

ORDINANCE NO. 2024-91

INTRODUCED BY COUNCIL AS A WHOLE

**A PAY ORDINANCE AUTHORIZING THE EMPLOYMENT OF AN EMPLOYEE AND
SETTING FORTH THE DUTIES AND COMPENSATION FOR THEIR POSITION AND
DECLARING AN EMERGENCY**

WHEREAS, Corey Craig presently holds the title of Foreman for the Village of Oakwood; and,

WHEREAS, no individual shall become employed or be compensated in the Village of Oakwood without a pay ordinance; and,

WHEREAS, a pay ordinance shall have attached an exhibit for a job description of the employment position for which they shall be compensated that describes the following: the title of the position, employee name, the scheduled work days and hours of the position, who the position reports to, location of the position, pay scale range for the position, special requirements of the position, required roles and responsibilities to be fulfilled, and qualifications for the position as well as, any cross-training for coverage of other positions for the specific employee being hired.

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

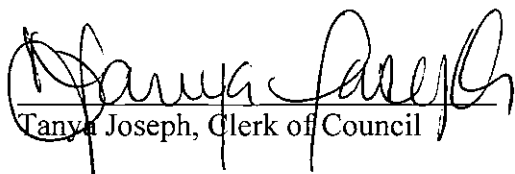
SECTION 1. Council hereby authorizes the employment of Corey Craig as Foreman.

SECTION 2. Corey Craig shall be responsible for the duties set forth in the job description attached as exhibit A.

SECTION 3. Corey Craig, Foreman, shall be compensated at a rate of twenty-six dollars and 58/100 (\$26.58) per hour.

SECTION 4. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the inhabitants of the Village, the reason for the emergency being the same that relates to the daily operation of a municipal department and the ability of the village to provide uninterrupted services to the citizens of the Village, therefore, provided it receives the two-thirds vote of all members of Council elected thereto. Said ordinance shall be in full force and effect immediately upon its adoption by this council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: 9.21.24


Tanya Joseph, Clerk of Council

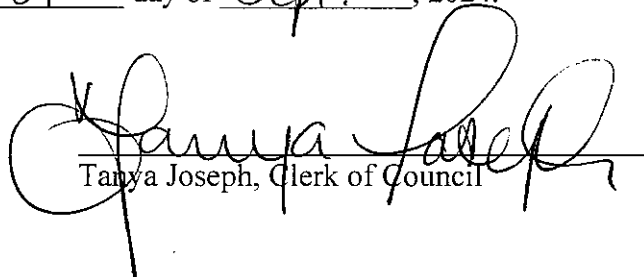
Erica Nikolic, President of Council

Presented to the Mayor: 9.27.24

Approved: 9.27.24

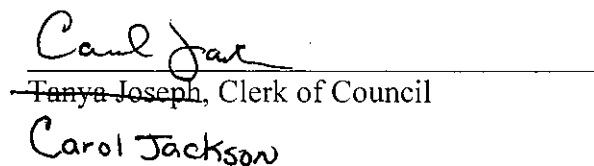

Gary v. Gottschalk, Mayor

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2024-91 was duly and regularly passed by this Council at the meeting held on 21st day of Sept., 2024.


Tanya Joseph, Clerk of Council

POSTING CERTIFICATE

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2024-91 was duly posted on the 29th day of July, ~~2024~~, and will remain posted in accordance with the Oakwood Village Charter.
2026


~~Tanya Joseph~~, Clerk of Council
Carol Jackson

DATED: July 29, 2026

Village Of Oakwood Service Department

Job Description for Foreman

General Statement of Duties:

Under general direction of the Service Director, the Service Department Foreman provides direct supervision to subordinate personnel in the provision of public services including maintenance and repair of the City's streets. The Foreman also performs the work of other department personnel as needed to ensure effective operations of the department. The position requires operation of various vehicles in the City's Service vehicle fleet, utilization of a variety of tools including, but not limited to, various hand and power tools, dump trucks/ snowplows/ salt spreader trucks, backhoe, pay-loader, street sweeper, and skid-steer. The Lead Supervisor performs work in a variety of settings involving occasional exposure to inclement weather, confined spaces, excessive temperatures and humidity, dust, dirt, and fumes.

Duties:

Supervision

Supervises the work of the Service Department employees, including planning, prioritizing, coordinating, and assigning work details.

- Provides direction and guidance to assist subordinates' completion of tasks.
 - Develops and maintains various records and reports, including, but not limited to, daily reports, annual performance reports for along with the Service Director regarding the street maintenance work activities and workload, projected annual work plan for street maintenance work activities.
 - Administers performance evaluations along with the Service Director for all departmental staff.
 - Makes recommendations to Service Director on staffing requirements, including hiring, evaluations, and disciplinary matters of departmental personnel.
 - Ensures good communication systems among all Streets Department personnel.
 - Obtains and coordinates equipment, tools, vehicles, and materials necessary to complete work.
 - Directs inspections of equipment to ensure equipment is in safe and proper working condition; cleans, repairs, and maintains equipment and tools as needed.
 - Orders tools, materials and machinery as needed.
 - Purchases, rents, or fabricates tools/equipment/material as needed.
 - Completes routine purchasing paperwork.
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- Monitors efficiency of assignments and procedures; modifies as needed to ensure work is completed accurately and in timely fashion.

- EPA E-check compliance
- Ensures crew follows pertinent safety guidelines and regulations.
- Provides/coordinates orientation/training for General, Semi-Skilled and Skilled Laborers.
- Manages/directs snow removal during storms along with the Service Director as needed.
- Performs miscellaneous tasks or projects as assigned by Service Director.
- Responds to citizen inquiries and complaints in a timely and professional manner.

General Labor

As needed, performs duties of General Laborer including but not limited to:

- Equipment, tool and vehicle maintenance and operation
- Snow removal, salt spreading and leaf collection.
- Storm and sanitary sewer maintenance and repair.
- Street maintenance and repair.
- Parks and Grounds Maintenance.
- Assists in traffic control.
- Communicates with citizens to answer questions and provide information about City services and department operations.
- Performs duties of other department personnel and miscellaneous duties as needed.
- Along with the Service Director maintains a safe and clean work environment.
- Follows safety procedures and guidelines; wears safety equipment and clothing as needed.
- Answers telephone responds to requests for information and assistance from citizens.
- Required to respond to health and safety emergencies at any time.
- Operation of standard office software programs, including Microsoft Office and any other software utilized by the Service Department and the City as needed.

Note: This job description is subject to change as the needs and requirements of the job change