

CITY OF OBERLIN, OHIO

ORDINANCE No. 18-45 AC CMS

AN ORDINANCE AMENDING THE CITY OF OBERLIN POSITION CLASSIFICATION PLAN AND DECLARING AN EMERGENCY

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, not less than five-sevenths (5/7ths) of all members elected thereto concurring:

SECTION 1. That the City of Oberlin Position Classification Plan for regular full-time City employees is hereby amended to read as set forth in Exhibit A hereto and incorporated herein by reference.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, and safety of the citizens of the City of Oberlin, Ohio, or to provide for the usual daily operation of a municipal department, to wit: to amend the Oberlin Position Classification Plan as soon as possible in order to ensure the efficient operation of the City and shall take effect immediately upon passage.

PASSED: 1<sup>st</sup> Reading: June 18, 2018 (E)  
2<sup>nd</sup> Reading: \_\_\_\_\_  
3<sup>rd</sup> Reading: \_\_\_\_\_

ATTEST:

  
\_\_\_\_\_  
BELINDA B. ANDERSON, MMC  
CLERK OF COUNCIL

  
\_\_\_\_\_  
BRYAN BURGESS  
PRESIDENT OF COUNCIL

POSTED: 06/19/2018

EFFECTIVE DATE: 06/18/2018

**"EXHIBIT A"**

CPI Change from 2017 Data = 1.7%

**Mar-18**

**CITY OF OBERLIN  
POSITION CLASSIFICATION AND PAY GRADES FOR  
REGULAR FULL-TIME CITY EMPLOYEES**

**POLICE DEPARTMENT**

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Range Low</u>	<u>Range High</u>
Chief	E	U	1	7	\$ 68,636	\$ 111,217
Captain	E	CC	0	6	\$ 58,533	\$ 102,318
Lieutenant	E	CC	1	6	\$ 58,533	\$ 102,318
Sergeant	NE	CC	4	Union		
Patrol Officer	NE	CC	11	Union		
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 22.33	\$ 29.93
Administrative Assistant				3B	\$ 17.48	\$ 22.94
Dispatcher	NE	CN	6	Union		
Records Coordinator	NE	CN	1	3	\$ 17.48	\$ 29.93
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>25</b>			

**FIRE DEPARTMENT**

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Range Low</u>	<u>Range High</u>
Chief	E	U	1	7	\$ 68,636	\$ 111,217
Assistant Chief	E	CC	1	6	\$ 58,533	\$ 102,318
Firefighter/Driver	NE	CC	3	3	\$ 17.48	\$ 29.93
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>5</b>			

**CLERK OF COUNCIL'S OFFICE**

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Range Low</u>	<u>Range High</u>
Clerk of Council's Assistant	NE	U	1	3	\$ 17.48	\$ 29.93
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>1</b>			

**FINANCE DEPARTMENT**

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Range Low</u>	<u>Range High</u>
Finance Assistant	NE	U	4	5	\$ 24.00	\$ 40.90
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>4</b>			

**ADMINISTRATION DEPARTMENT**

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Range Low</u>	<u>Range High</u>
<b>Sustainability Coordinator</b>	<b>E</b>	<b>CN</b>	<b>1</b>	<b>5</b>	<b>\$ 49,919</b>	<b>\$ 85,097</b>
Code Administrator	E	CN	0	6	\$ 58,533	\$ 102,318
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 22.33	\$ 29.93
Administrative Assistant				3B	\$ 17.48	\$ 22.94
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>2</b>			

**HUMAN RESOURCES DEPARTMENT**

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Range Low</u>	<u>Range High</u>
Assistant City Manager/Human Resources Administrator	E	U	1	7	\$ 68,636	\$ 111,217
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>1</b>			

**DEPARTMENT OF PLANNING AND DEVELOPMENT**

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Range Low</u>	<u>Range High</u>
Administrative Support	NE	U	2			
Administrative Coordinator				3A	\$ 22.33	\$ 29.93

Administrative Assistant				3B	\$ 17.48	\$ 22.94
Director of Planning & Development	E	U	1	7	\$ 68,636	\$ 111,217
Recreation Superintendent	E	CN	1	6	\$ 58,533	\$ 102,318
Recreation Coordinator	NE	CN	1	4	\$ 20.49	\$ 34.09
Community Planner	E	CN	1	5	\$ 49,919	\$ 85,097
Economic Development & Housing Officer	E	CN	1	6	\$ 58,533	\$ 102,318
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>7</b>			

