, skill and abilities necessary to competently perform the job.

Possession of a Class I Water Works certificate issued by the State of Ohio and water laboratory license issued by the State of Ohio.

Possession of a valid State of Ohio motor vehicle operator's license and appropriate CDL's for all maintenance vehicles in the Village.

## **Water Department Service Personnel**

### Responsibilities

Under the supervision of the Water Department Superintendent, Water Department personnel are responsible for running water tests, water plant operations, maintaining and repairing a wide

variety of mechanical equipment used in the water plant and installing and maintaining water lines; performs related tasks as required. In addition, when directed by the Village Administrator, such personnel shall perform tasks in other Village departments.

Desirable Training/Experience Requirements (at time of filing application)

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities to competently perform the above tasks.

Possession of a valid State of Ohio motor vehicle operator's license, and appropriate CDL's for all maintenance vehicles in the Village.

**Street Department Superintendent**

Responsibilities

Under the direction of the Village Administrator, the Street Department Superintendent responsible for repairing and cleaning the streets, alleys, catch basins, lands, square, sidewalks, streams and water courses, as well as the park and recreation facilities of the Village and repairing a variety of mechanical equipment used within the Street maintenance department. In addition, and when directed by the Village Administrator, the Street Department Superintendent shall perform tasks in other Village departments.

Desirable Training/Experience Requirements (at time of filing application)

Any combination of training and experience which would indicate possession of the necessary knowledge, skills and abilities to competently perform the above tasks.

Possession of a valid State of Ohio motor vehicle operator's license and appropriate CDL's for all maintenance vehicles in the Village.

## **Utility Clerk**

### Responsibilities

Under the direction of the Village Administrator, the Utility Clerk is responsible for preparing utility bills, collecting utility rents and depositing them in the proper account and maintain customer's accounts. In addition, the Utility Clerk will perform varied secretarial and administrative duties for the mayor, Village Administrator, Village Clerk/Treasurer and departments of the Village.

### Desirable Training/Experience Requirements (at time of filing application)

Have completed a formal course in bookkeeping.

High school plus one (1) year experience or college level. Typing skills of 30 WPM; or any equivalent combination and training which provides the required knowledge, skills and abilities.

## **Meter Readers**

### Responsibilities

Under general supervision of the Utility Clerk, meter readers are responsible for accurately reading and recording water meters and electrical meters in homes and businesses; for reporting water leaks or faulty meters or equipment to the Utility Clerk; and for performing related tasks as required.

### Desirable Training/Experience Requirements

None – must have good eyesight and be able to write clearly.

## **Income Tax Clerk**

### Responsibilities

Under general direction of the Village Administrator, the Income Tax Clerk is responsible for the administration of the Income Tax Ordinance, and performs other related tasks as required.

In addition, the Income Tax Clerk will assist the Utility Clerk in preparing monthly utility bills, collecting monthly rents, and performing secretarial and administrative duties for the Mayor, Village Clerk/Treasurer and Village Administrator.

### Desirable Training/Experience Requirements (at time of filing application)

Completed a college level course in accounting or high school with one (1) year experience or any combination of experience and training which provides the required knowledge, skills and abilities to competently perform the above tasks.

## **Police Chief**

### Responsibilities

To plan and direct the activities of the Police Department in the enforcement of laws and ordinances, the prevention of crime and the protection of life and property; does related work as required.

Immediate Supervisor – Mayor/Village Administrator (each has statutorily defined duties, and is expected that the mayor and Village Administrator will coordinate there supervisory functions in a cooperative manner).

Sub-ordinates – Patrolmen, Auxiliary



### Specific Duties

The Police Chief plans and directs general supervision, formulates and enforces rules and regulations, and makes or reviews all personnel assignments. The Police Chief also reviews activities of officers, makes recommendations to the Village Administrator and Mayor for promotions/dismissal of officers. The Police Chief also directs the preparation and maintenance of police records and files, directs the investigation of major criminal offenses, keeps up on all changes in laws, and cooperates with other law enforcement agencies, etc.

### Desirable Training/Experience Requirements

Comprehensive knowledge of police administration and of police methods; comprehensive knowledge of scientific methods of crime detection; criminal identification and radio communication; thorough knowledge of controlling laws and ordinances; demonstrated ability to lead and direct the activities of Police Officers; ability to maintain cooperative relationships with other Village Officials and with the general public.

