

AGENDA
OXFORD CIVIL SERVICE COMMISSION

Tuesday, March 24, 2015

7:00 P.M.

2nd Floor Conference Room – Municipal Building

MEMBERS

Karen Martino, Chairperson

James Burchyett, Vice Chairperson
Bill Brewer

Greg Smith
Brian Martin

STAFF

Donna Heck, Human Resources Director, City of Oxford
Kim Newton, Recording Secretary

- I. Call to Order.
- II. Approval of Minutes.
 - A. Minutes of the January 28, 2015 Civil Service Commission Meeting. Pg. 2
 - B. Minutes of the February 25, 2015 Civil Service Commission Work Session. Pg. 6
 - C. Minutes of the March 10, 2015 Civil Service Commission Special Meeting. Pg. 7
- III. Reports.
 - A. State Personnel Board of Review – Report of Activities for 2014. Pg. 9
 - B. Human Resources 2014 Summary Report. Pg. 14
 - C. Appointment Notification. Pg. 16
- IV. Old Business.
 - A. None.
- V. New Business.
 - A. District Maintenance Personnel Eligibility List – Talawanda Schools. Pg. 17
 - B. Career Advancement – Service Worker I advance to Service Worker II – Streets & Maintenance Division – Service Department. Pg. 19
 - C. Career Advancement - Operator II advance to Operator III – Water Plant Division – Service Department. Pg. 19
- VI. Adjournment.

OXFORD CIVIL SERVICE COMMISSION
January 28, 2015

**CALL TO
ORDER**

The Oxford Civil Service Commission Meeting of January 28, 2015 was called to order at 6:00 p.m. by Karen Martino, Chair. Those members present were: Greg Smith, Bill Brewer and Brian Martin. James Burchyett, Vice-Chair was excused.

Donna Heck, Human Resources Director; Kim Newton, Recording Secretary and Lieutenants Tom Horvath and John Jones were in attendance for the City. Dennis Malone, Human Resources Director was in attendance for Talawanda Schools.

APPROVAL OF MINUTES

- A. Minutes of the November 20, 2014 Civil Service Commission Meeting.

Mr. Brewer moved to approve the November 20, 2014 Meeting Minutes. Mr. Martin seconded. The motion carried 4-0-0.

REPORTS

- A. Appointment Notification.

Ms. Heck advised Ms. Elisa Jones had been appointed as the Wastewater Plant Laboratory Technician effective December 15, 2014.

OLD BUSINESS

- A. None

NEW BUSINESS

- A. Approval Head Secretary Eligibility List – Talawanda Schools.

Mr. Malone advised they had gone through the process for the Head Secretary and Assistant Secretary positions and noted six (6) passed the Head Secretary exam and seven (7) passed the Assistant Secretary exam. Mr. Malone advised interviews had been conducted and expressed his feeling they had a good group of candidates for both positions.

Mr. Brewer moved to approve the Head Secretary Eligibility List. Mr. Martin seconded. The motion passed 4-0-0.

- B. Approval Assistant Secretary Eligibility List – Talawanda Schools.

Mr. Brewer moved to approve the Assistant Secretary Eligibility List. Mr. Martin seconded. The motion passed 4-0-0.

- C. Approval Wastewater Plant Operator Eligibility List – City of Oxford.

Ms. Heck advised the City received thirteen (13) applications noting seven (7) of the applicants did not meet the requirements of the job description resulting in six (6) qualified candidates. Ms. Heck also reported one of the six candidates advised they were interested in the Plant Mechanic position and requested to be removed from the applicant pool resulting in five (5) qualified candidates. Ms. Heck noted interviews would be scheduled with the five (5) remaining candidates once the eligibility list was approved by the Commission.

Mr. Brewer moved to approve the Wastewater Plant Operator Eligibility List. Mr. Martin seconded. The motion passed 4-0-0.

- D. Approval Police Officer Eligibility List – City of Oxford.

