London City Council
20 S. Walnut Street, London, Ohio 43140
July 2, 2026, at 6:30 pm
Agenda

Call to Order

Roll Call

Minutes – Approval of June 18, 2026 minutes

Public Hearings –

ORDINANCE 140-26 Sponsored by: Shannon Treynor

An Ordinance authorizing all actions necessary to affect a governmental natural gas aggregation program with opt-out provisions pursuant to section 4929.26, Ohio Revised Code, directing the Madison County Board of Elections to submit a ballot question to the electors of the City of London, and declaring an emergency.

Communications/Announcements - none

Audience Concerns

Committee Reports

City Official Reports

Old Business

4th Reading

RESOLUTION 135-26 Sponsored by: Lisa Jackman

A Resolution authorizing the advertisement for bids for personal property no longer needed for city purposes. The City owns the personal property, a 2008 Navistar Work Star 7400 Dump truck and a 2004 GMC C4500 Dump truck, and said personal property is no longer needed by the City for its purposes and wishes to dispose of the property in accordance with the law.

ORDINANCE 140-26 Sponsored by: Shannon Treynor

An Ordinance authorizing all actions necessary to affect a governmental natural gas aggregation program with opt-out provisions pursuant to section 4929.26, Ohio Revised Code, directing the Madison County Board of Elections to submit a ballot question to the electors of the City of London, and declaring an emergency.

Public Hearing is scheduled for July 2, 2026, during the normal Council meeting.

3rd Reading

RESOLUTION 141-26 Sponsored by: Greg Eades

A resolution increasing appropriations. The City Council would like to upgrade the current sound system that is used for their meetings.

2nd Reading

RESOLUTION 145-26 Sponsored by: Lisa Jackman

A resolution revising job descriptions. The City is in need of revising several job descriptions, and Council must approve these revisions.

RESOLUTION 146-26 Sponsored by: Greg Eades

A resolution authorizing the advertisement for bids for Personal property no longer needed for city purposes. The City owns the personal property, a 2025 Ford Mustang GT convertible VIN # 1FAGP8FF9S5107581 with approximately 9,000 miles; and said personal property is no longer needed by the City for its purposes and wishes to dispose of the property in accordance with law.

RESOLUTION 147-26 Sponsored by: Andrew Hitt

A resolution authorizing the advertisement for bids for personal property no longer needed for city purposes. The City owns the personal property, a 2004 GMC Yukon VIN # 1GKEK132X4J137516 with 170,149 miles; and said personal property is no longer needed by the City for its purposes and wishes to dispose of the property in accordance with law.

New Business

None

Round Table

Adjournment

RESOLUTION 135-26
Sponsored by: Lisa Jackman

A RESOLUTION AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR PERSONAL PROPERTY NO LONGER NEEDED FOR CITY PURPOSES

WHEREAS, the City owns the personal property a 2008 Navistar Work Star 7400 Dump truck and a 2004 GMC C4500 Dump truck; and

WHEREAS, said personal property is no longer needed by the City for its purposes and wishes to dispose of the property in accordance with law.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LONDON, STATE OF OHIO

SECTION I:

The Safety Service Director is hereby authorized to advertise for sealed bids to sell the personal property listed in accordance with R.C. § 721.15:

-2008 Navistar Work Star 7400 Dump truck, VIN # 1HTWDAAR89J071359, Mileage 35,649
-2004 GMC C4500 Dump Truck, VIN # 1GDE4CAA34F509789, Mileage 88,162

SECTION II:

That this ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

_____
Kris Miller
Clerk of Council

_____
Joshua Peters
President of Council

Submitted to Mayor:_____

APPROVED:

Date of Approval:_____

_____

Patrick Closser, Mayor

_____
Rickelle Davis, Law Director
Approved as to Form

I, Kris Miller, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.135-26 was posted on the City of London's website, www.londonohio.gov or in a newspaper of general circulation on the _____day of_____, 2026 and on the_____day of_____, 2026

_____
Clerk

#_____

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Tom Boyd			
Lisa Jackman			

ORDINANCE 140-26
Sponsored by: Shannon Treynor

AN ORDINANCE AUTHORIZING ALL ACTIONS NECESSARY TO AFFECT A GOVERNMENTAL NATURAL GAS AGGREGATION PROGRAM WITH OPT-OUT PROVISIONS PURSUANT TO SECTION 4929.26, OHIO REVISED CODE, DIRECTING THE MADISON COUNTY BOARD OF ELECTIONS TO SUBMIT A BALLOT QUESTION TO THE ELECTORS OF THE CITY OF LONDON AND DECLARING AN EMERGENCY.

WHEREAS, the Ohio Legislature has enacted natural gas deregulation legislation which authorizes the legislative authorities of municipal corporations, townships and counties to aggregate automatically, pursuant to Section 4929.26 of the Ohio Revised Code, subject to opt-out provisions, the retail natural gas service located in the respective jurisdictions and to enter into service agreements to facilitate the sale of the natural gas loads; and

WHEREAS, such legislative authorities may exercise such authority jointly with any other legislative authorities;

WHEREAS, governmental aggregation provides an opportunity for natural gas consumers collectively to participate in the potential benefits of natural gas deregulation through lower natural gas rates which they would not otherwise be able to have individually;

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LONDON, STATE OF OHIO

SECTION 1.

This Council finds and determines that it is in the best interest of the City of London, Ohio and its natural gas consumers located within the corporate limits of the City to establish an opt-out natural gas aggregation program (the "Gas Aggregation Program") in the City of London. Provided that this ordinance and the Gas Aggregation Program is approved by the electors of the City of London, Ohio pursuant to Section 2 of this Ordinance, London, Ohio is hereby authorized to aggregate in accordance with Section 4929.26 of the Ohio Revised Code the retail natural gas loads located within London, Ohio, and, for that purpose, to enter into service agreements to facilitate for those loads the sale and purchase of natural gas. The City of London may exercise such authority jointly with any other municipal corporation, township or county or other political subdivision of the State of Oho to the full extent permitted by law. The aggregation will occur automatically for each person owning, occupying, controlling, or using natural gas proposed to be aggregated and will provide for the opt-out rights described in Section 3 of this Resolution.

SECTION 2.

The Board of Elections of Madison County is hereby directed to submit the following question to the electors of the City of London, Ohio at the general election on November 3, 2026. The Aggregation Program shall not take effect unless approved by a majority of the electors voting upon this issue at the election held pursuant to this resolution and Section 4929.26 of the Ohio Revised Code.

The form of the ballot to be used in the November 3, 2026 election shall be substantially as follows:

> Shall the City of London, Ohio have the authority to aggregate the retail natural gas loads located in the City of London, and for that purpose, enter into service agreements to facilitate for those loads the sale and purchase of natural gas, such aggregation to occur automatically except where any person elects to opt out?
>
> ____ FOR THE GAS AGGREGATION
>
> ____ AGAINST THE GAS AGGREGATION

The Clerk of this Council is instructed immediately to file a certified copy of this Ordinance and the proposed form of the ballot question with the Madison County Board of Elections not less than ninety (90) days prior to November 3, 2026. The Gas Aggregation Program shall not take effect unless approved by a majority of the electors voting upon this Ordinance and the Gas Aggregation Program provided for herein at the election held pursuant to this Section 2 and Section 4929.26 of the Ohio Revised Code.

SECTION 3.

Upon the approval of a majority of the electors voting at the election provided for in Section 2 of this Ordinance, this Council, individually or jointly with any other political subdivision, shall develop a plan of operation and governance for the Gas Aggregation Program. Before adopting such plan, this Council shall hold two public hearings on the plan. Before the first hearing, notice of the hearings shall be published once a week for two consecutive weeks in a newspaper of general circulation in the City of London. The notice shall summarize the plan and state the date, time, and location of each hearing. No plan adopted by this Council shall aggregate the natural gas of any natural gas customer within the City of London unless it in advance clearly discloses to the person owning, occupying, controlling, or using the natural gas that the person will be enrolled automatically in the Gas Aggregation Program and will remain so enrolled unless the person affirmatively elects by a stated procedure not to be so enrolled. The disclosure shall state prominently the rates, charges, and other terms and conditions of enrollment. The stated procedure shall allow any person enrolled in the Gas Aggregation Program the opportunity to opt out of the program every two years without paying a switching fee. Any such person that opts out of the Gas Aggregation Program pursuant to the stated procedure shall default to the natural gas company providing distribution service for the person's retail natural gas load until the person chooses an alternative supplier.

SECTION 4.

That this Ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City to take effect and be in full force immediately upon its passage.

SECTION 5. This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law, including Section 121.22 O.R.C.

PASSED:

ATTEST:

_____
Kris Miller
Clerk of Council

_____
Joshua Peters
President of Council

Submitted to Mayor:_____

APPROVED:

Date of Approval:_____

_____
Patrick Closser, Mayor

_____
Rickelle Davis, Law Director
Approved as to Form

I, Kris Miller, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.140-26 was posted on the City of London's website, www.londonohio.gov or in a newspaper of general circulation on the _____day of_____, 2026 and on the_____day of_____, 2026

_____
Clerk

#_____

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Tom Boyd			
Lisa Jackman			

RESOLUTION 141-26
Sponsored by: Greg Eades

A RESOLUTION INCREASING APPROPRIATIONS

WHEREAS, City Council would like to upgrade the current sound system that is used for their meetings; and

WHEREAS, the available funds must be appropriated prior to expenditure.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LONDON, STATE OF OHIO

SECTION I:

City Council hereby authorizes the City Auditor to make the following appropriation increase:

101.750.52505- misc-City Hall	$21,000.00

SECTION II:

That this ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

_____
Kris Miller
Clerk of Council

_____
Joshua Peters
President of Council

Submitted to Mayor:_____

APPROVED:

Date of Approval:_____

_____
Patrick Closser, Mayor

_____
Rickelle Davis, Law Director
Approved as to Form

I, Kris Miller, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.141-26 was posted on the City of London's website, www.londonohio.gov or in a newspaper of general circulation on the _____day of_____, 2026 and on the_____day of_____, 2026

_____
Clerk

#_____

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Tom Boyd			
Lisa Jackman			

RESOLUTION 145-26
Sponsored by: Lisa Jackman

A RESOLUTION REVISING JOB DESCRIPTIONS

WHEREAS, the City is in need of revising several job descriptions; and

WHEREAS, Council must approve these revisions.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LONDON, STATE OF OHIO

SECTION I:

The job description will be amended to read as follows: See Exhibit A.

SECTION II:

That this Resolution shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

_____
Kris Miller
Clerk of Council

_____
Joshua Peters
President of Council

Submitted to Mayor:_____

APPROVED:

Date of Approval:_____

_____
Patrick Closser, Mayor

_____
Rickelle Davis, Law Director
Approved as to Form

I, Kris Miller, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.145-26 was posted on the City of London's website, www.londonohio.gov or in a newspaper of general circulation on the _____day of_____, 2026 and on the_____day of_____, 2026

_____
Clerk

#_____

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Tom Boyd			
Lisa Jackman			

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Fire Safety Inspector
Class Number:		**Class Title:**	Fire Safety Inspector
Dept./Div.:	Fire Department	**Employment Status:**	Part-time
Reports to:	Fire Chief	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	04- Protective Service Workers
Civil Service Status:	Excluded		

JOB RESPONSIBILITIES:

Under direction of the Fire Chief, performs a variety of technical work related to fire inspection and prevention. Inspects buildings, facilities, and properties for fire hazards and compliance with applicable codes and regulations, and reviews pre-site plans for code compliance. Provides fire inspection and prevention education to businesses and the general public to promote fire safety and fire code compliance.