### Education Required

Extensive successful experience as a Police Officer, several years of which shall have been at the level of at least a Police Sergeant (or equivalent), and completion of a standard high school course supplemented by completion of training courses prescribed and preferably college graduation; or any equivalent combination of experience and training which provides same.

### Equipment Used

Patrol vehicles, communications equipment, radar, firearms, suspect control weapons, automatic defibrillator, evidence collection equipment and computers.

### Extraordinary Requirements

Must be able to communicate not only with the public, but with the officers in the department. Must be able to exercise judgment in a manner commonly referred to as "good common sense" and have the ability to reason and use logic in an effective manner. Also must be able to prioritize and discern between what is more important and what is less important.

### Work Relationship with other Employees, Supervisors & Public

Must have good communications with all, in order to run an efficient department. Must be willing to cooperate with public wishes, as well as requests from members of other departments with regard to the public health and safety.

### Impact of Employee Performance on the Village Government/Village Proper

One of the most important areas in local government is what people view as their police protection. Officers, in particular the Police Chief must be above reproach and conduct him or herself with the highest moral fiber possible. The Police Chief must leave the residents and the public with a feeling of competence and responsibility. A problem with this position takes a long time to forget in the public eye.

## **Sergeant**

### Responsibilities

Enforce the law, protect persons and property, and keep the peace.

Immediate Supervisor – Chief of Police

### Specific Duties

See attached "Task Statement"

### Desirable Training/Experience Requirements

Ability to deal with people and complex legal and social problems, communications skills, investigative and analytical skills, and good physical health. Six months to one year fulltime experience as a regular police officer.

### Education Required

Graduation from a certified state basic police training program.

### Equipment Used

Patrol vehicles, communications equipment, radar, fire arms, suspect control weapons, automatic defibrillator, evidence equipment, recording equipment and computers.

### Extraordinary Requirements

Impeccable character, highly motivated.

### Work Relationships With Other Employee, Supervisors & Public

In order to be effective, police officers must have the respect and good-will of the public. Integrity, competence and maturity of vision and action are absolutely essential qualities for police officers who expect a successful career in criminal justice. Police officers must be aware of the sensitive balance between individual freedom and collective security.

### Impact of Employee Performance On The Village Government/Village Proper

In our ever-changing society, the inordinate pressures on our governmental institutions, the high visibility of the police, and our complicated system of justice make it imperative that we recruit and retain the most able and competent people to serve the Village.

## **PATROLMAN**

### Responsibilities

Enforce the law, protect persons and property, and keep the peace.

Immediate Supervisor – Chief of Police/Command Officer

### Specific Duties

See attached – “Task Statement”

### Desirable Training/Experience Requirements

Ability to deal with people and complex legal and social problems, good communication skills, investigative and analytical skills, and good physical health. One to two years experience as a fulltime police officer.

### Education Required

Graduation from a certified state basic police training program.

### Equipment Used

Patrol vehicles, communications equipment, radar, fire arms, suspect control weapons, automatic defibrillator, evidence collection equipment, recording equipment and computers.

### Extraordinary Requirements

Impeccable character, highly motivated.

### Work Relationships With Other Employees, Supervisors & Public

In order to be effective, police officers must have the respect and good-will of the public. Integrity, competence and maturity of vision and action are absolutely essential for police officers who expect a successful career in criminal justice. Police officers must be aware of the sensitive balance between individual freedom and collective security.

## Impact Of Employee Performance on the Village Government/Village Proper

In our ever-changing society, the inordinate pressures on our governmental institutions, the high visibility of the police, and our complicated system of justice make it imperative that we obtain the most able and competent people to serve the Village.

### **AUXILARY POLICE**

#### Responsibilities

Enforce the law, protect persons and property, and keep the peace.

Immediate Supervisor – Chief of Police/Command Officer.

#### Specific Duties

See Attached "Task Statement"

#### Time Allocated To Duties

As required during the absence of regular police personnel due to illness, vacation, etc.

#### Desirable Training/Experience Requirements

Ability to deal with people and complex legal and social problems, good communication skills, investigative and analytical skills, and good physical health.

#### Education Required

Graduation from a certified state basic training program.

### Equipment Used

Patrol vehicles, communications equipment, radar, fire arms, suspect control weapons, automatic defibrillator, evidence collection equipment, recording equipment and computers.

### Extraordinary Requirements

Impeccable character, highly motivated

### Work Relationships With Other Employees, Supervisors & Public

In order to be effective, police officers must have the respect and good-will of the public. Integrity, competence and maturity of vision and action are absolutely essential qualities for police who expect a successful career in criminal justice. Police officers must be aware of the sensitive balance between individual freedom and collective security.