**PUBLIC WORKS DEPARTMENT**

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Range Low</u>	<u>Range High</u>
Public Works Director	E	U	1	7	\$ 68,636	\$ 111,217
Engineer	E	CN	1	7	\$ 68,636	\$ 111,217
General Maintenance Superintendent	E	CN	1	6	\$ 58,533	\$ 102,318
Water Superintendent	E	CN	1	6	\$ 58,533	\$ 102,318
Assistant Water Superintendent	E	CN	1	5	\$ 49,919	\$ 85,097
Buildings & Grounds Superintendent	E	CN	1	5	\$ 49,919	\$ 85,097
Wastewater Superintendent	E	CN	1	6	\$ 58,533	\$ 102,318
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 22.33	\$ 29.93
Administrative Assistant				3B	\$ 17.48	\$ 22.94
Information Systems Manager	NE	CN	1	5	\$ 24.00	\$ 40.90
Water Lead Operator	NE	CN	1	Union		
Wastewater Lead Operator	NE	CN	1	Union		
Lead Operator Distribution	NE	CN	1	Union		
Lead Vehicle Maintenance Mechanic	NE	CN	1	Union		
Mechanic	NE	CN	1	Union		
Crew Leader	NE	CN	4	Union		
Service Maintenance Worker	NE	CN	11	Union		
Field Maintenance Specialist	NE	CN	1	Union		
Collection Operator	NE	CN	2	Union		
Water Distribution Operator	NE	CN	4	Union		
Water Plant Operator	NE	CN	5	Union		
Wastewater Operator	NE	CN	4	Union		
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>45</b>			

**ELECTRIC DEPARTMENT**

<u>Job Title</u>	<u>FLSA Class</u>	<u>Civil Service</u>	<u>Number Authorized</u>	<u>Pay Grade</u>	<u>Range Low</u>	<u>Range High</u>
OMLPS Director	E	U	1	7	\$ 68,636	\$ 111,217
<del>Energy Services &amp; Sustainability Initiatives Manager</del>	<del>E</del>	<del>CN</del>	<del>6</del>	<del>6</del>	<del>\$ 58,533</del>	<del>\$ 102,318</del>
Distribution Superintendent	E	CN	1	6	\$ 58,533	\$ 102,318
Plant Superintendent	E	CN	1	6	\$ 58,533	\$ 102,318
Technical Services Superintendent	E	CN	1	6	\$ 58,533	\$ 102,318
Administrative Support	NE	U	1			
Administrative Coordinator				3A	\$ 22.33	\$ 29.93
Administrative Assistant				3B	\$ 17.48	\$ 22.94
Electric Technician	NE	CN	3	Union		
Technician I						
Technician II						
Line Crew Leader	NE	CN	2	Union		
Lineman	NE	CN	4	Union		
Journeyman						
Lineman "B"						
Operator/Mechanic	NE	CN	5			
Chief (1)				Union		
Operator Mechanic (4)				Union		
Inventory / Purchasing Specialist	NE	CN	1			
<b>TOTAL NUMBER OF POSITIONS AUTHORIZED</b>			<b>20</b>			
<b>TOTAL FULL-TIME POSITIONS AUTHORIZED</b>			<b>110</b>			

NOTES:

NO CURRENT POSITION 1 \$12.68 \$19.16

FLSA Exempt positions are depicted as annualized salaries. Non-exempt positions are shown at hourly rates.

FLSA CLASS CODE: E = Exempt NE = Non-exempt  
 CIVIL SERVICE CODE: U = Unclassified CC = Classified/Competitive CN = Classified/Non-Competitive

**CITY OF OBERLIN JOB DESCRIPTION**  
**Sustainability Coordinator**

<b>Title:</b> Sustainability Coordinator	<b>Department:</b> Administration
<b>Supervisor:</b> City Manager	<b>Positions Supervised:</b> N/A
<b>Status:</b> Full-time	<b>Civil Service Status:</b> Classified/ Non-competitive
<b>FLSA Status:</b> Exempt	<b>Exemption Category:</b> Administrative
<b>Bargaining Unit:</b> None	<b>Pay Grade:</b> 5
<b>Schedule:</b> Regular business hours, evening meetings and other hours as needed.	

