



ROSS TOWNSHIP RESOLUTION

RESOLUTION NUMBER 2016-007

RESOLUTION ADOPTING SECTION A.03.07 OF THE ROSS TOWNSHIP PERSONNEL POLICY PERTAINING TO A PART-TIME MECHANIC JOB DESCRIPTION WITHIN THE POLICE DEPARTMENT

WHEREAS, at Resolution 11-39, the Ross Township Board of Trustees adopted comprehensive Personnel Policies to assist Ross Township employees in answering questions they may have regarding Township operations; and

WHEREAS, various Resolutions adopted over time by the Ross Township Board of Trustees amend these comprehensive Personnel Policies regarding Township operations; and

WHEREAS, in order that the Township provide a job description for a part-time Mechanic position in the Police Department;

BE IT RESOLVED, by the Trustees of Ross Township, Butler County, Ohio, as follows:

SECTION 1-A:

That the Board of Trustees hereby adopts the job description for a part-time Mechanic position in the Police Department in its completed form, as attached hereto as Exhibit "A".

SECTION 1-B:

That the job description for a part-time Mechanic position in the Police Department is hereby adopted into the Ross Township Personnel Policy (Current Edition) as Section A.03.07.

SECTION 2:

This resolution shall take effect on January 21, 2016, following the filing of this resolution with the Ross Township Fiscal Officer.

SECTION 3:

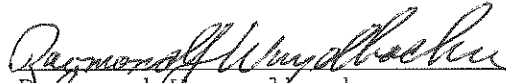
It is hereby determined that all formal actions of the Board of Trustees relating to the adoption of this Resolution were taken in an open meeting of the Board of Township Trustees and that all deliberations of such Board of Trustees were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

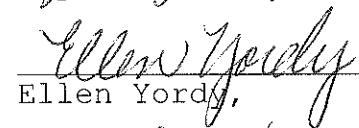
INTRODUCTION AND VOTE RECORD:

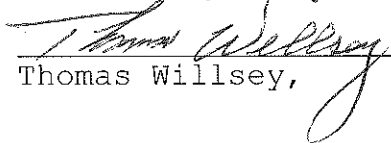
Trustee Willsey introduced the foregoing Resolution and moved its adoption, Trustee Yordy seconded the Motion. The roll being called upon the question of adoption of the Resolution by the Township Fiscal Officer, the vote resulted as follows:

Trustee Willsey A4E Wurzelbacher A4E Yordy A4E

Adopted at the meeting of the Ross Township Board of Trustees this 21st day of January, 2016.


Raymond Wurzelbacher, President


Ellen Yordy, Vice President


Thomas Willsey, Trustee

AUTHENTICATION

This is to certify that this resolution was duly adopted by the Board of Trustees, and filed with the Ross Township Fiscal Officer, this 21st day of January, 2016.


Judy Huffman
Ross Township Fiscal Officer

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A.03.07 Part-time MechanicREVISED: January 21, 2016

POSITION SUMMARY: The responsibilities of this position consist primarily of automobile and related equipment maintenance and secondarily of assisting the department in the creation of the specifications for selection of vehicles and related equipment. Duties of the position are performed under the general direction of the Police Chief and require a thorough knowledge of vehicle and related equipment maintenance.

POSITION FACTS:

Type:

Temporary Full Time Part Time Seasonal

Classification:

Salaried/Exempt Hourly/Non-Exempt Contractual

Weekend work required:

Yes No Possibly required

Shift work required:

Yes No Possibly required

Overtime:

Possibly required Not required Required

RELATIONSHIPS AND CONTACTS: The position requires the ability to establish and maintain cordial and effective working relationships with other employees, township officials, and the general public. Relationships must be built with vehicle and related equipment businesses as well as the employees under the direction of that position. Duties of the position are performed under the general direction of the Police Chief.

LOCATION OF THE JOB AND PHYSICAL REQUIREMENTS: Work sites include all township buildings, parks and grounds and all right-of-ways and easements under the control of the Board of Trustees.

ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES:

1. Perform the work assigned by supervision for vehicle and related equipment maintenance.
2. Recommend budgetary needs vehicle and related equipment maintenance needs and understand how purchases are made through the purchase order system.
3. Handle duties assigned during weather related storms and emergencies.
4. Develop a firm understanding of police vehicles and related equipment.
5. Assist the department in the creation of the specifications for selection of vehicles and related equipment.
6. Develop knowledge of user programs on the computer network.
7. Assist in the development and maintenance of the department procedures and practices as they relate to the position.

MINIMUM QUALIFICATIONS: A high school diploma or its equivalency and a minimum of two years of previous vehicle and related equipment maintenance experience or experience in a related field are required. Master mechanic certification is preferred. Employee must be insurable through Ross Township's insurance carrier and must possess and maintain a valid Ohio Driver's License.