### Impact of Employee Performance on the Village Government/Village Proper

In our ever-changing society, the inordinate pressures on our governmental institutions, the high visibility of the police, and our complicated system of the administration of justice make it imperative that we obtain the most able and competent people to serve our Village.

## Task Statements for Police Department

Handle domestic disturbances  
Council Juveniles  
Conduct on-scene suspect identification  
Take field notes  
Conduct interviews/interrogations  
Determine whether incidents are criminal or civil  
Determine probable cause for arrest  
Conduct stationary/mobile surveillance of criminal suspects  
Detect, gather, record and maintain intelligence information  
Provide assistance to citizens  
Control traffic at scene of accident, busy intersection, special event, etc.  
Maintain confidentiality and security of cases/information  
Drive vehicle in emergency/pursuit situation/routine situations  
Conduct police community relations/crime prevention programs  
Fire weapons for practice/qualification  
Identify crimes/laws being violated  
Check security of businesses and residences  
Coordinate major case investigations  
Testify in court  
Take individuals into protective custody  
Conduct frisk/pat down searches  
Respond to crimes in progress  
Administer roadside sobriety tests  
Fill out field contacts, logs, cards, etc.  
Inspect for vehicle identification number (VIN)  
Provide witness protection  
Make arrests with/without warrants  
Control individuals placed under arrest  
Use undercover techniques in investigations  
Develop and maintain control of informants  
Identify and resolve legal issues in obtaining search warrants  
Identify suspect (s)  
Conduct follow-up on investigations

Identify high crime areas  
Maintain appropriate level of physical fitness  
Search, photograph, and diagram crime scenes  
Protect crime scene  
Prepare complaints  
Handle personal stress  
Investigate citizen complaints  
Issue traffic citations/warnings  
Operate radar/vascar, etc. equipment  
Handle juvenile matters  
Develop sources of information  
Execute search warrants  
Provide crowd/riot control  
Photograph and accident scene  
Interview drivers/witnesses about motor vehicle accidents  
Perform patrol activities  
Administer first aid  
Provide public assistance in crime/safety education and prevention  
Maintain required certifications  
And any other public service duties required by the Village



## **Fire Chief**

### Responsibilities

Under the oral or written direction of the Mayor and Village Administrator to manage, lead, supervise, plan and direct all activities of the fire department while exercising discretion and independent judgment. Also functions as the Village's director of emergency management and administers the village's emergency operations plan. Also functions as the Village's safety director and administers the Village's safety plan.

### **Task Statements for Fire Chief**

Coordinates mutual aid fire protection plans with surrounding communities.

Coordinates all basic, advanced and in-service training for members of the fire department.

Evaluates fire prevention and fire control policies by keeping abreast of new methods and conducting studies of fire department operations.

Supervises officers and firefighters engaged in operation and maintenance of the fire station, equipment and training center.

Surveys building, grounds and equipment to estimate needs of the fire department.

Prepares and administers the annual fire department budget.

Develop and maintain a five year strategic and capital plan.

Confer with the officials and community groups and conduct public relations campaigns to present need for changes in laws and policies and to encourage fire prevention.

Investigates causes of fires.

Controls issue of occupancy and similar permits.

Conducts pre-fire inspections of commercial, industrial, educational, and health care facilities.

Assist in administration and direction of activities and personnel of the fire department.

Assist the emergency medical services at emergency incidents as needed.

Directs activities as related to rescue of trapped or injured persons in all types of environments, including auto accidents, industrial accidents, farm accidents, confined spaces, trenches, elevated spaces and aircraft.

Schedules and instructs fire safety education programs.

Reviews building, construction and fire protection plans for code compliance.

Conducts inspections of installations, upgrades and removals of above ground and underground storage tanks and issues fire prevention permits for same. As required by code, issues State of Ohio permits for the same and conducts State of Ohio required inspections.

Maintain the Fire Department at the level to achieve the best ISO rating possible.

Stay informed of and apply for any grants that will enhance the departments mission. Maintain a professional relationship with all groups and agencies requiring Fire Department participation such as Williams County Fire Chief, Ohio Fire Chiefs, 911 Advisory Board, etc.

#### Desirable Training/Experience Requirements

This person must have a minimum of fifteen years experience as a firefighter with five years experience in a supervisory position. Must have completed the State of Ohio requirements in fire fighter training and demonstrated a thorough knowledge of the same.