Lt. Horvath advised seventy-four (74) applications were received with forty-nine (49) taking the exam noting thirty-six (36) passed and thirteen (13) failed. Lt. Horvath also advised a physical agility test was offered and administered to the qualifying thirty-nine (39) applicants with nine (9) no shows, three (3) withdraws and seven (7) who failed resulting in seventeen (17) remaining candidates. Mr. Smith inquired if the turnout for the exam was typical and Lt. Horvath advised it was a low turnout and expressed his feeling it may have been impacted by current events noting however he was pleased with the pool of candidates. Ms. Martino inquired how many would be hired from the list and Lt. Horvath advised there would be three (3) retirements coming up with one (1) retiring this year and two (2) retiring in the beginning of next year. Lt. Horvath noted a couple of the retirements would leave vacancies for a Lieutenant and Sergeant position resulting in promotions and advised four (4) to five (5) candidates could possibly be hired from this list.

Mr. Brewer moved to approve the Police Officer Eligibility List. Mr. Martin seconded. The motion passed 4-0-0.

E. Review and Approval of Public Safety Communications Officer Examination and Protocol – City of Oxford.

Ms. Heck advised the exam for a PSCO is different from a written exam explaining the exam consisted of an Emergency Communications Personnel Video Testing System (ECOMM). Ms. Heck noted the video was geared specifically towards dispatchers and consisted of different scenarios in a dispatch setting. Ms. Heck also advised the applicants passing the ECOMM video test would also have to pass a keyboard test at 40 AWPM (Accurate Words Per Minute.) Ms. Heck noted the third step in the process would be a structured, scored interview with members of the OPD staff and a representative from Human Resources with a weight of 70% for the ECOMM score and 30% for the interview score. Ms. Heck advised a copy of the OPD interview Questions Guide was included in the agenda. Ms. Heck noted thirty (30) applications were received and applicants would be notified of the test date once the exam and protocol were approved by the Commission.

Lt. Jones advised dispatching could be very stressful and the ECOMM test was as close as they could come to replicating the scenarios of a dispatch center. Mr. Martin inquired how many vacancies would be filled from the list and Lt. Jones advised one (1) dispatcher would be retiring at the end of the year and one or two next year. Lt. Jones noted they currently employ nine (9) full-time dispatchers working 10-hour shifts four days a week with one overlapping shift and advised new dispatchers receive extensive on-the-job training including a 40-hour training module.

Mr. Brewer moved to approve the Public Safety Communications Officer Examination and Protocol. Mr. Martin seconded. The motion passed 4-0-0.

Ms. Heck advised she would like to begin reviewing the Civil Service Rules and Procedures in February and asked the Commission to send her dates they would be available to meet.

ADJOURN

Mr. Brewer moved and Mr. Martin seconded to adjourn at 6:25 p.m. The motion passed 4-0-0.

Karen Martino	Date
Chair	

Donna J. Heck	Date
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**OXFORD CIVIL SERVICE COMMISSION
WORK SESSION
February 25, 2015**

**CALL TO
ORDER**

The Oxford Civil Service Commission Work Session of February 25, 2015 was called to order at 6:00 p.m. by Karen Martino, Chair. Those members present were: James Burchyett, Vice-Chair; Greg Smith, and Brian Martin. Bill Brewer was excused.

Donna Heck, Human Resources Director and Kim Newton, Recording Secretary were in attendance for the City.

REVIEW OF RULES AND REGULATIONS

The Civil Service Commission reviewed their Rules and Regulations as well as suggested draft language recommended by Ms. Heck. The Commission will continue to review the Rules and Regulations in March.

ADJOURN

Mr. Smith moved and Mr. Martin seconded to adjourn at 7:10 p.m. The motion passed 4-0-0.

Karen Martino Date
Chair

Donna J. Heck Date

**OXFORD CIVIL SERVICE COMMISSION
SPECIAL MEETING
March 10, 2015**

**CALL TO
ORDER**

The Oxford Civil Service Commission Special Meeting of March 10, 2015 was called to order at 5:24 p.m. by Karen Martino, Chair. Those members present were: James Burchyett, Vice-Chair; Greg Smith, Bill Brewer and Brian Martin.

Donna Heck, Human Resources Director; Kim Newton, Recording Secretary and John Detherage, Fire Chief were in attendance for the City.

NEW BUSINESS

A. Approval Fire Captain Eligibility List – City of Oxford.

Ms. Heck advised thirty-six applications were received noting Thirty-two (32) took the exam with eighteen (18) failing, fourteen (14) passing and four (4) no-shows. Ms. Heck also advised a physical ability test was administered for the fourteen (14) who passed the exam noting there were two (2) no-shows and one (1) withdrawal resulting in eleven (11) candidates passing the physical ability test.

Ms. Heck reported following the approval of the eligibility list, the top ten (10) applicants will participate in the Ohio Fire Chief's Association Assessment Center module on Saturday, March 14th. Mr. Smith inquired why the eleventh candidate was not a part of the assessment and Chief Detherage advised the assessments are done in pairs of two (2) and by including the eleventh candidate would cause the assessors to stay much later and would cost the City over \$1000 to do so. Chief Detherage also advised he was comfortable with assessing the top ten (10) candidates.

Ms. Martino inquired why many of the applicants had low scores and Chief Detherage advised it was a difficult test and noted there are new paramedic guidelines which may have contributed to the low scores. Chief Detherage also expressed his feeling how well the applicants studied determined how well they did on the test.

Mr. Brewer moved to approve the Fire Captain Eligibility List. Mr. Martin seconded. The motion passed 5-0-0.

- B. Approval Wastewater Plant Mechanic I Eligibility List – City of Oxford.

Ms. Heck advised the City received seventeen (17) applications with six (6) not meeting the requirements of the job description resulting in eleven (11) qualified candidates. Ms. Heck noted the eleven (11) candidates were reviewed and ranked by the Service Director and Plant Manager with five (5) of the candidates being interviewed.

Mr. Brewer moved to approve the Wastewater Plant Mechanic I Eligibility List. Mr. Martin seconded. The motion passed 5-0-0.

Ms. Heck advised she has scheduled a Work Session on March 24th to discuss the Commission's Rules and Procedures noting the Commission's regular meeting was on March 25th at 6:00 p.m. Ms. Heck inquired if the Commission would prefer to hold their regular meeting after the Work Session on March 24th and the Commission advised yes.

ADJOURN

Mr. Brewer moved and Mr. Burchyett seconded to adjourn at 5:33 p.m. The motion passed 5-0-0.

Karen Martino Date
Chair

Donna J. Heck Date

STAFF REPORT

TO: Civil Service Commission
FROM: Donna Heck
DATE: March 17, 2015
RE: STATE PERSONNEL BOARD OF REVIEW ACTIVITY REPORT

Attached is the State Personnel Board of Review Report of Activities for Calendar Year 2014.

The report includes information for both the City and Talawanda School District.

Also attached is the 2014 In-house Annual Report which provides a more detailed breakdown for the City and Talawanda.

Attachments:



State Personnel Board of Review

65 EAST STATE STREET, 12TH FLOOR

COLUMBUS, OHIO 43215-4213

614-466-7046 FAX 614-466-6539

www.state.oh.us/pbr

To: All State of Ohio Municipal Civil Service Commissions

Re: Ohio Revised Code § 124.40 Annual Reporting Requirements
Calendar Year 2014

Date: January 14, 2015

The State Personnel Board of Review (SPBR) requests that each Municipal Civil Service Commission file a copy of its Annual Report with SPBR, pursuant to Ohio Revised Code § 124.40. Enclosed is a "Report of Activities" form, which should be completed and filed with SPBR in accordance with the annual reporting requirements set forth in Ohio Revised Code § 124.40. All Annual Reports and/or "Report of Activities" forms must be filed with SPBR on or before April 13, 2015.

Additionally, SPBR requests that each Municipal Civil Service Commission include its email address on the 2014 Annual Report filed with SPBR.

Your attention in this matter is greatly appreciated. If you have any questions regarding annual filing requirements or any other civil service law questions, please feel free to contact SPBR at (614) 466-7046.

Sincerely,

TERRY L. CASEY
Chairman

TLC:dIm

Enclosure

PLEASE NOTE: THIS FORM IS ALSO AVAILABLE ONLINE AT PBR.OHIO.GOV

Report of Activities for the Calendar Year 2014

MUNICIPAL CIVIL SERVICE

CITY OF Oxford OHIO

Present Population 23,500 Name of Mayor Kevin McKeehan

1. CIVIL SERVICE COMMISSION: Date originally organized: 1963

Present Members:	Name		Term Expires
	<u>Karen Martino</u>	Chairman	<u>June 30, 2017</u>
	<u>James Burchyett</u>	Member	<u>June 30, 2015</u>
	<u>Greg Smith</u>	Member	<u>June 30, 2016</u>
	<u>Bill Brewer</u>	Member	<u>June 30, 2016</u>
	<u>Brian Martin</u>	Member	<u>June 30, 2015</u>

Secretary: Donna J. Heck

Address of Commission: 101 East High Street, Oxford,
Ohio 45056

Telephone Number: 513-524-5203 Fax Number: 513-523-7769

E-mail Address: dheck@cityofoxford.org

2. FISCAL OPERATIONS:

Appropriations Received from City of Oxford:	<u>0</u>
Appropriations Received from School Board:	<u>0</u>
Expenditures for Calendar Year:	<u>0</u>

3. NUMBER OF POSITIONS:

Types of Positions =	Classified	Unclassified	Emergency Appointments	Total
In Municipal Service	87	23		110
In Health Dist. Service				
In School Service	59			59

4. NUMBER OF EXAMINATIONS ADMINISTERED:

	No. of Exams	Applications Filed	Applications Rejected	Did Not Appear	Failed	Passed
Entrance	5	181	26	37	29	85
Promotional						

*Attach a separate listing of classifications for which examinations were given.

Municipal Civil Service Report of Activities
Calendar Year 2012
Page 2

5. NUMBER OF CERTIFICATION & APPOINTMENTS:

Number of Applicants Appearing on Certified Lists:	52
Number of Appointments from Certified Eligible Lists:	3
Total Appointments:	3

6. NUMBER OF TERMINATIONS:

Resignations	Retirements	Removals	Disability Separations
4	4	0	0

7. NUMBER OF APPEALS HEARD:

Removals	Suspensions	Layoffs	Classifications	Investigations
0	0	0	0	0

***Attach separate documents showing disposition of appeals heard, including all cases appealed to court.**

8. NUMBER OF COURT DECISIONS ISSUED:

Number of court decisions issued during year on civil service matters in which municipality or municipal employee was a party: 0. *Attach copies of court decisions.*

9. NUMBER OF ATTORNEY OPINIONS ISSUED:

Number of attorney opinions or opinions of special counsel issued during year on civil service matters: 0

Signature of Chairman or Secretary: _____

Date: _____

Retain a copy of completed form for your records.

PLEASE ATTACH A COPY OF YOUR ANNUAL REPORT, IF AVAILABLE, AND A CURRENT COPY OF YOUR MUNICIPAL CIVIL SERVICE RULES IF THEY HAVE BEEN AMENDED SINCE YOUR LAST FILING.

Return completed form to:
The State Personnel Board for Review
65 E. State Street, 12th Floor
Columbus, OH 43215-4213
614-466-7046 FAX: 614-466-6539

If you have any questions regarding completion of this "Report of Activities" form, please contact SPBR at 614-466-7046.

Examinations Administered:

	<u>Applications Filed</u>	<u>Applications Rejected</u>	<u>Did Not Appear</u>	<u>Failed</u>	<u>Passed</u>	<u>Withdraw</u>
City of Oxford:						
WWTP Lab Technician	38	26			12	1
Police Officer*	74		22	13	36	3

Talawanda Schools:

Cafeteria*	7	4			3	
Assistant Secretary**	29		8	6	15	
Assistant Secretary**	19		1	6	12	
Head Secretary**	14		2	4	8	

*The Police Officer test has a second part for physical agility, of the 36 that passed, 9 did not show, 7 failed, 3 withdrew, leaving 17 for final consideration.

*The Cafeteria test has a second part for kitchen walk-through, of the 3 that passed, 1 withdrew, leaving 2 for final consideration.

**The Assistant Secretary had a computer test, of the 15 that passed, 13 took test, 5 failed, leaving 8 for final consideration.

**The Assistant Secretary had a computer test, of the 12 that passed, 1 did not show, 4 failed, leaving 7 for final consideration.

**The Head Secretary had a computer test, of the 8 that passed, 2 failed, leaving 6 for final consideration.

STAFF REPORT

TO: Civil Service Commission

FROM: Donna Heck

DATE: March 18, 2015

RE: HUMAN RESOURCES SUMMARY REPORT - 2014

2014 was a fairly slow year with only five meetings of the Commission, however, it was a year where a number of changes were beginning to take place. The City will experience a large number of retirements throughout the organization over the next two years with the first three occurring in the Service Department, Wastewater Plant Division, at the end of 2014. One of the positions, Wastewater Plant Laboratory Technician was filled in November and the other two positions, Wastewater Operator and Plant Mechanic I will be filled early in 2015.

Talawanda Human Resources Director, Dennis Malone, presented a unique situation to the Commission which was brought to his attention due to concerns about a position that was performing functions beyond those of their current classification. Mr. Malone reviewed the position and determined a request to change the classification of the position was required. Since the Civil Service Rules do not address this type of issue, staff referred to the State Civil Service Rules covered in the Ohio Revised Code, specifically Section 124.14 Job Classification Plan. This section would allow the Commission to approve the reassignment to a proper classification those positions that have been assigned to an improper classification. The Commission accepted the recommendation and approved the request by Talawanda to reassign the position to the proper classification.

The 2015 Salary Ordinance was approved by Council with the addition of two full-time Fire Department Captain positions and the elimination of the Assistant Fire Chief position. A 2% pay increase for all employees including Contract employees was also approved. Contract employees include: Non-Commissioned Police Department Employees, Police Officers and Sergeants and Lieutenants.

The Fire Department Captain positions are classified positions which required Commission approval of the job descriptions and the testing process. The Commission approved the newly created job descriptions for the Fire Captain positions and at a subsequent meeting approved the examination process and protocol.

The Commission held a training session with the Law Director, Steve McHugh, and also began the process of reviewing the Commission's Rules and Regulations.

2014 CIVIL SERVICE EXAMINATIONS (Municipal Service and School Service)

ENTRY LEVEL	<u>Applicants</u>	<u>Did not appear</u> *did not meet req.	<u>Failed</u>	<u>Passed</u>	<u>Withdrew</u>
WWTP Lab Tech	38	26*		12	1
Police Officer	<u>74</u>	<u>22</u>	<u>13</u>	<u>36</u>	<u>3</u>
TOTAL	112	48	13	48	4
<i>(Agility</i>	36	9	7	17	3]
Cafeteria (THS)	7	4		2	1
Assistant Secretary	29	8	6	15	
Assistant Secretary	19	1	6	12	
Head Secretary	<u>14</u>	<u>2</u>	<u>4</u>	<u>8</u>	
TOTAL	69	15	16	37	1
<i>[Kitchen</i>	3			2	1]
<i>[Computer test</i>	13		5	8]	
<i>[Computer test</i>	12	1	4	7	
<i>[Computer test</i>	8		2	6	

PROMOTIONAL:

None

EXAMINATIONS APPROVED

- Fire Captain – City of Oxford
- Police Officer
- Head Secretary & Assistant Secretary – Talawanda Schools
- District Maintenance – Talawanda Schools
- Cafeteria Worker Exam – Talawanda Schools (previously approved)

JOB DESCRIPTIONS

CITY OF OXFORD
1 Fire Captain

TALAWANDA SCHOOLS
0

CITY OF OXFORD DETAIL

CAREER ADVANCEMENT

Service Worker I to Service Worker II – Wastewater Collection Division – Service Department

LATERAL POLICE OFFICERS

None

TEMPORARY APPOINTMENTS

Police Lieutenant, Police Sergeant, Sports Activities Supervisor

APPOINTMENTS

- 1 – Wastewater Plant Laboratory Technician – Service Department
- 1 – Utility Meter Reader – Water Plant Division – Service Department

APPEALS

None*

DISCIPLINARY

ACTIONS

None

RESIGNATIONS

1 – Utility Meter Reader

RETIREMENTS

- 1 – Wastewater Plant Operator
- 1 – Wastewater Plant Laboratory Technician
- 1 – Wastewater Plant Plant Mechanic I

*Police Officer suspension recommended – appeal to City Manager – reduced to written reprimand & forfeit of 2 days vacation – no appeal to Civil Service.

STAFF REPORT

TO: Civil Service Commission

FROM: Donna Heck

DATE: March 17, 2015

RE: APPOINTMENT - WASTEWATER PLANT OPERATOR III

We are very pleased to announce the appointment of Mr. Patrick Boughen to the position of Operator III in the Service Department, Wastewater Treatment Plant. Mr. Boughen's appointment was effective March 9, 2014.

A letter of congratulations from the Commission has been prepared for the above named individual.



Talawanda School District Facilities/97 West Chestnut Street, Oxford, Ohio
45056/ 513-273-3133

FAX: 513-273-3141

March 11, 2015

Oxford Civil Service Commission
Municipal Building
Oxford, OH 45056

Attention: Donna Heck

Please submit the attached District Maintenance Personnel eligibility list, for approval, to the Civil Service Commission at the next scheduled meeting. Following is the breakdown of the applicants.

- Six applicants registered to take the written exam on February 4, 2015. All 6 applicants participated in the exam.
- Six applicants passed the written exam with a score of 70% or higher.
- Six applicants were scheduled over a two day period, March 9 & 10, 2015, to complete the Hands-On and Interview sections of the exam. All applicants participated.
- Five applicants passed with a Final Score of 70% or higher. One applicant did not pass.

Once the scores of the 5 were tallied and additional credit was added to the applicant's scores, the applicant's ranking was determined and the eligibility list is attached.

Please notify me of the date for the next scheduled Civil Service Commission meeting. If you have any questions, please do not hesitate to call. Thank you for your assistance.

Sincerely,

Mary Smith
Administrative Assistant
Talawanda District Facilities

CITY OF OXFORD CIVIL SERVICE COMMISSION/
TALAWANDA SCHOOL DISTRICT

DISTRICT MAINTENANCE PERSONNEL
ELIGIBILITY LIST

(Written Exam February 4, 2015 – Hands-On/Interview March 9 & 10, 2015)

1. James Platt
2. Donavon Burke
3. Brian Turner
4. Greg Petredis
5. Jacob Wyant

Exam Date: February 4, 2015

Approval Date:

Expiration Date:

STAFF REPORT

TO: Civil Service Commission
FROM: Donna Heck
DATE: March 17, 2015
RE: CAREER PROGRESSION & ADVANCEMENT

The Service Department has submitted recommendations for the advancement of a Service Worker I to a Service Worker II in the Streets & Maintenance Division and a Water Plant Operator II to an Operator III in the Water Plant Division of the Service Department. The recommendations and documentations are attached.

These recommendations are part of the Career Advancement Program which was approved by Council and the Commission in 2005. There have been fifteen (15) individuals who have benefitted from this program.

Mr. Mike Dreisbach, Service Director, has provided his approval of the recommendations, which are also attached.

Attachments:




Memo

Service Department

513/524-5206 fax 513/524-5267

TO: Donna Heck, Human Resources Director

FROM: Michael Dreisbach, Service Director 

CC: Richard Dils, Deputy Service Director
David Weihrauch, Water Treatment Plant Manager
Eric Keebler, Streets & Maintenance Manager

RE: **Recommendation for Career Advancement**
- **Andrew Baker; Operator II to Operator III**
- **Brandon Krauth; Service Worker I to Service Worker II**

DATE: March 19, 2015

The 2015 Salary Ordinance gives the City Manager authority to advance a utility operator or service worker to the next higher grade based on demonstrated skills, productivity, and certification by recognized agencies applicable to a worker's profession. The Oxford Civil Service Commission has also approved this procedure for advancement.

I am recommending Mr. Andrew Baker for advancement from Operator II to Operator III in the Water Treatment Plant of the Service Department. Mr. Baker has earned certification from the Ohio EPA as a Water Supply Treatment Operator (Class III) and has been a key factor in maintaining productivity and effectiveness of the division. Mr. Baker meets or exceeds all established criteria to perform the duties of Operator III, and has received a positive performance evaluation from his direct supervisor.

I am also recommending Mr. Brandon Krauth for advancement from Service Worker I to Service Worker II in the Streets & Maintenance Division of the Service Department. Mr. Krauth has demonstrated his knowledge and skill sets exceeding the requirements for advancement, and has received a positive performance evaluation from his supervisor.

The 2015 operating budget was approved anticipating these advancements and funds are available to support the classification upgrades.

Thank you for your consideration of these requests. Please let me know if you require additional information. MBD

Operator II advance to Operator III - Water Plant Division

Recommended: Andrew Baker

1. Must have successfully achieved Ohio EPA Operator Class III certification for Water Supply.

Class III Ohio EPA Water Certification WS3-1102218-10
issued on November 4, 2010

2. Must have been an Operator II for no less than six (6) years.

Hired as seasonal for grounds maintenance in the Streets & Maintenance Division 7/17/03. Returned seasonal 6/15/04 - also performed weekend street clean-up. Returned seasonal 5/23/05 and transferred to Water Plant Division on 6/27/05. Hired full-time Utility Maintenance Technician for Water Plant 8/15/05. Served as acting Water Plant Operator due to retirement. Promoted to fill Water Plant Operator I position on 4/2/07. Advanced to Operator II 3/3/08.

3. Understands and demonstrates the safe operation of all equipment and vehicles in the division.

Yes. This equipment includes rapid sand filters, injected chlorine gas system, positive displacement acid solution supply equipment, stationary overhead cranes, various laboratory instruments, various types of common and proprietary computer software, calibration and programming of local control devices and operation of motor vehicles. Mr Baker has never has a work related injury and has successfully completed all work safety training related to the operation of the water treatment plant and water distribution system.

4. Demonstrated ability to complete all functions of the division and its responsibilities

Mr. Baker performs all functions of the City of Oxford Class III Job Description. He has demonstrated full capability of all functions described in the City of Oxford Job Descriptions of the Utility Meter Reader, Utility Maintenance Technician, Class I Water Operator and Class II Water operator. He also serves as "Responsible Operator" when needed during the absence of the Water Plant Manager.

5. Demonstrated knowledge of safety procedures as defined by the City's Safety Manual.

**OSHA Ten Hour Safety Course
OSHA Confined Space Training
OSHA Trenching and Shoring Training**

6. IN ADDITION TO ALL OF THE ABOVE: The employee must have a favorable performance evaluation including acceptable work habits and excellent attendance and tardiness records, and willing to take charge and make decisions, related to projects and scheduling.

Positive evaluation attached

Service Worker I advance to Service Worker II - Street & Maintenance Division

Recommended: Candidate: Brandon Krauth

1. Must have been a Service Worker I for no less than three (3) years.

Candidate was hired part time 6/23/08 - full time 7/13/09

2. Identify hand and power tools and their proper use that are used within the division.

Candidate has been trained and used all power tools available in the Streets & Maintenance Division, as well as other divisions, including, but not limited to, the following: Shovels, hammers, asphalt tools, concrete tools, chain saws, drills, jack hammers, etc. He is also experienced operating equipment; backhoe, track hoe, loader, skid loader, roller, dump trucks, bucket truck, etc.

3. Know and understand the different types of road construction materials and their uses and be able to place construction materials according to established professional practices in a safe manner.

Experienced with; Gravel (placement & compaction), Asphalt (placement & compaction) concrete (forming, placement & finishing). He is also experienced in pipe work and utility locations.

4. Demonstrated knowledge and proficiency using grounds maintenance equipment and techniques.

Candidate is experienced in using mowers and spreaders, mowing operations, as well as flower/bulb planting, shrub pruning, snow removal, etc.

5. Demonstrate ability to use snow plows and deicing materials for snow and ice control.

Candidate has been trained in the use of the salt trucks and is currently the Loader Operator to load salt and a back-up truck operator who can be placed on any salt or plow route.

6. Possess CDL Class 'B' drivers license w/air brake endorsement.

Class A CDL w/air brake endorsement & tanker endorsement.

7. Possess a trained serviceperson certificate, from the Ohio Department of Agriculture, for pesticide application in Industrial Vegetation (5) and Ornamental Weed Control(6C) endorsements.

Has obtained his Trained Serviceperson certification. 3/8/12

8. IN ADDITION TO ALL OF THE ABOVE: The employee MUST have a favorable performance evaluation, with an excellent work attitude, attendance and tardiness record. The employee must have a willingness to learn procedures in advanced construction techniques.

Good attendance, usually available for overtime, customer oriented, friendly, well liked, good judgment, self-motivated, looking for more to do once a job is done, always willing to learn new things, first one to jump in a ditch, often assist's other divisions with projects (Water & Sewer)

Safety conscious.

OSHA course

Confined Space Entry - BCEO

CPR / AED Certification

Experienced with marking utilities for OUPS. He completes the markings on a daily basis.

Caretaker of the Uptown Fountain, monitoring chemicals, cleaning and making repairs.

SPECIAL ASSIGNMENTS OR ACHIEVEMENTS

1. OUPS Marking, (daily)
2. Uptown Fountain Maintenance (daily) (warm months)
3. Mows High Profile areas when Service Worker III is unavailable (Tri baseball field, Uptown Parks, Water plant)
4. Assist Water Distribution with Water line installation;
 - a. High St (Main to Tallawanda)
 - b. Patterson Avenue
5. Assist with N. Patterson avenue Storm Sewer Repairs