QUALIFICATIONS:

Completion of secondary education (high school diploma or GED equivalent); must possess a valid Ohio driver's license and must be able to qualify for and remain insurable under the City of London vehicle insurance and liability policies; must possess and maintain a valid State of Ohio fire safety inspector certification (FSI); must possess and maintain a valid Cardio-Pulmonary Resuscitation (CPR) certification and a valid State of Ohio Firefighter Level II certification; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Must successfully complete all medical, physical, agility, and/or psychological examinations administered by the City.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio EMT certification and a valid State of Ohio Firefighter Level II certification; Must possess and maintain valid certifications, Must have a working knowledge of National Incident Management System (NIMS), National Response Plan (NRP) and Incident Command System (ICS). Must possess a valid Ohio driver's license and maintain insurability under the City's vehicle insurance policy.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

(1) Performs inspections to ensure conformance with regulatory fire codes, standards, resolutions and/or other governing regulations (e.g., inspects property, new and existing buildings and special events for fire hazards, adequacy of fire protection systems, adequacy of fire exits, etc.); inspects occupancies that store, handle, and use hazardous materials to ensure compliance with local, state, and federal regulations; identifies violations of fire codes, standards, resolutions and/or other governing regulations and recommends corrections for defects; prepares and issues occupancy activity reports (OARs) for violations of City fire codes and/or ordinances; performs follow-up inspections to ensure that corrective action has been taken; documents inspections, including violations, and all records including inspection reports and correspondence with affected parties on compliance efforts; maintains review and inspection records and databases and presents oral and written reports as required; reviews pre-site plans and specifications for building and related fire/safety and fire suppression systems for compliance with applicable codes and regulations; etc.).

EXHIBIT
145-26

Employee Name:		**Position Title:**	Fire Safety Inspector
Class Number:		**Class Title:**	Fire Safety Inspector
Dept./Div.:	Fire Department	**Employment Status:**	Part-time
Reports to:	Fire Chief	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	04- Protective Service Workers
Civil Service Status:	Excluded		

(2) Conducts fire exit drills to monitor and evaluate evacuation procedures; assists in the development of, or reviews fire exit plans.
(3) Assists with public relations and public education programs to promote fire safety in the City. Performs fire prevention education activities; speaks before various groups, schools, industries, and organizations to educate public in fire prevention standards and practices.
(4) Responds to inquiries from architects, engineers, contractors and the public on fire codes, inspections, inspection schedules, and compliance.
(5) Investigates fires for origin and cause, and assists the Police Department with criminal investigation of fires; prepares evidence in support of legal actions taken by the City, including history, facts, photos, and other related information; appears in court as necessary; testifies at hearings and in court proceedings as required.
(6). Provides technical interpretation of the fire code and technical assistance to Fire operations; prepares and delivers fire code and related instructions to Fire Department personnel, as needed.
(7) Responds to fires, hazardous materials, natural and other manmade emergencies to assist with mitigation of the incident and hazards (when requested).
(8) Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
(9) Maintains required licensures and certifications.
(10) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
(11) Demonstrates regular and predictable attendance under direction of the Fire Chief.

OTHER DUTIES AND RESPONSIBILITIES:

(12) Performs other duties as required or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: department goals and objectives;* department policies and procedures;* City policies and procedures;* public safety radio dispatching procedures; two-way radio operations; department goals and objectives;* department policies and procedures;* workplace safety; emergency medical care procedures; first aid practices; cardiopulmonary resuscitation; medical technology; structural design principles; fire/building code; fire suppression and prevention techniques; fire/emergency rescue techniques; fire inspection procedures and techniques; fire investigation and arson detection techniques; fire prevention laws, codes, rules, and regulations; tools and equipment utilized in firefighting operations; applicable OSHA rules and regulations;

Employee Name:		**Position Title:**	Fire Safety Inspector
Class Number:		**Class Title:**	Fire Safety Inspector
Dept./Div.:	Fire Department	**Employment Status:**	Part-time
Reports to:	Fire Chief	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	04- Protective Service Workers
Civil Service Status:	Excluded		

public relations; education techniques; records management; office practices and procedures; English grammar and spelling; geographic layout of jurisdiction.*

Skill in: operating a motor vehicle; computer operation; use of modern office equipment.

Ability to: carry out simple instructions; carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; prepare routine correspondence; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; recognize safety warnings; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; read blueprints; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; demonstrate physical endurance; demonstrate physical agility; lift fire related equipment; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; lift, position, and move individuals according to established procedures; operate fire equipment; maintain physical fitness necessary to perform essential functions.

EQUIPMENT USED: **The following are examples only and are not intended to be all inclusive.**

Fire trucks, aerial and ground ladders, pumps, generators, axes, ropes, bolt cutters, power tools, miscellaneous hand tools, breathing packs, SCBA, foam generating equipment, emergency medical equipment, computer, and standard office equipment, fire inspection and fire investigation tools and equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in an area in which means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from extremely noisy conditions above 85db; exposed to possible injury from radiation, hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from explosions and/or falling from high places; uses or works in proximity to the use of firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot cold, wet, humid, or

Employee Name:		**Position Title:**	Fire Safety Inspector
Class Number:		**Class Title:**	Fire Safety Inspector
Dept./Div.:	Fire Department	**Employment Status:**	Part-time
Reports to:	Fire Chief	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	04- Protective Service Workers
Civil Service Status:	Excluded		

windy weather conditions; has exposure to extreme non-weather related heat or cold; works second or third shift; works rotating shift; has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

May be required to work nights and weekends.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Street Supt. / City Engineer
Class Number:		**Class Title:**	Street Supt. / City Engineer
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials / Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED) required; completion of post-secondary education or equivalent (technical school or college education) preferred; additional education, training, and/or work experience which evidences a thorough knowledge of street construction, maintenance, and repair; must have experience in field construction; or any combination of education, training and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must ~~possess~~ be able to obtain and maintain a valid Class B CDL from the State of Ohio, Class A preferred; must ~~possess~~ be able to obtain a Herbicide Applicator's License from the Ohio Department of Agriculture. If an applicant for the job does not possess a CDL or Herbicide Applicator's License, the City may offer a reasonable time to obtain the applicable license.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Computer, copier, fax, telephone, scanner, standard modern/business office equipment, two-way radio, motor vehicle, hand and/or power tools, backhoe, tandem truck, snow plow, dump truck, tractor mower, salt spreader; chain saw, skid loader, front end loader, maintenance equipment and tools, light and heavy motorized equipment; shoring equipment, asphalt paver, generators, street sweeper, air compressor.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury as a result of falling from high places; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., chipper, tractors, loaders, dump trucks, street sweepers, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

Employee Name:		**Position Title:**	Street Supt. / City Engineer
Class Number:		**Class Title:**	Street Supt. / City Engineer
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials / Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Supervises the day to day operations of crews and staff including highway and street maintenance and repairs, storm drainage construction, traffic signal construction, maintenance, and repair, and traffic control device installation, maintenance, and repair; schedules and coordinates projects; sets up work zones; ensures crews have the required materials and equipment and ensures required record logs are maintained; inspects new construction layout; reviews all plans for subdivisions/commercial development and makes recommendations to planning commission; inspects all new street infrastructure as it is being built; designs all small projects for city.

(2) Manages and supervises all department personnel (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; recommends and adjusts pay assignments; evaluates performance; receives and adjusts grievances or employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes; participates in personnel or labor relations activities; has access to other employees' personnel files; has access to financial data used in monitoring department revenue/income, etc.).

(3) Performs inspections of Public Works and contracted projects to ensure compliance with regulations and established standards; reviews and inspects work product of employees assuring compliance with accepted standards and codes; supervises the Department's preventative maintenance programs; responds to accidents involving fuel spills, traffic control or other emergencies or unusual situations inside and outside of the normally assigned work period.

(4) Prepares the Department's budget; makes recommendations on staffing levels, capital equipment purchases and projects; purchases materials and tracks expenses; maintains adequate inventories and evaluates new materials and products; prepares purchase orders for the department; reconciles statements and vouchers for payment; resolves issues with the public, contractors, and developers; investigates and responds to concerns and complaints; presents solutions.

(5) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.

(6) Maintains required licensure and certifications, if any.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

Employee Name:		**Position Title:**	Street Supt. / City Engineer
Class Number:		**Class Title:**	Street Supt. / City Engineer
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials / Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: inventory control; purchasing; payroll practices and procedures; two-way radio operations; City goals and objectives;* City policies and procedures;* office practices and procedures; electrical principles; utility construction, maintenance, and repair; general construction, maintenance, and repair; mechanical maintenance; heavy and medium duty equipment maintenance and repair; snow and ice removal; employee training and development; workplace safety; supervisory principles and practices; English Grammar and spelling; construction methods in carpentry, plumbing, and street; zoning, development standards, building codes; subdivision regulations and building regulations; administrative methods and functions in order to successfully direct all operations of the Street Department; traffic control devices, current design regulations, and design criteria.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; use of bench and/or hand tools; use of mechanics' tools and equipment; snowplow operation; decision making and communication.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; quickly and thoroughly solve complex problems and issues; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; prepare accurate documentation; complete routine forms; prepare routine correspondence; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; communicate directly with the public and government officials; train or instruct others; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite; lift 150 lbs. unassisted; perform heavy manual labor for extended periods of time in often adverse conditions.

Employee Name:		**Position Title:**	Street Supt. / City Engineer
Class Number:		**Class Title:**	Street Supt. / City Engineer
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials / Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

POSITIONS DIRECTLY SUPERVISED:
Street Foreman; Street Maintenance Worker II; Street Maintenance Worker I; Laborer (Part-time).

RESIDENCY REQUIREMENT:
Must maintain a bona fide residence within Madison County or any adjacent county as a condition of continued employment. New hires must establish residency within six (6) months of the date of hire.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)

4**CITY OF LONDON**

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:	**Position Title:**	Assistant Street Superintendent	
Class Number:	**Class Title:**	Assistant Street Superintendent	
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Superintendent	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01-Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED) required; completion of post-secondary education or equivalent (technical school or college education) preferred; additional education, training, and/or work experience which evidences a thorough knowledge of street construction, maintenance, and repair; must have experience in field construction; or any combination of education, training and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must ~~possess~~ be able to obtain and maintain a valid Class B CDL from the State of Ohio, Class A preferred; must ~~possess~~ be able to obtain a Herbicide Applicator's License from the Ohio Department of Agriculture. If an applicant for the job does not possess a CDL or Herbicide Applicator's License, the City may offer a reasonable time to obtain the applicable license.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Computer, copier, fax, telephone, scanner, standard modern/business office equipment, two-way radio, motor vehicle, hand and/or power tools, backhoe, tandem truck, snow plow, dump truck, tractor mower, salt spreader; chain saw, skid loader, front end loader, maintenance equipment and tools, light and heavy motorized equipment; shoring equipment, asphalt paver, generators, street sweeper, air compressor, mini excavator, excavator.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury as a result of falling from high places; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., chipper, tractors, loaders, dump trucks, street sweepers, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions.

4CITY OF LONDON
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:	**Position Title:**	Assistant Street Superintendent	
Class Number:	**Class Title:**	Assistant Street Superintendent	
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Superintendent	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01-Officials/Administrators
Civil Service Status:	Unclassified R.C. 124.11 (A)(3)(c)		

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance:

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of42 use 12101:

(1) Assisting the supervising of the day to day operations of crews and staff including highway and street maintenance and repairs, storm drainage construction, traffic signal construction, maintenance, and repair, and traffic control device installation, maintenance, and repair; schedules and coordinates projects; sets up work zones; ensures crews have the required materials and equipment and ensures required record logs are maintained; inspects new construction layout; reviews all plans for subdivisions/commercial development and makes recommendations to planning commission; inspects all new street infrastructure as it is being built; designs all small projects for city.

(2) Manages and supervises all department personnel (e.g., assigns tasks; recommends discipline; recommends pay assignments; evaluates performance; receives employee complaints; attends or participates in meetings in which policy questions are reviewed or discussed; recommend policy; recommends policy changes; participates in personnel or labor relations activities; has access to other employees' personnel files; ~~has~~ may have access to financial data used in monitoring department revenue/income, etc.).

(3) Performs inspections of Public Works and contracted projects to ensure compliance with regulations and established standards; reviews and inspects work product of employees assuring compliance with accepted standards and codes; supervises the Department's preventative maintenance programs; responds to accidents involving fuel spills, traffic control or other emergencies or unusual situations inside and outside of the normally assigned work period.

(4) Participates in the Department's budget process; makes recommendations on staffing levels, capital equipment purchases and projects; purchases materials and tracks expenses; maintains adequate inventories and evaluates new materials and products; prepares purchase orders for the

4CITY OF LONDON
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:	**Position Title:**	Assistant Street Superintendent	
Class Number:	**Class Title:**	Assistant Street Superintendent	
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Superintendent	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01-Officials/Administrators
Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)			

department; reconciles statements and vouchers for payment; resolves issues with the public, contractors, and developers; investigates and responds to concerns and complaints; presents solutions.

(5) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.

(6) Maintains required licensure and certifications, if any.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: inventory control; purchasing; payroll practices and procedures; two-way radio operations; City goals and objectives;* City policies and procedures;* office practices and procedures; electrical principles; utility construction, maintenance, and repair; general construction, maintenance, and repair; mechanical maintenance; heavy and medium duty equipment maintenance and repair; snow and ice removal; employee training and development; workplace safety; supervisory principles and practices; English Grammar and spelling; construction methods in carpentry, plumbing, and street; zoning, development standards, building codes; subdivision regulations and building regulations; administrative methods and functions in order to successfully direct all operations of the Street Department; traffic control devices, current design regulations, and design criteria.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; use of bench and/or hand tools; use of mechanics' tools and equipment; snowplow operation; decision making and communication.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; interpret

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An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:		**Position Title:**	Assistant Street Superintendent
Class Number:		**Class Title:**	Assistant Street Superintendent
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Superintendent	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01-Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; quickly and thoroughly solve complex problems and issues; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; prepare accurate documentation; complete routine forms; prepare routine correspondence; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; communicate directly with the public and government officials; train or instruct others; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite; lift 150 lbs. unassisted; perform heavy manual labor for extended periods of time in often adverse conditions.

POSITIONS DIRECTLY SUPERVISED:
Street Foreman; Street Maintenance Worker II; Street Maintenance Worker I; Laborer (Part-time).

RESIDENCY REQUIREMENT:
Must maintain a bona fide residence within Madison County or any adjacent county as a condition of continued employment. New hires must establish residency within six (6) months of the date of hire.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Street Foreman
Class Number:		**Class Title:**	Street Foreman
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Superintendent	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	08 – Service / Maintenance
Civil Service Status: BU (AFSCME)			

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); additional education, training, and/or work experience which evidences a thorough knowledge of street construction, maintenance, and repair; must have experience in field construction; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must ~~possess~~ be able to obtain and maintain a valid Class B CDL from the State of Ohio, Class A preferred; must ~~possess~~ be able to obtain a Herbicide Applicator's License from the Ohio Department of Agriculture. If an applicant for the job does not possess a CDL or Herbicide Applicator's License, the City may offer a reasonable time to obtain the applicable license.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Standard modern/business office equipment, computer equipment, two-way radio, motor vehicle, hand and/or power tools, backhoe, tandem truck, snow plow, bucket truck, dump truck, tractor mower, salt spreader, roller, chain saw, skid loader, front end loader, shoring equipment, asphalt paver, grader, generators, street sweeper, air compressor, maintenance equipment and tools, light and heavy motorized equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, packer, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., power take off (PTO), truck engine, packer, tires, etc.); is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions (e.g., collector is on the back of a truck around other public drivers; etc.); has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

Employee Name:		**Position Title:**	Street Foreman
Class Number:		**Class Title:**	Street Foreman
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Superintendent	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	08 – Service / Maintenance
Civil Service Status: BU (AFSCME)			

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Serves as the lead worker; supervises crew members; instructs and trains crew members on maintenance procedures and safety practices; prepares and maintains records (e.g., daily maintenance management system forms, material records, equipment usage, truck mileage, man hours, etc.).

(2) Supervises the day to day operations of crews and staff (e.g., highway and street maintenance and repairs; street facilities maintenance and repair; storm drainage construction; guardrail repair; traffic control device installation, maintenance, and repair; weed mowing and litter removal; etc.); schedules and coordinates projects; sets up work zones; ensures crews have the required materials and equipment; procures equipment and materials needed for department operations; ensures required record logs are maintained; participates and supervises in snow and ice removal; supervises community service workers.

(3) Investigates complaints from the general public; conducts equipment safety inspections; reviews all plans for subdivisions/commercial development; makes recommendations to planning commission; inspects street infrastructure; inspects new construction layout.

(4) Maintains required licensure and certifications, if any.

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance; may be required to report to work outside normal working hours.

OTHER DUTIES AND RESPONSIBILITIES:

(7) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Street Foreman
Class Number:		**Class Title:**	Street Foreman
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Superintendent	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	08 – Service / Maintenance
Civil Service Status: BU (AFSCME)			

Knowledge of: two-way radio operations; City goals and objectives;* City policies and procedures;* electrical principles; utility construction; general construction; maintenance and repair; mechanical maintenance; heavy and medium duty equipment maintenance and repair; snow and ice removal; workplace safety; zoning development standards; building codes; subdivision regulations; street maintenance; building regulations; construction methods in carpentry; plumbing; storm sewers; employee training and development; workplace safety; supervisory principles and practices; English Grammar and spelling; mathematics; traffic control devices; customer service; public relations; transportation; geographic layout of jurisdiction*; safety practices and procedures; department policies and procedures*; proper lifting techniques; administrative methods and functions to direct operations.

Skill in: minor vehicle and equipment maintenance; watching gauges, dials, or other indicators to make sure a machine is working properly; use or operation of cellular phone; computer operation; use or operation of computer software (e.g., Microsoft Outlook; etc.); talking to others to convey information effectively; motivating, developing, and directing people.

Ability to: work independently and without supervision; interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; communicate effectively; operate cellular phone ; communicate directly with the public and government officials; develop and maintain effective working relationships; resolve complaints; quickly and thoroughly solve complex problems; travel to and gain access to worksite; recognize safety warnings; perform heavy manual labor for extended periods of time in often adverse conditions; handle hazardous materials; deal with high traffic areas; lift 100 lbs. unassisted.

POSITIONS DIRECTLY SUPERVISED:
Street Maintenance Worker II; Street Maintenance Worker I; Street Worker (Part-time).

RESIDENCY REQUIREMENT:
Must maintain a bona fide residence within Madison County or any adjacent county as a condition of continued employment. New hires must establish residency within six (6) months of the date of hire.

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Street Foreman
Class Number:		**Class Title:**	Street Foreman
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Superintendent	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	08 – Service / Maintenance
Civil Service Status: BU (AFSCME)			

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Street Maintenance Worker I
Class Number:		**Class Title:**	Street Maintenance Worker I
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Maintenance Foreman Street Superintendent	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	08 – Service / Maintenance
Civil Service Status: BU (AFSCME)			

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); additional education, training, and/or work experience which evidences a thorough knowledge of street construction, maintenance, and repair; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must ~~possess~~ be able to obtain and maintain a valid Class B CDL from the State of Ohio, Class A preferred; must ~~possess~~ be able to obtain a Herbicide Applicator's License from the Ohio Department of Agriculture. If an applicant for the job does not possess a CDL or Herbicide Applicator's License, the City may offer a reasonable time to obtain the applicable license.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Computer equipment, two-way radio, motor vehicle, hand and/or power tools, backhoe, tandem truck, snow plow, bucket truck, dump truck, tractor mower, salt spreader, roller, chain saw, skid loader, front end loader, shoring equipment, asphalt paver, grader, generators, street sweeper, air compressor, maintenance equipment and tools, light and heavy motorized equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, packer, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., power take off (PTO), truck engine, packer, tires, etc.); is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions (e.g., collector is on the back of a truck around other public drivers; etc.); has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Employee Name:		**Position Title:**	Street Maintenance Worker I
Class Number:		**Class Title:**	Street Maintenance Worker I
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Maintenance Foreman Street Superintendent	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	08 – Service / Maintenance
Civil Service Status: BU (AFSCME)			

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Operates a street paint machine or spray gun in painting line markings on pavement including street lines and crosswalks; installs guard rails, traffic markers, delineators, and reflectors; prepares, installs, and replaces, City sign posts and signs; fabricates new signs; cleans and maintains existing signs; trims trees in compliance with line of sight clearance for street signs; performs maintenance and repairs on traffic control devices.

(2) Repairs highway and street surfaces by cutting or removing loose materials, hand sweeping, and spraying tack coats; identifies and repairs pot holes; dumps, spreads, shovels, rakes, tamps, and rolls asphalt for street patching and resurfacing, crack sealing, thermoplastic overlays, and slurry seals; repairs or replaces cracked, raised, sunken or otherwise damaged sidewalks, curbs, gutters and guard rails.

(3) Performs concrete work including removal of old surface material as well as pouring, forming and finishing of concrete; conducts traffic control when working in high traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.

(4) Maintains City right-of-ways; sweeps and/or shovels or picks-up rubbish and debris from City streets, gutters, and sidewalks; cleans catch basins; ensures maintenance of drainage systems; performs leaf collections on City streets and mows grass, trim trees and weed eats sidewalks and right-of-ways; performs snow removal and ice control through salting.

(5) Washes, cleans, paints and performs preventive maintenance and repair on Street vehicles and equipment; supervises community service workers.

(6) Maintains required licensure and certifications, if any.

Employee Name:		**Position Title:**	Street Maintenance Worker I
Class Number:		**Class Title:**	Street Maintenance Worker I
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Maintenance Foreman Street Superintendent	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	08 – Service / Maintenance
Civil Service Status: BU (AFSCME)			

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance; may be required to report to work outside normal working hours.

OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: two-way radio operations; City goals and objectives;* City policies and procedures;* electrical principles; utility construction; highways; general construction; maintenance and repair; repair procedures; mechanical maintenance; heavy and medium duty equipment maintenance and repair; snow and ice removal; workplace safety; English Grammar and spelling; construction methods in carpentry; plumbing; storm sewers; street maintenance; zoning development standards; building codes; subdivision regulations and building regulations; traffic control devices.

Skill in: decision-making and communication; motor vehicle operation; use of bench and/or hand tools; use of maintenance equipment and tools; use of light and heavy motorized equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; communicate effectively; communicate directly with the public and government officials; develop and maintain effective working relationships; resolve complaints; quickly and thoroughly solve complex problems; travel to and gain access to worksite; perform heavy manual labor for extended periods of time in often adverse conditions; handle hazardous materials; deal with high traffic areas; lift 100 lbs. unassisted.

POSITIONS DIRECTLY SUPERVISED:
None.

RESIDENCY REQUIREMENT:
Must maintain a bona fide residence within Madison County or any adjacent county as a condition of continued employment. New hires must establish residency within six (6) months of the date of hire.

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Street Maintenance Worker I
Class Number:		**Class Title:**	Street Maintenance Worker I
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Maintenance Foreman Street Superintendent	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	08 – Service / Maintenance

Civil Service Status: BU (AFSCME)

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Street Maintenance Worker II
Class Number:		**Class Title:**	Street Maintenance Worker II
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Maintenance Foreman Street Superintendent	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	08 – Service / Maintenance
Civil Service Status: BU (AFSCME)			

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); additional education, training, and/or work experience which evidences a thorough knowledge of street construction, maintenance, and repair; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must ~~possess~~ be able to obtain and maintain a valid Class B CDL from the State of Ohio, Class A preferred; must ~~possess~~ be able to obtain a Herbicide Applicator's License from the Ohio Department of Agriculture. If an applicant for the job does not possess a CDL or Herbicide Applicator's License, the City may offer a reasonable time to obtain the applicable license.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Computer equipment, two-way radio, motor vehicle, hand and/or power tools, backhoe, tandem truck, snow plow, bucket truck, dump truck, tractor mower, salt spreader, roller, chain saw, skid loader, front end loader, shoring equipment, asphalt paver, grader, generators, street sweeper, air compressor, maintenance equipment and tools, light and heavy motorized equipment, including but not limited to zero turn mower and weed eater.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, packer, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., power take off (PTO), truck engine, packer, tires, etc.); is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions (e.g., collector is on the back of a truck around other public drivers; etc.); has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Employee Name:		**Position Title:**	Street Maintenance Worker II
Class Number:		**Class Title:**	Street Maintenance Worker II
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Maintenance Foreman Street Superintendent	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	08 – Service / Maintenance
Civil Service Status: BU (AFSCME)			

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Operates a street paint machine or spray gun in painting line markings on pavement including street lines and crosswalks; installs guard rails, traffic markers, delineators, and reflectors; prepares, installs, and replaces, City sign posts and signs; fabricates new signs; cleans and maintains existing signs; trims trees in compliance with line of sight clearance for street signs; performs maintenance and repairs on traffic control devices.

(2) Repairs highway and street surfaces by cutting or removing loose materials, hand sweeping, and spraying tack coats; identifies and repairs pot holes; dumps, spreads, shovels, rakes, tamps, and rolls asphalt for street patching and resurfacing, crack sealing, thermoplastic overlays, and slurry seals; repairs or replaces cracked, raised, sunken or otherwise damaged sidewalks, curbs, gutters and guard rails.

(3) Performs concrete work including removal of old surface material as well as pouring, forming and finishing of concrete; conducts traffic control when working in high traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.

(4) Maintains City rights-of-way; sweeps and/or shovels or picks-up rubbish and debris from City streets, gutters, and sidewalks; cleans catch basins; ensures maintenance of drainage systems; performs leaf collections on City streets and mows grass, trim trees and weed eats sidewalks and rights-of-way; performs snow removal and ice control through salting.

(5) Washes, cleans, paints and performs preventive maintenance and repair on Street vehicles and equipment; supervises community service workers.

(6) Maintains required licensure and certifications, if any.

Employee Name:		**Position Title:**	Street Maintenance Worker II
Class Number:		**Class Title:**	Street Maintenance Worker II
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Maintenance Foreman Street Superintendent	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	08 – Service / Maintenance
Civil Service Status: BU (AFSCME)			

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance; may be required to report to work outside normal working hours.

OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: two-way radio operations; City goals and objectives;* City policies and procedures;* electrical principles; utility construction; highways; general construction; maintenance and repair; repair procedures; mechanical maintenance; heavy and medium duty equipment maintenance and repair; snow and ice removal; workplace safety; English Grammar and spelling; construction methods in carpentry; plumbing; storm sewers; street maintenance; zoning development standards; building codes; subdivision regulations and building regulations; traffic control devices.

Skill in: decision-making and communication; motor vehicle operation; use of bench and/or hand tools; use of maintenance equipment and tools; use of light and heavy motorized equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; communicate effectively; communicate directly with the public and government officials; develop and maintain effective working relationships; resolve complaints; quickly and thoroughly solve complex problems; travel to and gain access to worksite; perform heavy manual labor for extended periods of time in often adverse conditions; handle hazardous materials; deal with high traffic areas; lift 100 lbs. unassisted.

POSITIONS DIRECTLY SUPERVISED:
None.

RESIDENCY REQUIREMENT:
Must maintain a bona fide residence within Madison County or any adjacent county as a condition of continued employment. New hires must establish residency within six (6) months of the date of hire.

Employee Name:		**Position Title:**	Street Maintenance Worker II
Class Number:		**Class Title:**	Street Maintenance Worker II
Dept./Div.:	Street	**Employment Status:**	Full-time
Reports to:	Street Maintenance Foreman Street Superintendent	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	08 – Service / Maintenance

Civil Service Status: BU (AFSCME)

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Parks & Recreation Director
Class Number:		**Class Title:**	Parks & Recreation Director
Dept./Div.:	Parks & Recreation	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

QUALIFICATIONS: An example of acceptable qualifications:
Completion of post-secondary education (Bachelor's degree or higher) in recreation, administration supervision and/or a related field required; or any equivalent combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must be certified as a Pool Operator.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; cell phone; park vehicle; lawnmower, tractor, weed eater, shovels, rake, hammer, wrenches, screwdrivers, hand saw; power saw, pool vacuums, pool pumps, pool filtration system, scoreboard and various other hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; works in an area in which the means of egress is or can be obstructed; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possibly injury as a result of working with moving mechanical parts of equipment or machines; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; exerts 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently; occasionally lifts objects 50 pounds or less; occasionally carries objects 50 pounds or less; occasionally pushes objects 50 pounds or less; occasionally pulls objects 50 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

Employee Name:		**Position Title:**	Parks & Recreation Director
Class Number:		**Class Title:**	Parks & Recreation Director
Dept./Div.:	Parks & Recreation	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Oversees the operation and maintenance of the City's parks, pool, and softball fields; handles reservations and repair activities; schedules use and reservation of all City recreational facilities and park amenities; oversees the operation of concession stand procedure; oversees the operation and maintenance of BMX track; monitors inventory and supplies; oversees the maintenance of all requisitions for merchandise, concessions, materials and supplies; prepares general correspondence and addresses public inquiries; recommends and executes board policy; monitors inventory of supplies, materials, and equipment; handles money and deposits submitted to the department and city pool; reviews and compares supplies, materials, and equipment for costs and quality; orders supplies and equipment to replenish stock.

(2) Creates and directs Parks and Recreation department programs; creates work schedule for department staff; manages projects under construction; prepares department budget; assigns all daily park goals and objectives (i.e. pavilion clean up, garbage collection and preparation and maintenance of playing fields); manages, plans, directs and oversees the day-to-day operations of the City's parks and recreation facilities and the activities of the Parks and Recreations employees; prepares payroll; maintains records and files; schedules vacation and approves sick leave; handles employee disputes; conducts employee performance evaluations and administers disciplinary action.

(3) Develops and executes fund-raising efforts; writes and administers grants; prepares financial analysis and reporting; administers safety processes, including pesticide related activities and playground inspections; plans and executes outdoor educational programs and material; develops methods for event requests, shelter house reservations, record keeping and social media; coordinates services and events and assists in the delivery of recreation and cultural programs by providing responsive maintenance of grounds and facilities; assists local civic and business groups in the preparation of special events held in the parks.

(4) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.

(5) Maintains required licensure and certifications, if any.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Employee Name:		**Position Title:**	Parks & Recreation Director
Class Number:		**Class Title:**	Parks & Recreation Director
Dept./Div.:	Parks & Recreation	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

(8) Performs other duties as assigned and directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: basic accounting; State Auditor lending procedures; various sport rules and equipment needed; field maintenance; Health Department rules and regulations; budgeting; City goals and objectives;* City policies and procedures;* City money policy and procedures;* park and recreation facilities, equipment, and supplies; grounds maintenance and repair; office practices and procedures; English Grammar and spelling; grounds keeping; employee training and development; supervisory principles and practices.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; use of bench and/or hand tools.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; prepare routine correspondence; prepare accurate documentation; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; work alone on most tasks; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite; perform heavy manual labor.

POSITIONS DIRECTLY SUPERVISED:
Head Park Maintenance; Park & Pool Maintenance; Parks & Recreation Clerk; Recreation Assistant; Pool Manager; Assistant Pool Manager; Lifeguard.

RESIDENCY REQUIREMENT:
Must maintain a bona fide residence within Madison County or any adjacent county as a condition of continued employment. New hires must establish residency within six (6) months of the date of hire.

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Parks & Recreation Director
Class Number:		**Class Title:**	Parks & Recreation Director
Dept./Div.:	Parks & Recreation	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Chief of Police
Class Number:		**Class Title:**	Chief of Police
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); completion of post-secondary education or equivalent (Associate's degree or higher) in criminology, police science and/or a related field preferred; minimum of ten (10) years of experience in a public law enforcement agency required; and/or a minimum six (6) years of supervisory experience; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests such as criminal record and background checks, and intelligence, physical, mental, and work-related tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must have completed basic peace officer training and be certified with the Ohio Peace Officer Training Academy (OPOTA); must have completed and maintained required certifications from a qualifying police command school.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; police car, police radio and radio system, radar gun, handgun, taser gun, side-handle baton, handcuffs, breathalyzer, pager, first aid equipment, peripheral equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

Employee Name:		**Position Title:**	Chief of Police
Class Number:		**Class Title:**	Chief of Police
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Serves as Chief Administrator of the Police Department; responsible for supervision of all staff (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, recommends discipline, evaluates performance, receives and adjusts grievances or employee complaints, approves and recommends the approval of leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, develops and implements policy, recommends policy changes, participates in personnel or labor relations activities, has access to other employees' personnel files, has access to financial data used in monitoring department budget, etc.).

(2) Plans for and directs the overall operation of the police department (e.g. personnel, budget development and administration, safety, training, equipment, facilities, services, public relations, policies, and procedures); prepares and submits department budget and other financial documents; conducts or orders internal investigations; administers jail; provides law enforcement leadership through monitoring the status of investigations, coordinating enforcement activities, analyzing statistics and patterns, and developing crime prevention strategies.

(3) Oversees physical operation of facilities; orders and dispatches additional equipment and materials; allocates equipment among work crews and/or locations; performs periodic inspections of facility and equipment; plans and recommends the improvement of facilities and/or equipment; plans and recommends training for department staff.

(4) Develops, implements, and administers department goals, objectives and mission; effectively communicates goals, objectives, and status to staff; provides for staff development and supervisory training programs.

(5) Prepares reports and answers correspondence for Safety Director/Mayor; attends public functions and gives presentations related to division; performs all other duties assigned by Safety Director and/or Mayor; serves as member of senior management team providing Safety Director/Mayor with input on policy issues affecting division and City generally; serves as primary liaison to other local, state, and federal agencies on matters of interest to division; responds to media inquiries and maintains effective working relationship with media; maintains cooperative working

relationships with community organizations, City departments; promotes division and policies through interaction citizens and community organizations.

(6) Establishes and maintains partnerships with external agencies (e.g., County, Sheriff's Office, etc.); develops and maintains media relations (e.g., local newspapers; TV Stations; local, state-wide, and nation-wide associations; etc.); attends community events; serves as liaison to the public; makes presentations to boards, commissions, civic groups, or the general public.

(7) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.

(8) Maintains required licensure and certifications, if any.

(9) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(10) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(11) Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: basic and infrastructure accounting; fiscal management; budgeting; public safety radio dispatching procedures; computers and computer programs (e.g., Microsoft Office, etc.); computer networks; two-way radio operations; City goals and objectives;* City policies and procedures;* criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; disaster management; surveillance techniques; security practices and procedures; uniform criminal recording codes; criminal justice; employee training and development; supervisory principles and practices; local geographical area; English Grammar and spelling.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; operation and care of firearms; use of restraint devices.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening

Employee Name:		**Position Title:**	Chief of Police
Class Number:		**Class Title:**	Chief of Police
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel to and gain access to worksite; subdue and/or restrain individuals; maintain fitness standards.

POSITIONS DIRECTLY SUPERVISED:

Police Captain; Police Sergeant; Police Officer; Dispatcher; Administrative Assistant (Police).

RESIDENCY REQUIREMENT:

Must maintain a bona fide residence within Madison County or any adjacent county as a condition of continued employment. New hires must establish residency within six (6) months of the date of hire.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Police Captain
Class Number:		**Class Title:**	Police Captain
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Chief of Police	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	02 – Professionals
Civil Service Status:	Classified		

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); completion of post-secondary education or equivalent (Associate's degree or higher) in criminology, police science and/or a related field required; minimum of eight (8) years of experience in a public law enforcement agency required; minimum five (5) years of experience at the rank of Sergeant or higher; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests such as criminal record and background checks, and intelligence, physical, mental, and work-related tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must have completed basic peace officer training and be certified with the Ohio Peace Officer Training Academy (OPOTA); must be able to qualify for and complete a qualifying police command school.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; police car, police radio and radio system, radar gun, handgun, taser gun, baton, handcuffs, breathalyzer, pager, first aid equipment, peripheral equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Employee Name:		**Position Title:**	Police Captain
Class Number:		**Class Title:**	Police Captain
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Chief of Police	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	02 – Professionals
Civil Service Status:	Classified		

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Plans, organizes, coordinates, and directs through appropriate police personnel, all city police functions including patrol, law enforcement, investigation, police communications, community and administrative services; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.

(2) Ensures that the department is adequately staffed at all times, including scheduling officers and duty crews for minimum department personnel responses to emergencies; approves payroll, time-off sheets, vacation requests.

(3) Works closely with the City officials, the City Council, Human Resources and Risk Management, other city departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve police service problems; confers with citizens and City officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies; directs and oversees planning and presentation of public involvement programs for neighborhoods, business, and other community groups.

(4) Represents the City and the Police Department and works closely with citizen groups, public and private officials, and outside agencies; and serves as liaison for other law enforcement agencies to provide technical assistance, and to ensure responsive, appropriate delivery of law enforcement services.

(5) Serves in the absence of the Chief of Police; directs the selection, supervision and work evaluation of department personnel; participates with Human Resources in various personnel matters, including investigating complaints, and in conducting internal investigations when appropriate, and provides corrective action as appropriate.

(6) Directs the preparation and administration of the annual budget for the department; coordinates the preparation of a wide variety of reports or presentations for city management or outside agencies; prepares a variety of written, statistical, and financial reports, and prepares and presents agenda items for City Council; directs the forecasting of additional funds needed to ensure adequate law enforcement services, programs, activities, and related tools, supplies and equipment; prepares and recommends long-range plans for city police service programs; develops specific proposals for action on current and future city needs.

(7) Provides for staff development and supervisory training programs.

(8) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.

(9) Maintains required licensure and certifications, if any.

(10) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(11) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(12) Performs other duties as assigned and directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: basic and infrastructure accounting; bookkeeping; budgeting; public safety radio dispatching procedures; computer networks; two-way radio operations; City goals and objectives;* City policies and procedures;* criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; disaster management; surveillance techniques; security practices and procedures; uniform criminal recording codes; criminal justice; employee training and development; supervisory principles and practices; local geographical area; English Grammar and spelling.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; operation and care of firearms; use of restraint devices.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct

Employee Name:		**Position Title:**	Police Captain
Class Number:		**Class Title:**	Police Captain
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Chief of Police	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	02 – Professionals
Civil Service Status:	Classified		

effective interviews; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel to and gain access to worksite; subdue and/or restrain individuals; maintain fitness standards.

POSITIONS DIRECTLY SUPERVISED:
Police Sergeant; Police Officer; Dispatcher.

RESIDENCY REQUIREMENT:
Must maintain a bona fide residence within Madison County or any adjacent county as a condition of continued employment. New hires must establish residency within six (6) months of the date of hire.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

_____ _____

(Signature of Appointing Authority) (Date)

_____ _____

(Signature of Employee) (Date)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Police Officer
Class Number:		**Class Title:**	Police Officer
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Shift Sergeant Chief of Police	**FLSA Status:**	Non-Exempt
Normal Hours:	Varies	**EEO Status:**	04 – Protective Service Workers
Civil Service Status:	BU (OPBA)		

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); completion of post-secondary education or equivalent preferred; previous law enforcement experience required, with investigative experience preferred, or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests such as criminal record history and background reviews, as well as medical, cognitive, physical, and work-related tests, including veracity and drug screening. Must be between the ages of 21 and 41 years old at time of original appointment.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must have completed basic peace officer training and be certified with the Ohio Peace Officer Training Commission. (OPOTC).

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; police car, police radio and radio system, radar gun, handgun, taser gun, baton, handcuffs, breathalyzer, ~~pager,~~ first aid equipment, peripheral equipment~~.~~,body worn camera, digital evidence systems, and less lethal weapons.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Police Officer
Class Number:		**Class Title:**	Police Officer
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Shift Sergeant Chief of Police	**FLSA Status:**	Non-Exempt
Normal Hours:	Varies	**EEO Status:**	04 – Protective Service Workers
Civil Service Status: BU (OPBA)			

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Provides for public safety by maintaining order and security; responds to emergencies; enforces motor vehicle and criminal laws; responds to traffic and roadside emergencies to provide assistance; investigates traffic accidents and other accidents to determine causes or if a crime has been committed; records facts to prepare reports that document incidents and activities; prepares investigation or incident reports; performs follow-up on cases and updates reports; collects and documents evidence; obtains witness statements; apprehends suspects; makes arrests; serves warrants; testifies before court and grand jury. Utilizes de-escalation techniques and crises intervention responses, and practices interagency cooperation and response.

(2) Patrols specific area on foot or motorized conveyance; responds promptly to calls for assistance; performs routine checks of business and commercial establishments; monitors, notes, reports, and investigates suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area; performs parking enforcement; performs security functions at special events.

(3) Cleans and performs preventive maintenance on police vehicle and equipment; provides emergency response assistance to London Fire Department when required; assumes Dispatcher's duties as needed.

(4) Performs community liaison activities; educates the public on crime prevention; performs Community Block Watch tasking as required.

(5) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.

(6) Maintains required licensure and certifications, if any.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

Employee Name:		**Position Title:**	Police Officer
Class Number:		**Class Title:**	Police Officer
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Shift Sergeant Chief of Police	**FLSA Status:**	Non-Exempt
Normal Hours:	Varies	**EEO Status:**	04 – Protective Service Workers
Civil Service Status: BU (OPBA)			

OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: public safety radio dispatching procedures; two-way radio operations; City goals and objectives;* City policies and procedures;* criminology; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; uniform criminal recording codes; criminal justice; local geographical area; English Grammar and spelling.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; operation and care of firearms; use of restraint devices~~.~~, and maintaining calm demeanor, working under stressful events.

Ability to: carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel to and gain access to worksite; subdue and/or restrain individuals; maintain fitness for duty; carry and use of firearm, including willingness to use deadly force. Maintain a professional appearance based on the expected daily activities.

POSITIONS DIRECTLY SUPERVISED:

~~Dispatcher.~~ May act as officer in charge when assigned or as senior officer on duty.

Employee Name:		**Position Title:**	Police Officer
Class Number:		**Class Title:**	Police Officer
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Shift Sergeant Chief of Police	**FLSA Status:**	Non-Exempt
Normal Hours:	Varies	**EEO Status:**	04 – Protective Service Workers
Civil Service Status: BU (OPBA)			

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

_____ _____

(Signature of Appointing Authority) (Date)

_____ _____

(Signature of Employee) (Date)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Detective
Class Number:		**Class Title:**	Police Officer
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Sergeant, Captain Chief of Police	**FLSA Status:**	Non-Exempt
Normal Hours:	Varies	**EEO Status:**	04 – Protective Service Workers
Civil Service Status:	BU (OPBA)		

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); completion of post-secondary education or equivalent preferred; previous law enforcement experience required, with investigative experience preferred, or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests such as criminal record history and background reviews, as well as medical, cognitive, physical, and work-related tests, including veracity and drug screening. This position is assigned by the Chief of Police or his designee.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must have completed basic peace officer training and be certified with the Ohio Peace Officer Training Commission. (OPOTC).

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Computer, software programs, copier, fax, telephone, scanner, and other standard modern/business office equipment; police car, police radio and radio system, handgun, taser gun, baton, handcuffs, breathalyzer, first aid equipment, peripheral equipment, surveillance and camera equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Detective
Class Number:		**Class Title:**	Police Officer
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Sergeant, Captain Chief of Police	**FLSA Status:**	Non-Exempt
Normal Hours:	Varies	**EEO Status:**	04 – Protective Service Workers
Civil Service Status:	BU (OPBA)		

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

For purposes of 42 USC 12101:

(1) Conducts criminal investigations involving felony and misdemeanor offenses; interviews victims, witnesses, complainants, and suspects; gathers facts and evidence; prepares investigative reports; follows up on leads and case information; prepares and executes search warrants; makes arrests; testifies in court and before grand jury proceedings.

(2) Collects, preserves, processes, and documents evidence in accordance with departmental procedures and applicable laws; photographs crime scenes; coordinates with crime laboratories and outside agencies; maintains chain of custody procedures.

(3) Conducts surveillance operations and covert investigations; analyzes intelligence and criminal activity patterns; utilizes investigative databases and technology systems to support investigations.

(4) Assists patrol officers with complex investigations, major incidents, and crime scene management; responds to major crime scenes and critical incidents when required.

(5) Maintains confidential case files and records; prepares detailed reports and documentation; ensures reports are accurate, complete, and submitted in a timely manner.

(6) Establishes and maintains working relationships with prosecutors, courts, outside law enforcement agencies, and community organizations; participates in multi-agency investigations and task forces as assigned.

(7) Performs community liaison activities and crime prevention education; communicates with the public regarding investigative matters as appropriate.

(8) Attends meetings, training programs, and seminars as directed; maintains current knowledge of investigative techniques, criminal law, and departmental procedures.

(9) Maintains required licensure and certifications, as well as a patrol officer uniform and equipment for use as the position may be required to supplement uniform staffing.

Employee Name:		**Position Title:**	Detective
Class Number:		**Class Title:**	Police Officer
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Sergeant, Captain Chief of Police	**FLSA Status:**	Non-Exempt
Normal Hours:	Varies	**EEO Status:**	04 – Protective Service Workers
Civil Service Status:	BU (OPBA)		

(10) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(11) Demonstrates regular and predictable attendance, with an average travel time from his/her permanent residence to the City of London of no more than 40 minutes.

OTHER DUTIES AND RESPONSIBILITIES:

(13) Performs other duties as assigned or directed in order to fulfill the division's mission/vision.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: public safety radio dispatching procedures; two-way radio operations; City goals and objectives; City policies and procedures; * criminology; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; uniform criminal recording codes; criminal justice; local geographical area; English Grammar and spelling.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs motor vehicle operation; operation and care of firearms; use of restraint devices and maintaining calm demeanor, working under stressful events. Surveillance operations, covert operations and development of confidential sources.

Ability to: carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel to and gain access to worksite; subdue and/or restrain individuals; maintain fitness for duty; carry and use of firearm, including willingness to use deadly force. Maintain a professional appearance based on the expected daily activities.

POSITIONS DIRECTLY SUPERVISED: none

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Detective
Class Number:		**Class Title:**	Police Officer
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Sergeant, Captain Chief of Police	**FLSA Status:**	Non-Exempt
Normal Hours:	Varies	**EEO Status:**	04 – Protective Service Workers
Civil Service Status: BU (OPBA)			

RESIDENCY REQUIREMENT:

Must maintain a bona fide residence within Madison County or any adjacent county as a condition of continued employment. New hires must establish residency within six (6) months of the date of hire.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

_____ _____

(Signature of Appointing Authority) (Date)

_____ _____

(Signature of Employee) (Date)

Date Adopted:
Date Revised: 05272026

Developed by:
Clemans, Nelson & Associates, Inc.
Columbus, Ohio 43219

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:** ~~Police Officer~~ Canine Handler	
Class Number:		**Class Title:**	Police Officer
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Sergeant, Captain Chief of Police	**FLSA Status:**	Non-Exempt
Normal Hours:	Varies	**EEO Status:**	04 – Protective Service Workers
Civil Service Status:	BU (OPBA)		

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); completion of post-secondary education or equivalent preferred; previous law enforcement experience required, or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests such as criminal record history and background reviews, as well as medical, cognitive, physical, and work-related tests, including veracity and drug screening. Must be able to complete state canine officer patrol and narcotic certification. This position is assigned by the Chief of Police or his designee.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must have completed basic peace officer training and be certified with the Ohio Peace Officer Training Commission. (OPOTC). Must be a non-probationary sworn officer. Required to maintain compliance with DEA narcotics handling regulations.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Computer, copier, fax, telephone, scanner, police vehicle, specially equipped K-9 vehicle, police radio and radio systems, radar gun, handgun, taser, baton, handcuffs, breathalyzer, body worn camera, digital evidence systems, less lethal weapons, first aid equipment, animal care equipment, canine training equipment, tracking equipment, and other standard police and office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee works in potentially dangerous and stressful law enforcement environments including exposure to violent or emotionally disturbed persons, hazardous driving conditions, life-threatening situations, bloodborne pathogens, infectious diseases, hazardous chemicals, adverse weather conditions, loud noise, crowds, and potentially vicious animals. Employee must be capable of handling, controlling, transporting, training, and caring for a police canine in varied conditions and environments. Duties may require running, climbing, lifting, carrying, crawling, apprehending suspects, and extended periods of standing or walking. In accordance with U.S. Department of Labor physical demands strength ratings, this is considered medium to heavy work. In emergency situations, the employee may be required to exceed normal physical demands.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

Employee Name:		**Position Title:** ~~Police Officer~~ Canine Handler	
Class Number:		**Class Title:**	Police Officer
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Sergeant, Captain Chief of Police	**FLSA Status:**	Non-Exempt
Normal Hours:	Varies	**EEO Status:**	04 – Protective Service Workers
Civil Service Status: BU (OPBA)			

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

For purposes of 42 USC 12101:

(1) Provides public safety services through patrol operations and specialized K-9 deployment including narcotics detection, tracking, article searches, building searches, suspect apprehension, officer protection, evidence recovery, and other specialized assignments.

(2) Patrols designated areas by motorized vehicle or on foot; responds to calls for assistance and emergencies; enforces federal, state, and local laws and ordinances; investigates suspicious activities, criminal offenses, traffic accidents, and other incidents.

(3) Utilizes assigned police canine in criminal investigations, suspect searches, tracking operations, drug detection activities, area searches, and public safety operations.

(4) Maintains complete responsibility for the care, feeding, grooming, training, health, and overall condition of assigned police canine, including maintaining kennel facilities, veterinary appointments, and training records.

(5) Conducts ongoing K-9 training exercises to maintain operational readiness and required certifications for both handler and canine.

(6) Prepares reports documenting incidents, arrests, K-9 deployments, training activities, evidence collection, and other law enforcement activities.

(7) Collects, preserves, and documents evidence; apprehends suspects; makes arrests; serves warrants; testifies in court proceedings and administrative hearings.

(8) Assists other law enforcement agencies with K-9 operations and emergency response activities when requested.

Employee Name:		**Position Title:** ~~Police Officer~~ Canine Handler	
Class Number:		**Class Title:**	Police Officer
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Sergeant, Captain Chief of Police	**FLSA Status:**	Non-Exempt
Normal Hours:	Varies	**EEO Status:**	04 – Protective Service Workers
Civil Service Status: BU (OPBA)			

(9) Performs community outreach and public education demonstrations involving police K-9 functions and crime prevention activities.

(10) Cleans, inspects, and performs preventive maintenance on assigned vehicles, K-9 equipment, and department-issued equipment.

(11) Attends meetings, training sessions, certifications, seminars, and continuing education programs as required.

(12) Maintains required licensure, certifications, and qualifications.

(13) Meets all job safety requirements and all applicable OSHA safety standards pertaining to essential functions.

(14) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(15) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: public safety radio dispatching procedures; two-way radio operations; City goals and objectives; City policies and procedures; * criminology; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; uniform criminal recording codes; criminal justice; local geographical area; English Grammar and spelling.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs; operation and care of firearms; use of restraint devices and maintaining calm demeanor, working under stressful events. Operation of police vehicles and K-9 equipped vehicles and k-9 equipment.

Ability to: carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules,

Employee Name:		**Position Title:** ~~Police Officer~~ Canine Handler	
Class Number:		**Class Title:**	Police Officer
Dept./Div.:	Division of Police	**Employment Status:**	Full-time
Reports to:	Sergeant, Captain Chief of Police	**FLSA Status:**	Non-Exempt
Normal Hours:	Varies	**EEO Status:**	04 – Protective Service Workers
Civil Service Status: BU (OPBA)			

or regulations to specific situations; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel to and gain access to worksite; subdue and/or restrain individuals; maintain fitness for duty; carry and use of firearm, including willingness to use deadly force. Maintain a professional appearance based on the expected daily activities. work irregular hours and with emergency call-outs; safely and effectively deploy a police canine in high-risk situations.

POSITIONS DIRECTLY SUPERVISED: NONE – May act as senior officer on duty when assigned.

RESIDENCY REQUIREMENT:
Must maintain a bona fide residence within Madison County or any adjacent county as a condition of continued employment. New hires must establish residency within six (6) months of the date of hire.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

_____ _____

(Signature of Appointing Authority) (Date)

_____ _____

(Signature of Employee) (Date)

CITY OF LONDON
~~DIV. OF FIRE/EMS~~

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name: **Position Title:** ~~Firefighter~~Firefighter/Paramedic Full-time

Class Number: **Class Title:** ~~Firefighter~~Firefighter/Paramedic Full-time

Dept./Div.: Division of Fire
Reports to: Fire Lieutenant
Fire Chief
Normal Hours:
Civil Service Status: BU (IAFF)

Employment Status: Full-time
FLSA Status: Non-exempt
EEO Status: 04 – Protective Service Workers

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position. Must be between age 18 and prior to age 41 at the time of original appointment.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must possess and maintain valid Firefighter Level I and II Certifications; certification by State of Ohio as a Paramedic; must be trained on Incident Management Systems (IMS) safety procedures; must be certified as a Fire Safety Inspector; must have completed and Hazardous Material Operations training.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.
Fire suppression, rescue, and other emergency services tools and equipment such as fire engines, four-wheel drive patrols, fire trucks, aerial ladder trucks, ambulances and EMS equipment utility vehicles, boats, hoses, nozzles, ladders, pick-axes, chain saws, crowbars, hydraulic rescue tools, sledgehammers, firefighting tools; computer, copier, fax, telephone, scanner, two-way radios, and other standard modern/business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db; chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

POSITION DESCRIPTION

Employee Name:		**Position Title:**	~~Firefighter~~Firefighter/Paramedic Full-time
Class Number:		**Class Title:**	~~Firefighter~~Firefighter/Paramedic Full-time
Dept./Div.:	Division of Fire	**Employment Status:**	Full-time
Reports to:	Fire Lieutenant Fire Chief	**FLSA Status:**	Non-exempt
Normal Hours:		**EEO Status:**	04 – Protective Service Workers
Civil Service Status:	BU (IAFF)		

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Participates in various life support, medical care and advanced emergency medical treatment functions as a Paramedic. The paramedic makes primary decisions regarding patient treatment and dictates course of care. Acts as the team leader.

(2) Responds to fire alarms and assists with controlling and extinguishing of fires (e.g., operates trucks, aerial ladders, pumps, generators and other related equipment; utilizes gas and electric powered tools, hydraulic and pneumatic tools, ropes, and various other hand tools to assist in firefighting operations); responds to emergencies and provides advanced life support assistance; performs salvage operations such as throwing salvage covers, sweeping water and removing debris; performs fire safety inspections of all public buildings; performs supervisory functions if acting as the Shift Commander; assigns responsibilities to other full-time and part-time firefighters.

(3) Participates in the cleaning and minor maintenance of quarters, fire station, grounds, equipment, and apparatus; inspects (e.g., as needed and after returning from a fire) apparatus and equipment to determine need for maintenance and repair work; notifies superior officer of any defects; maintains records of inspections and maintenance performed on equipment and vehicles.

(4) Participates in training activities and instruction sessions; establishes training session goals; performs set-up of training grounds for training instruction; enters inspection, training, and fire and emergency medical service calls into the records management systems; performs various public information or educational tasks; gives fire safety lectures to the public.

(5) Responds to non-emergency requests for child safety seat installations, open burning complaints, lockouts, fire prevention demonstrations, and related public safety requests; responds to emergency calls for specialized service such as hazardous materials, confined space rescue, extrication and technical rescues that include high angle, below grade, swift water, trench, and collapse rescues; handles social

Employee Name: **Position Title:** ~~Firefighter~~Firefighter/Paramedic Full-time
Class Number: **Class Title:** ~~Firefighter~~Firefighter/Paramedic Full-time
Dept./Div.: Division of Fire **Employment Status:** Full-time
Reports to: Fire Lieutenant, Fire Chief **FLSA Status:** Non-exempt
Normal Hours: **EEO Status:** 04 – Protective Service Workers
Civil Service Status: BU (IAFF)

service related areas of emergency response by assisting victims and relatives of victims of traumatic events.

(6) Maintains required licensure and certifications, if any.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(7) Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: Paramedic skills/knowledge at present certification level; paramedic treatment techniques and equipment; fire suppression and fire prevention techniques and equipment; safety practices and procedures; geographical layout of municipality*; public relations; routine equipment and building maintenance procedures, materials, and equipment department goals and objectives;* department policies and procedures;* City policies and procedures;* public safety radio dispatching procedures; two-way radio operations; disaster management; fire suppression and prevention techniques; fire/emergency rescue techniques; fire investigation and arson detection techniques; fire prevention laws, codes, rules and regulations; tools and equipment utilized in firefighting operations; applicable OSHA rules and regulations; geographic layout of jurisdiction, including streets, buildings, water supply, unusual hazards, and related items;* first aid; emergency medical care procedures; government structure; safety practices and procedures; records preparation and management; office practices and procedures; Standard Operating Guidelines (SOG's); National Incident Management System (NIMS); National Response Plan (NRP); Incident Command System (ICS).

Skill in: operating a motor vehicle; computer operation; use of modern office equipment.

Ability to: deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; quickly and thoroughly solve complex problems; determine materials and equipment needs; calculate fractions, decimals, and percentages; prepare accurate documentation; communicate effectively; communicate directly with the public and government officials; understand a variety of written and verbal communications; maintain records according to established procedures; delegate authority; supervise

POSITION DESCRIPTION

Employee Name:		**Position Title:**	~~Firefighter~~Firefighter/Paramedic Full-time
Class Number:		**Class Title:**	~~Firefighter~~Firefighter/Paramedic Full-time
Dept./Div.:	Division of Fire	**Employment Status:**	Full-time
Reports to:	Fire Lieutenant Fire Chief	**FLSA Status:**	Non-exempt
Normal Hours:		**EEO Status:**	04 – Protective Service Workers
Civil Service Status: BU (IAFF)			

others; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; demonstrate physical endurance; demonstrate physical agility; lift fire or EMS related equipment; perform heavy manual labor for extended periods of time in often adverse conditions; lift, position, and move individuals according to established procedures; work under stressful conditions and maintain composure; operate fire equipment; handle hazardous materials; travel to and gain access to work site; maintain physical ability and fitness standards.

POSITIONS DIRECTLY SUPERVISED:

~~Part-time Firefighters, Part-time Firefighter/ Paramedic~~ None.

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Fire Safety Inspector
Class Number:		**Class Title:**	Fire Safety Inspector
Dept./Div.:	Fire Department	**Employment Status:**	Part-time
Reports to:	Fire Chief	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	04- Protective Service Workers
Civil Service Status:	Excluded		

JOB RESPONSIBILITIES:

Under direction of the Fire Chief, performs a variety of technical work related to fire inspection and prevention. Inspects buildings, facilities, and properties for fire hazards and compliance with applicable codes and regulations, and reviews pre-site plans for code compliance. Provides fire inspection and prevention education to businesses and the general public to promote fire safety and fire code compliance.

QUALIFICATIONS:

Completion of secondary education (high school diploma or GED equivalent); must possess a valid Ohio driver's license and must be able to qualify for and remain insurable under the City of London vehicle insurance and liability policies; must possess and maintain a valid State of Ohio fire safety inspector certification (FSI); must possess and maintain a valid Cardio-Pulmonary Resuscitation (CPR) certification and a valid State of Ohio Firefighter Level II certification; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Must successfully complete all medical, physical, agility, and/or psychological examinations administered by the City.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio EMT certification and a valid State of Ohio Firefighter Level II certification; Must possess and maintain valid certifications, Must have a working knowledge of National Incident Management System (NIMS), National Response Plan (NRP) and Incident Command System (ICS). Must possess a valid Ohio driver's license and maintain insurability under the City's vehicle insurance policy.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

(1) Performs inspections to ensure conformance with regulatory fire codes, standards, resolutions and/or other governing regulations (e.g., inspects property, new and existing buildings and special events for fire hazards, adequacy of fire protection systems, adequacy of fire exits, etc.); inspects occupancies that store, handle, and use hazardous materials to ensure compliance with local, state, and federal regulations; identifies violations of fire codes, standards, resolutions and/or other governing regulations and recommends corrections for defects; prepares and issues occupancy activity reports (OARs) for violations of City fire codes and/or ordinances; performs follow-up inspections to ensure that corrective action has been taken; documents inspections, including violations, and all records including inspection reports and correspondence with affected parties on compliance efforts; maintains review and inspection records and databases and presents oral and written reports as required; reviews pre-site plans and specifications for building and related fire/safety and fire suppression systems for compliance with applicable codes and regulations; etc.).

Employee Name:		**Position Title:**	Fire Safety Inspector
Class Number:		**Class Title:**	Fire Safety Inspector
Dept./Div.:	Fire Department	**Employment Status:**	Part-time
Reports to:	Fire Chief	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	04- Protective Service Workers
Civil Service Status:	Excluded		

(2) Conducts fire exit drills to monitor and evaluate evacuation procedures; assists in the development of, or reviews fire exit plans.