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

**General Statement of Duties:**

The Sustainability Coordinator facilitates and promotes OMLPS sustainability goals in the community by building relationships in the Oberlin community and with organizations which bring environmental sustainability value to Oberlin. This position develops, manages and promotes environmental sustainability initiatives and programs, primarily related to OMLPS. The Sustainability Coordinator will be responsible for overseeing Oberlin’s Climate Action Plan by developing, advancing, monitoring and measuring results of the sustainability strategies within the Plan, especially connected to OMLPS. They will work throughout the community and municipal departments to promote and implement sustainability projects that relate to electric energy efficiency. This person will administer and promote the Sustainable Reserve Fund Program in the Oberlin community and manage the financials of the Sustainable Reserve Fund. The position reports directly to the City Manager.

The Sustainability Coordinator shall function with a high degree of independence. This person shall demonstrate professional results by utilizing planning and organizational skills to manage various programs and projects in the community and with municipal staff. They will demonstrate effective performance through successful communication, stakeholder collaboration, sound decision-making, and efficient utilization of resources.

**Minimum Qualifications:**

Requires a bachelor's degree in business administration, project management, environmental studies and/or green technology, or related discipline from an accredited college. Previous experience in environmental sustainability, energy services or government administration is desirable. Certification as a Business Energy Professional (BEP) or Certified Energy Manager

(CEM) preferred. Three years of previous experience in energy services, environmental sustainability, project management, related field or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. The position requires a valid state of Ohio driver's license. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

### **Primary Job Duties:**

#### **Sustainable Reserve Fund Administration**

- Support the utilization of the Sustainable Reserve Fund Program, including the review, recommendation and implementation of proposed Sustainable Reserve Fund Program initiatives, financial responsibilities of the Sustainable Reserve Fund and related administrative tasks
- Facilitate potential participants through the “Sustainable Reserve Fund Program Participant Agreement” including guidance on qualified programs or initiatives, monitoring approved programs and initiatives for adherence to the Sustainable Reserve Fund Program guidelines and the fiscal management of the fund related to the guidelines.
- Develop and implement Climate Action Plan strategies related to the Sustainable Reserve Fund Program
- Promotion of the use of the Sustainable Reserve Fund Program in the Oberlin community
- Compile Sustainable Reserve Fund Program activities and results and prepare timely reports including carbon emission reductions, economic impact, emission reduction payback and fund status

#### **Other Sustainability Services**

- Develop and promote climate action awareness to educate Oberlin stakeholders on sustainability, as it primarily relates to the electric utility
- Manage projects as assigned for municipal departments as it relates to city-wide electric sustainability initiatives and programs
- Develop and implement additional Climate Action Plan strategies as assigned, especially related to the electric utility
- Promote and coordinate the Efficiency Smart and Super Rebate Programs in the Oberlin Community
- Work with the OMLPS Director on strategies to increase renewable generation and carbon-neutral power supply resources.
- Implement eligible municipal facility projects that reduce energy costs and carbon emissions
- Coordinate various OMLPS community, municipal and stakeholder sustainability strategies, plans and programs (e.g. Climate Action Plan, Efficiency Smart, efficiency projects, etc.)
- Partner with local and other organizations that support OMLPS sustainability goals
- Measure, track, maintain and report on the results of the Oberlin Climate Action Plan strategies, as it relates to the electric utility and the Oberlin community

- Serve as the OMLPS sustainability liaison to businesses, schools and community groups which includes preparing and presenting educational information on Oberlin sustainability efforts and results
- Perform related work as required and assigned

**Required Knowledge, Skills and Abilities**

- Knowledge of climate change and techniques to educate employees, citizens, businesses, and stakeholders
- Knowledge of green building technology which reduces energy costs and carbon emissions in homes and facilities
- Knowledge of renewable energy generation and attributable Renewable Energy Credits (RECs)
- Knowledge of environmental sustainability principles and real world application of these principles
- Independent self-starter with excellent communication and interpersonal skills
- Well-organized to prioritize and manage various activities simultaneously
- Proficient with Microsoft Office, particularly Word, Excel, PowerPoint and Outlook
- Ability to establish and maintain effective work relationships with the City Manager, City officials, co-workers and the public
- Ability to research, prepare reports and present information effectively through verbal, written and electronic formats
- Ability to analyze and effectively resolve problems and conflicts
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment

**Work Environment and Equipment Utilized:**

Standard office equipment is utilized routinely in the job, and the work is performed both in a typical office environment with adequate lighting, ventilation and temperature controls and in the field, where the employee may be exposed to a variety of weather conditions, sounds, odors and other unpleasant conditions.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

\_\_\_\_\_  
Human Resources Signature/Date

\_\_\_\_\_  
Law Director Signature/Date

\_\_\_\_\_  
Appointing Authority Signature/Date

Reviewed by Civil Service Comm.: 6/6/18  
Reviewed by City Council: