

Ways and Means Committee
Ann Gildow, Chair

ORDINANCE NO. 18-17
INTRODUCED BY COUNCIL

AN ORDINANCE AUTHORIZING A MAXIMUM SCHEDULE OF POSITIONS FOR THE
CITY OF ZANESVILLE'S WORKFORCE

WHEREAS, Ordinance #17-23 presently governs authorized workforce positions for the various City offices and departments; and

WHEREAS, a periodic update of the Maximum Strength Ordinance is necessary to incorporate changes made necessary by the operational needs of the City.

NOW, THEREFORE BE IT ORDAINED by the Council of the City of Zanesville, State of Ohio; that:

SECTION ONE: The following maximum schedule of positions for the various city offices and departments, effective with the passage of this ordinance, be and hereby is authorized. Each of the following sections, numbered 101-1121, etc., is hereby declared to be a separate and distinct section for the purposes of this ordinance.

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
101-1121	PUBLIC SAFETY: Parking Enforcement Officer (Seasonal)	1
101-3281	PARKS: Crew Supervisor (Recreation) Crew Supervisor (Recreation) (upgrade only) Maintenance Worker Maintenance Worker (Seasonal)	1 1 4 7

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
101-4381	BUILDING & CODE ENFORCEMENT:	
	Administrative Secretary to the Safety Director	1
	Building Inspector	1
	Code Enforcement Officer/Building Inspector	1
	Code Enforcement Officer	1
	Crew Supervisor (Seasonal)	2
	Maintenance Worker (Seasonal)	6
101-7661	MAYOR:	
	Executive Secretary	1
101-7681	AUDITOR:	
	Accounting Specialist	1
	Auditing Specialist	1
	Deputy Auditor	1
101-7682	TREASURER:	
	Deputy Income Tax Administrator	1
	Deputy Treasurer	1
	Income Tax Administrator	1
	Income Tax Auditor/Investigations	1
	Income Tax Clerk II	2
	Income Tax Clerk III	1
	Payroll Clerk (part-time)	1
101-7691	LEGAL DEPARTMENT:	
	Assistant Law Directors (80% of wages paid by City):	
	Civil	1
	Prosecutions	1
	Paralegal (70% of wages paid by City)	1
	Victim/Witness Coordinator (100% paid by City)	1
101-7705,-7791	PUBLIC SERVICE ADMINISTRATION:	
	Administrative Secretary to Public Service Director	1
	City Engineer	1
	Deputy Director/Public Service	1
	Engineering Technician	1
	GIS Specialist	1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
101-7712	CITY COUNCIL: Clerk of Council	1
101-7721	MUNICIPAL COURT: Court Bailiff (60% of wages paid by City) Deputy Court Bailiff Deputy Court Clerk Municipal Court Clerk (60% of wages paid by City) Municipal Court Bookkeeper (part-time)	1 1 3 1 1
101-7771	CIVIL SERVICE COMMISSION: Civil Service Employment Coordinator	1
101-7781	CITY HALL: Maintenance Worker	1
101-7782	CITY MAINTENANCE: City Maintenance Supervisor Traffic Signal Crew Leader General Service Worker Traffic Signal Technician I (part-time) HVAC Technician/Inspector Master Electrician/Plumbing Tech	1 1 3 1 1 1
101-7861	HUMAN RESOURCE DEPARTMENT: Human Resource Manager	1
101-7862	IT DEPARTMENT: Information Technology Administrator IT Network Technician	1 1
101-7863	BUDGET & FINANCE: Budget & Finance Director	1
101-7864	PURCHASING: Purchasing Coordinator	1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
201-1111 to 201-1115	POLICE:	
	Communications Operator	10
	General Police Secretary	2
	Maintenance Worker	1
	Police Captain	2
	Police Chief	1
	Police Lieutenant	3
	Police Officer	45
	Police Officer (6-month training, Max 13 pay periods)	2
	Police Records Clerk	4
	Police Sergeant	4
	Secretary to Police Chief	1
	202-6541,-6571,-6651,-6991	STREETS:
Maintenance Worker		8
Maintenance Worker (Seasonal)		7
Secretary to the Street and Refuse Superintendent		1
Sign Painter		2
Sign Painter (upgrade only)		1
Street Drainage Tech		1
Street Maintenance Supervisor		1
Street and Refuse Superintendent		1
Vehicle Operator I		3
Vehicle Operator I (upgrade only)		1
Vehicle Operator II		1
Vehicle Operator II (upgrade only)		1
250-1191		JAIL:
	Corrections Officer	20
	Corrections Officer (6 month training)	1
	Jail Administrator	1
	Senior Corrections Officer (upgrade only)	1 per shift
	Unsworn Corrections Sergeant	3
260-1161	PROBATION:	
	Chief Probation Officer	1
	Secretary to Probation Officer	1

