

Resolution 17-2023
Passed May 23, 2023

A RESOLUTION TO CREATE THE POSITION OF PART TIME BUILDINGS AND GROUNDS MAINTENANCE ASSISTANT AND TO ABOLISH THE POSITIONS OF CUSTODIAN AND PART-TIME/SEASONAL PARK CARETAKER AND DECLARING AN EMERGENCY.

WHEREAS, Council has determined that the best cost-effective practice for the purpose of maintaining Village structures and parks is to have a person appointed to perform such maintenance tasks under the direct supervision of the Village Administrator, and

WHEREAS, from time to time the person shall be responsible for the management of seasonal help as directed by the Village Administrator, and

WHEREAS, this will allow the Village Administrator additional time for his administration of other duties, such as utilities, streets and cemetery.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF PLYMOUTH, COUNTY OF RICHLAND/HURON, STATE OF OHIO:

1. THAT the position of Part time Buildings/Grounds Maintenance Assistant is established.
2. THAT the attached Job Description for Part time Buildings/Grounds Maintenance Assistant is adopted.
3. THAT the position of Buildings/Grounds Maintenance Assistant shall be under the direct supervision of the Village Administrator and Assistant Village Administrator. The Village Administrator shall be responsible for the filling and employment of this position.
4. THAT this position shall be a part-time position not to exceed 1,559 hours per year.
5. THAT this position shall have the pay range of \$12.00 to \$17.39.
6. THAT the current positions of Custodian and Part-time/Seasonal Park Caretaker are abolished.
7. THAT this Resolution shall be in full force and effect from and after the earliest period allowed by law.

PASSED: May 23, 2023

ATTEST: [Signature]
Village Fiscal Officer

APPROVED AS TO FORM:

[Signature]
Jon K. Burton, Solicitor

[Signature]
Mayor

May 23, 2023
Date

**VILLAGE OF PLYMOUTH, OHIO
JOB DESCRIPTION**

**TITLE: Buildings/Grounds Maintenance Assistant
Part-time Position**

JOB RESPONSIBILITIES:

Under supervision of the Village Administrator and Assistant Village Administrator, performs the necessary general interior and exterior maintenance of Village-owned buildings, structures and grounds. Supervises seasonal help for general maintenance projects as assigned by the Village Administrator or Assistant Village Administrator.

QUALIFICATIONS:

Completion of high school education and prior experience or training in building/grounds maintenance.

JOB DESCRIPTION & DUTIES:

- (a) Clean and maintain all rooms, doors and windows
- (b) Clean, maintain and keep supplied all restrooms
- (c) Buff and wax all floors
- (d) Secure all windows and entrances after cleaning
- (e) Cut grass, bushes or plants so as to maintain a safe and attractive public environment
- (f) Daily collect and remove trash and plant materials so as to maintain a safe, sanitary and attractive public environment
- (g) Make basic repairs of equipment
- (h) No more than 1,559 hours per year
- (i) All other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- (a) Village rules and practices
- (b) Proper use and safe practices in operating necessary power equipment such as mowers, saws, floor buffers

Ability to:

- (c) Follow instructions
- (d) Efficiently and safely operate Village maintenance equipment
- (e) Lift up to 50 pounds
- (f) Work in both indoor and outdoor conditions
- (g) Provide supervision of seasonal employees to safely and properly complete assigned tasks