(3) Assists with public relations and public education programs to promote fire safety in the City. Performs fire prevention education activities; speaks before various groups, schools, industries, and organizations to educate public in fire prevention standards and practices.

(4) Responds to inquiries from architects, engineers, contractors and the public on fire codes, inspections, inspection schedules, and compliance.

(5) Investigates fires for origin and cause, and assists the Police Department with criminal investigation of fires; prepares evidence in support of legal actions taken by the City, including history, facts, photos, and other related information; appears in court as necessary; testifies at hearings and in court proceedings as required.

(6). Provides technical interpretation of the fire code and technical assistance to Fire operations; prepares and delivers fire code and related instructions to Fire Department personnel, as needed.

(7) Responds to fires, hazardous materials, natural and other manmade emergencies to assist with mitigation of the incident and hazards (when requested).

(8) Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.

(9) Maintains required licensures and certifications.

(10) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(11) Demonstrates regular and predictable attendance under direction of the Fire Chief.

OTHER DUTIES AND RESPONSIBILITIES:

(12) Performs other duties as required or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge of: department goals and objectives;* department policies and procedures;* City policies and procedures;* public safety radio dispatching procedures; two-way radio operations; department goals and objectives;* department policies and procedures;* workplace safety; emergency medical care procedures; first aid practices; cardiopulmonary resuscitation; medical technology; structural design principles; fire/building code; fire suppression and prevention techniques; fire/emergency rescue techniques; fire inspection procedures and techniques; fire investigation and arson detection techniques; fire prevention laws, codes, rules, and regulations; tools and equipment utilized in firefighting operations; applicable OSHA rules and regulations;

Employee Name:		**Position Title:**	Fire Safety Inspector
Class Number:		**Class Title:**	Fire Safety Inspector
Dept./Div.:	Fire Department	**Employment Status:**	Part-time
Reports to:	Fire Chief	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	04- Protective Service Workers
Civil Service Status:	Excluded		

public relations; education techniques; records management; office practices and procedures; English grammar and spelling; geographic layout of jurisdiction.*

Skill in: operating a motor vehicle; computer operation; use of modern office equipment.

Ability to: carry out simple instructions; carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; prepare routine correspondence; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; recognize safety warnings; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; read blueprints; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; demonstrate physical endurance; demonstrate physical agility; lift fire related equipment; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; lift, position, and move individuals according to established procedures; operate fire equipment; maintain physical fitness necessary to perform essential functions.

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Fire trucks, aerial and ground ladders, pumps, generators, axes, ropes, bolt cutters, power tools, miscellaneous hand tools, breathing packs, SCBA, foam generating equipment, emergency medical equipment, computer, and standard office equipment, fire inspection and fire investigation tools and equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in an area in which means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from extremely noisy conditions above 85db; exposed to possible injury from radiation, hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from explosions and/or falling from high places; uses or works in proximity to the use of firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot cold, wet, humid, or

Employee Name:		**Position Title:**	Fire Safety Inspector
Class Number:		**Class Title:**	Fire Safety Inspector
Dept./Div.:	Fire Department	**Employment Status:**	Part-time
Reports to:	Fire Chief	**FLSA Status:**	Non-exempt
Normal Hours:	Varies	**EEO Status:**	04- Protective Service Workers
Civil Service Status:	Excluded		

windy weather conditions; has exposure to extreme non-weather related heat or cold; works second or third shift; works rotating shift; has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

May be required to work nights and weekends.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)

CITY OF LONDON
~~DIV. OF FIRE/EMS~~

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Firefighter Full-time
Class Number:		**Class Title:**	Firefighter Full-time
Dept./Div.:	Division of Fire	**Employment Status:**	Full-time
Reports to:	Fire Lieutenant Fire Chief	**FLSA Status:**	Non-exempt
Normal Hours:		**EEO Status:**	04 – Protective Service Workers
Civil Service Status: BU (IAFF)			

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education or equivalent (high school diploma or GED); any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position. Must be between age 18 and prior to age 41 at the time of original appointment.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must possess and maintain valid Firefighter Level I and II Certifications; must be trained on Incident Management Systems (IMS) safety procedures; must be certified as a Fire Safety Inspector; must be a certified State of Ohio Emergency Medical Technician/Paramedic: must have completed basic level Hazardous Material Operations training.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.
Fire suppression, rescue, and other emergency services tools and equipment such as fire engines, four-wheel drive patrols, fire trucks, aerial ladder trucks, ambulances and EMS equipment utility vehicles, boats, hoses, nozzles, ladders, pick-axes, chain saws, crowbars, hydraulic rescue tools, sledgehammers, firefighting tools; computer, copier, fax, telephone, scanner, two-way radios, and other standard modern/business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db; chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Firefighter Full-time
Class Number:		**Class Title:**	Firefighter Full-time
Dept./Div.:	Division of Fire	**Employment Status:**	Full-time
Reports to:	Fire Lieutenant Fire Chief	**FLSA Status:**	Non-exempt
Normal Hours:		**EEO Status:**	04 – Protective Service Workers
Civil Service Status: BU (IAFF)			

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

~~30%~~ (1) Responds to fire alarms and assists with controlling and extinguishing of fires (e.g., operates trucks, aerial ladders, pumps, generators and other related equipment; utilizes gas and electric powered tools, hydraulic and pneumatic tools, ropes, and various other hand tools to assist in firefighting operations); responds to emergencies and provides basic life support assistance; performs salvage operations such as throwing salvage covers, sweeping water and removing debris; performs fire safety inspections of all public buildings; maintains City fire Hydrants: performs supervisory functions if acting as the Shift Commander; assigns responsibilities to other full-time and part-time firefighters.

~~25%~~ (2) Participates in the cleaning and minor maintenance of quarters, fire station, grounds, equipment, and apparatus; inspects (e.g., as needed and after returning from a fire) apparatus and equipment to determine need for maintenance and repair work; notifies superior officer of any defects; maintains records of inspections and maintenance performed on equipment and vehicles.

~~20%~~ (3) Participates in training activities and instruction sessions; establishes training session goals; performs set-up of training grounds for training instruction; enters inspection, training, and fire and emergency medical service calls into the records management systems; performs various public information or educational tasks; gives fire safety lectures to the public.

~~20%~~ (4) Responds to non-emergency requests for child safety seat installations, open burning complaints, lockouts, fire prevention demonstrations, and related public safety requests; responds to emergency calls for specialized service such as hazardous materials, confined space rescue, extrication and technical rescues that include high angle, below grade, swift water, trench, and collapse rescues; handles social service related areas of emergency response by assisting victims and relatives of victims of traumatic events.

(5) Maintains required licensure and certifications, if any.

Employee Name:		**Position Title:**	Firefighter Full-time
Class Number:		**Class Title:**	Firefighter Full-time
Dept./Div.:	Division of Fire	**Employment Status:**	Full-time
Reports to:	Fire Lieutenant Fire Chief	**FLSA Status:**	Non-exempt
Normal Hours:		**EEO Status:**	04 – Protective Service Workers
Civil Service Status: BU (IAFF)			

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

~~5%~~ (8) Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: department goals and objectives;* department policies and procedures;* City policies and procedures;* public safety radio dispatching procedures; two-way radio operations; disaster management; fire suppression and prevention techniques; fire/emergency rescue techniques; fire investigation and arson detection techniques; fire prevention laws, codes, rules and regulations; tools and equipment utilized in firefighting operations; applicable OSHA rules and regulations; geographic layout of jurisdiction, including streets, buildings, water supply, unusual hazards, and related items;* first aid; emergency medical care procedures; government structure; safety practices and procedures; records preparation and management; office practices and procedures; Standard Operating Guidelines (SOG's); National Incident Management System (NIMS); National Response Plan (NRP); Incident Command System (ICS).

Skill in: operating a motor vehicle; computer operation; use of modern office equipment.

Ability to: deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; quickly and thoroughly solve complex problems; determine materials and equipment needs; calculate fractions, decimals, and percentages; prepare accurate documentation; communicate effectively; communicate directly with the public and government officials; understand a variety of written and verbal communications; maintain records according to established procedures; delegate authority; supervise others; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; demonstrate physical endurance; demonstrate physical agility; lift fire related equipment; perform heavy manual labor for extended periods of time in often adverse conditions; lift, position, and move individuals according to established procedures; work under stressful conditions and maintain composure; operate fire equipment; handle hazardous materials; travel to and gain access to work site; maintain physical ability and fitness standards.

POSITIONS DIRECTLY SUPERVISED:

~~Part-time Firefighters, Part-time Firefighter/ Paramedic~~ None.

CITY OF LONDON
~~DIV. OF FIRE/EMS~~

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Firefighter Full-time
Class Number:		**Class Title:**	Firefighter Full-time
Dept./Div.:	Division of Fire	**Employment Status:**	Full-time
Reports to:	Fire Lieutenant Fire Chief	**FLSA Status:**	Non-exempt
Normal Hours:		**EEO Status:**	04 – Protective Service Workers
Civil Service Status: BU (IAFF)			

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Fire Chief
Class Number:		**Class Title:**	Fire Chief
Dept./Div.:	Division of Fire	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

QUALIFICATIONS: An example of acceptable qualifications:
Completion of a bachelor's degree or equivalent from an accredited institution or university; must have minimum of six (6) years of supervisory and administrative experience and/or training; must have considerable experience and/or training as a firefighter and EMT; any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must possess and maintain valid Firefighter Level I and II Certifications; must be trained on Incident Management Systems (IMS) safety procedures; must be certified as a Fire Safety Inspector; must have completed basic level Emergency Medical Technician and Hazardous Material Operations training; must be certified as a Fire Officer I or equivalent; and Hazardous Materials Incident Commander.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Fire suppression, rescue, and other emergency services tools and equipment such as fire engines, four-wheel drive patrols, fire trucks, aerial ladder trucks, utility vehicles, boats, hoses, nozzles, ladders, pick-axes, chain saws, crowbars, hydraulic rescue tools, sledgehammers, firefighting tools; emergency medical services instruments and equipment; computer, copier, fax, telephone, scanner, two-way radios, and other standard modern/business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, packer, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., power take off (PTO), truck engine, packer, tires, etc.); is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions (e.g., collector is on the back of a truck around other public drivers; etc.); has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Employee Name:		**Position Title:**	Fire Chief
Class Number:		**Class Title:**	Fire Chief
Dept./Div.:	Division of Fire	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

25% (1) Serves as Chief Administrator of the Division of Fire / EMS Department; supervises all department staff (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, recommends discipline, evaluates performance, assesses work load, receives and adjusts grievances or employee complaints, approves and recommends the approval of leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, develops and implements policy, recommends policy changes, participates in personnel or labor relations activities, accesses other employees' personnel files, evaluates financial data used in monitoring department budget, etc.).

25% (2) Plans for and directs the overall operation of the fire / EMS department (e.g. personnel, safety, training, equipment, facilities, services, public relations, etc.); prepares and submits department budget and other financial documents; plans for the maintenance and development of the Fire / EMS Department; develops, administers, and monitors the Department's operating budget and capital improvement program (e.g., conducts fiscal/economic impact studies, cost/benefit analyses to prepare budget projections, applies for and obtains grant funding for departmental projects, prepares and compiles budget and management reports, controls departmental expenditures, etc.); monitors and evaluates the efficiency and effectiveness of service delivery; conducts analysis of data for use in planning, evaluation, and decision making; formulates and prescribes work methods and procedures; takes steps to improve firefighting / emergency medical and safety operations.

25% (3) Directs the City's disaster preparedness response plans and emergency operation center; oversees the response to emergency calls for specialized service (e.g., hazardous materials, confined spaces rescue, extrication and technical rescues, etc.); coordinates and directs emergency scene operations (e.g., establishes command, ensures proper procedure is followed, etc.); assists victims and relatives of victims of traumatic events; oversees physical operation of facilities; allocates equipment among work crews and locations; performs periodic inspections of facility and equipment; plans and recommends the improvement of facilities and equipment; plans and supervises the enforcement of fire prevention laws (e.g., safety regulations for public assemblies, safe handling and storage of combustibles, use of inflammable liquids, explosives, and other hazardous materials); investigates, recommends and initiates

Employee Name:		**Position Title:**	Fire Chief
Class Number:		**Class Title:**	Fire Chief
Dept./Div.:	Division of Fire	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

new developments, techniques and modern firefighting methods and EMS and hazard control; prepares reports and answers for correspondence to the Safety Service Director.

20% (4) Establishes and maintains partnerships with external agencies (e.g., outside departments, community groups, other fire prevention agencies, etc.); attends community events; serves as liaison to the public; prepares and delivers presentations; explains activities and functions of the Fire / EMS Department (e.g., boards, commissions, committees, civic groups, churches, interest groups, other governmental agencies, schools or the general public, etc.); plans and coordinates community awareness programs; plans, coordinates, and evaluates various department activities (e.g., fire suppression, fire safety inspection, fire investigations, fire prevention, training, maintenance, etc.).

(5) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.

(6) Maintains required licensure and certifications, if any.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5% (9) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: department goals and objectives;* department policies and procedures;* City policies and procedures;* budgeting; government grant programs; government structure and process; disaster management; supervisory principles and practices; principles and practices of modern municipal fire administration*; fire suppression and prevention techniques; fire/emergency rescue techniques; fire investigation and arson detection techniques; fire prevention laws, codes, rules and regulations; tools and equipment utilized in firefighting operations; applicable OSHA rules and regulations; applicable laws and regulations regarding risk management and safe work practices;* employee training and development; labor relations; manpower planning; geographic layout of jurisdiction;* first aid; emergency medical care procedures; government structure; safety practices and procedures; inventory control; records preparation and management; office practices and procedures.

Skill in: operating a motor vehicle; computer operation; use of modern office equipment; emergency medical equipment operation; handling hazardous and physically demanding situations.

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Fire Chief
Class Number:		**Class Title:**	Fire Chief
Dept./Div.:	Division of Fire	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

Ability to: deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve municipal problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; use proper research methods to gather data; understand, interpret, and apply laws, rules, or regulations to specific situations; explain application of laws, rules, regulations, policies, standards, procedures to others; determine materials and equipment needs; calculate fractions, decimals, and percentages; prepare accurate documentation; compile and prepare reports; communicate effectively; prepare and deliver speeches and presentations; train or instruct others; understand a variety of written and verbal communications; write instructions and specifications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; delegate authority; develop and maintain effective working relationships; resolve complaints; work under stressful conditions and maintain composure; travel to and gain access to work site; maintain physical ability and fitness standards.

POSITIONS DIRECTLY SUPERVISED:
Fire Lieutenant; Full-time Firefighter; Part-time Firefighter.

RESIDENCY REQUIREMENT:
Must maintain a bona fide residence within Madison County or any adjacent county as a condition of continued employment. New hires must establish residency within six (6) months of the date of hire.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Fire Chief
Class Number:		**Class Title:**	Fire Chief
Dept./Div.:	Division of Fire	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

QUALIFICATIONS: An example of acceptable qualifications:
Completion of a bachelor's degree or equivalent from an accredited institution or university; must have minimum of six (6) years of supervisory and administrative experience and/or training; must have considerable experience and/or training as a firefighter and EMT; any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests (drug screening).

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must possess and maintain valid Firefighter Level I and II Certifications; must be trained on Incident Management Systems (IMS) safety procedures; must be certified as a Fire Safety Inspector; must have completed basic level Emergency Medical Technician and Hazardous Material Operations training; must be certified as a Fire Officer I or equivalent; and Hazardous Materials Incident Commander.

EQUIPMENT OPERATED: **The following are examples only and are not intended to be all inclusive.**
Fire suppression, rescue, and other emergency services tools and equipment such as fire engines, four-wheel drive patrols, fire trucks, aerial ladder trucks, utility vehicles, boats, hoses, nozzles, ladders, pick-axes, chain saws, crowbars, hydraulic rescue tools, sledgehammers, firefighting tools; emergency medical services instruments and equipment; computer, copier, fax, telephone, scanner, two-way radios, and other standard modern/business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., running engines, packer, environmental noises, traffic horns, etc.); chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); sharp objects, needles, and medical instruments; blood, bodily tissues, and fluids; potentially dangerous/fatal infectious diseases; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., power take off (PTO), truck engine, packer, tires, etc.); is exposed to possible injury from explosions; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions (e.g., collector is on the back of a truck around other public drivers; etc.); has exposure to shaking objects or surfaces; has exposure to second-hand smoke.

Employee Name:		**Position Title:**	Fire Chief
Class Number:		**Class Title:**	Fire Chief
Dept./Div.:	Division of Fire	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

25% (1) Serves as Chief Administrator of the Division of Fire / EMS Department; supervises all department staff (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, recommends discipline, evaluates performance, assesses work load, receives and adjusts grievances or employee complaints, approves and recommends the approval of leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, develops and implements policy, recommends policy changes, participates in personnel or labor relations activities, accesses other employees' personnel files, evaluates financial data used in monitoring department budget, etc.).

25% (2) Plans for and directs the overall operation of the fire / EMS department (e.g. personnel, safety, training, equipment, facilities, services, public relations, etc.); prepares and submits department budget and other financial documents; plans for the maintenance and development of the Fire / EMS Department; develops, administers, and monitors the Department's operating budget and capital improvement program (e.g., conducts fiscal/economic impact studies, cost/benefit analyses to prepare budget projections, applies for and obtains grant funding for departmental projects, prepares and compiles budget and management reports, controls departmental expenditures, etc.); monitors and evaluates the efficiency and effectiveness of service delivery; conducts analysis of data for use in planning, evaluation, and decision making; formulates and prescribes work methods and procedures; takes steps to improve firefighting / emergency medical and safety operations.

25% (3) Directs the City's disaster preparedness response plans and emergency operation center; oversees the response to emergency calls for specialized service (e.g., hazardous materials, confined spaces rescue, extrication and technical rescues, etc.); coordinates and directs emergency scene operations (e.g., establishes command, ensures proper procedure is followed, etc.); assists victims and relatives of victims of traumatic events; oversees physical operation of facilities; allocates equipment among work crews and locations; performs periodic inspections of facility and equipment; plans and recommends the improvement of facilities and equipment; plans and supervises the enforcement of fire prevention laws (e.g., safety regulations for public assemblies, safe handling and storage of combustibles, use of inflammable liquids, explosives, and other hazardous materials); investigates, recommends and initiates

new developments, techniques and modern firefighting methods and EMS and hazard control; prepares reports and answers for correspondence to the Safety Service Director.

20% (4) Establishes and maintains partnerships with external agencies (e.g., outside departments, community groups, other fire prevention agencies, etc.); attends community events; serves as liaison to the public; prepares and delivers presentations; explains activities and functions of the Fire / EMS Department (e.g., boards, commissions, committees, civic groups, churches, interest groups, other governmental agencies, schools or the general public, etc.); plans and coordinates community awareness programs; plans, coordinates, and evaluates various department activities (e.g., fire suppression, fire safety inspection, fire investigations, fire prevention, training, maintenance, etc.).

(5) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.

(6) Maintains required licensure and certifications, if any.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5% (9) Performs other duties as assigned or directed.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: department goals and objectives;* department policies and procedures;* City policies and procedures;* budgeting; government grant programs; government structure and process; disaster management; supervisory principles and practices; principles and practices of modern municipal fire administration*; fire suppression and prevention techniques; fire/emergency rescue techniques; fire investigation and arson detection techniques; fire prevention laws, codes, rules and regulations; tools and equipment utilized in firefighting operations; applicable OSHA rules and regulations; applicable laws and regulations regarding risk management and safe work practices;* employee training and development; labor relations; manpower planning; geographic layout of jurisdiction;* first aid; emergency medical care procedures; government structure; safety practices and procedures; inventory control; records preparation and management; office practices and procedures.

Skill in: operating a motor vehicle; computer operation; use of modern office equipment; emergency medical equipment operation; handling hazardous and physically demanding situations.

CITY OF LONDON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:		**Position Title:**	Fire Chief
Class Number:		**Class Title:**	Fire Chief
Dept./Div.:	Division of Fire	**Employment Status:**	Full-time
Reports to:	Safety Service Director	**FLSA Status:**	Exempt
Normal Hours:	Varies	**EEO Status:**	01 – Officials/Administrators

Civil Service Status: Unclassified R.C. 124.11 (A)(3)(c)

Ability to: deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve municipal problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; use proper research methods to gather data; understand, interpret, and apply laws, rules, or regulations to specific situations; explain application of laws, rules, regulations, policies, standards, procedures to others; determine materials and equipment needs; calculate fractions, decimals, and percentages; prepare accurate documentation; compile and prepare reports; communicate effectively; prepare and deliver speeches and presentations; train or instruct others; understand a variety of written and verbal communications; write instructions and specifications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; delegate authority; develop and maintain effective working relationships; resolve complaints; work under stressful conditions and maintain composure; travel to and gain access to work site; maintain physical ability and fitness standards.

POSITIONS DIRECTLY SUPERVISED:
Fire Lieutenant; Full-time Firefighter; Part-time Firefighter.

RESIDENCY REQUIREMENT:
Must maintain a bona fide residence within Madison County or any adjacent county as a condition of continued employment. New hires must establish residency within six (6) months of the date of hire.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority) (Date)

(Signature of Employee) (Date)

RESOLUTION 146-26
Sponsored by: Greg Eades

A RESOLUTION AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR PERSONAL PROPERTY NO LONGER NEEDED FOR CITY PURPOSES

WHEREAS, the City owns the personal property a 2025 Ford Mustang GT convertible VIN # 1FAGP8FF9S5107581 with approximately 9,000 miles; and

WHEREAS, said personal property is no longer needed by the City for its purposes and wishes to dispose of the property in accordance with law.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LONDON, STATE OF OHIO

SECTION I:

The Safety Service Director is hereby authorized to advertise for sealed bids with a minimum bid of $45,000.00 to sell the personal property listed in accordance with R.C. § 721.15:

-2025 Ford Mustang GT convertible VIN # 1FAGP8FF9S5107581 with approximately 9,000 miles

SECTION II:

That this ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

_____
Kris Miller
Clerk of Council

_____
Joshua Peters
President of Council

Submitted to Mayor:_____

APPROVED:

Date of Approval:_____

_____

Patrick Closser, Mayor

_____
Rickelle Davis, Law Director
Approved as to Form

I, Kris Miller, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.146-26 was posted on the City of London's website, www.londonohio.gov or in a newspaper of general circulation on the _____day of_____, 2026 and on the_____day of_____, 2026

_____
Clerk

#_____

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Tom Boyd			
Lisa Jackman			

RESOLUTION 147-26
Sponsored by: Andrew Hitt

A RESOLUTION AUTHORIZING THE ADVERTISEMENT FOR BIDS FOR PERSONAL PROPERTY NO LONGER NEEDED FOR CITY PURPOSES

WHEREAS, the City owns the personal property a 2004 GMC Yukon VIN # 1GKEK132X4J137516 with 170,149 miles; and

WHEREAS, said personal property is no longer needed by the City for its purposes and wishes to dispose of the property in accordance with law.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LONDON, STATE OF OHIO

SECTION I:

The Safety Service Director is hereby authorized to advertise for sealed bids to sell the personal property listed in accordance with R.C. § 721.15:

-2004 GMC Yukon VIN # 1GKEK132X4J137516 with 170,149 miles

SECTION II:

That this ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:

ATTEST:

_____
Kris Miller
Clerk of Council

_____
Joshua Peters
President of Council

Submitted to Mayor:_____

APPROVED:

Date of Approval:_____

_____
Patrick Closser, Mayor

_____
Rickelle Davis, Law Director
Approved as to Form

I, Kris Miller, Clerk of Council for the City of London, Ohio, do hereby certify that the foregoing Ordinance/Resolution No.147-26 was posted on the City of London's website, www.londonohio.gov or in a newspaper of general circulation on the _____day of_____, 2026 and on the_____day of_____, 2026

_____
Clerk

#_____

Vote	Abstain	Suspend	Adopt
Andrew Hitt			
Rich Hays			
John Stahl			
Greg Eades			
Shannon Treynor			
Tom Boyd			
Lisa Jackman			