<u>SECTION</u>		<u>NUMBER OF CLASSIFICATIONS BY DIVISION</u>
270-1041	FIRE:	
	Assistant Fire Chief (56 hr.)	3
	Assistant Fire Chief (40 hr.)	1
	Fire Chief	1
	Fire Fighter	42
	Fire Fighter (6-month training, Max 13 pay periods)	2
	Fire Fighter/EMT – Basic (Upgrade Position)	2
	Fire Fighter/EMT – Intermediate (Upgrade Position)	2
	Fire Fighter – Paramedic (Upgrade Position)	2
	Fire Lieutenant	9
	Fire Lieutenant/EMT – Basic (upgrade Position)	2
	Fire Lieutenant/EMT – Intermediate (Upgrade Position)	2
	Fire Lieutenant – Paramedic (Upgrade Position)	2
	Secretary to the Fire Chief	1
304-4361	COMMUNITY DEVELOPMENT:	
	Administrative Secretary to CD Director	1
	Associate Planner	1
	Community Development Director	1
	Fair Housing Coordinator (Upgrade Position)	1
	Planning & Zoning Administrator	1
	Redevelopment Administrator	1
601-6611	AIRPORT:	
	Airport Attendant	1
	Airport Manager (part-time)	1
	Maintenance Worker (Seasonal)	1
602-2171	CEMETERY:	
	Cemetery & Parks Superintendent	1
	Maintenance Worker	2
	Maintenance Worker (Seasonal)	6
	Secretary to Parks & Cemeteries Superintendent	1
	Vehicle Operator I	1
	Vehicle Operator I (upgrade only)	1

SECTION

NUMBER OF
CLASSIFICATIONS
BY DIVISION

603-5470,-5471,-5472,-5473	WATER:	
	Maintenance Worker	10
	Maintenance Worker (Seasonal)	3
	Plant Maintenance Mechanic II	1
	Public Service Auditor	1
	Secretary to the Water Superintendent	1
	Utilities Billing Clerk I	3
	Utilities Billing Clerk I (Part-Time)	1
	Utilities Billing Clerk II	1
	Utilities Billing Clerk III	1
	Utilities Billing Supervisor	1
	Vehicle Operator I	3
	Vehicle Operator I (upgrade only)	1
	Water Lab Analyst	1
	Water Maintenance Crew Leader	2
	Water Maintenance & Metering Supervisor	1
	Water Meter Reader	2
	Water Meter Reader (upgrade only)	1
	Water Meter Service Technician	3
	Water Meter Service Technician (upgrade only)	1
	Water Plant Operator I	2
	Water Plant Operator II	1
	Water Plant Operator III	2
	Water Superintendent	1
604-5451,-5452	SEWER:	
	Deputy Wastewater Superintendent	1
	Environmental Coordinator	1
	Industrial Wastewater Technician I	1
	Industrial Wastewater Technician I (upgrade position)	1
	Industrial Wastewater Technician II	1
	Industrial Wastewater Technician II (upgrade position)	1
	Maintenance Worker	5
	Maintenance Worker (Seasonal)	5
	Plant Maintenance Mechanic I	3
	Plant Maintenance Mechanic I (upgrade position)	1
	Plant Maintenance Mechanic II	1
	Plant Maintenance Mechanic II (upgrade only)	1
	Plant Maintenance Mechanic Foreman	1
	Secretary to the Wastewater Superintendent	1

SECTION

NUMBER OF
CLASSIFICATIONS
BY DIVISION

604-5451,-5452

SEWER CON'T:

Sewer /Drainage Maintenance Crew leader	1
Sewer/Drainage Maintenance Supervisor	1
Sewer/Drainage Technician	1
Vehicle Operator I	3
Vehicle Operator I (upgrade position)	1
Vehicle Operator II	1
Vehicle Operator II (upgrade position)	1
Wastewater Field Technician	1
Wastewater Field Technician (upgrade position)	1
Wastewater Laboratory Analyst	1
Wastewater Laboratory Supervisor	1
Wastewater Plant Operator I	4
Wastewater Plant Operator II	1
Wastewater Plant Operator III	1
Wastewater Superintendent	1

620-3261

SECRET AUDITORIUM:

Maintenance Worker (Seasonal)	1
Secret Auditorium Manager	1
Administrative Assistant to Auditorium Manager	1
Stage Technician	15
Technical Director	1
Trainee Stage Hand	30

650-5481

REFUSE:

Litter/Recycling Coordinator (upgrade only)	1
Maintenance Worker (Seasonal)	4
Refuse Collection Crew Leader	4
Refuse Collection Crew Leader (upgrade only)	4
Refuse Collection Supervisor	1
Refuse Collector	10

700-7631

VEHICLE AND EQUIPMENT MAINTENANCE:

Fleet Manager	1
Maintenance Garage Coordinator	1
Maintenance Worker (Seasonal)	2
Vehicle Mechanic	4
Vehicle Mechanic (upgrade only)	1
Vehicle Service Worker	1