

VILLAGE OF OTTOVILLE, OHIO

RESOLUTION NO. 2020-04

A RESOLUTION CREATING THE POSITION OF APPRENTICE TO THE DIRECTOR OF UTILITIES, SETTING FORTH HIS PRINCIPAL DUTIES AND ESTABLISHING HIS PAY.

WHEREAS: It is desirable for the Village of Ottoville, Ohio to establish the position of Apprentice to the Director of Utilities; and

WHEREAS: the Apprentice shall learn the operation of the Waste Water Treatment Plant, the Sewer System, Water Treatment Plant, and the Waterworks System. During his/her first six (6) months of service, he/she shall be considered to be on probation and his/her performance will be periodically reviewed; and

WHEREAS: the Apprentice shall be working on obtaining licenses to operate Wastewater and/or Water Treatment Plant, required by the Environmental Protection Agency, the State of Ohio, and Putnam County Health Department. In order to be classified "Operator in Training", the Apprentice should successfully pass the Wastewater I and/or Water I exam.

WHEREAS: the Apprentice shall maintain good relations with the Director of Utilities and the Board of Public Affairs, Village Council and the public at large. He/she shall promptly inform the Board of Public Affairs or the Village Council in the event that a problem develops in these areas; and

WHEREAS: the Apprentice shall also make himself/herself available for service when the Director of Utilities goes on vacation with the timing agreed upon by both the Apprentice and the Director of Utilities prior to the vacation by the Director of Utilities; and

WHEREAS: the Apprentice shall review the Operation & Maintenance Manual and shall keep a log of work done while on duty either at the plants or while assisting the Director of Utilities or in the absence of the Director of Utilities; and

WHEREAS: the Apprentice shall be paid on an hourly basis in accordance with the Village of Ottoville Personnel Policy and Procedure Manual. The Apprentice shall be covered by liability insurance and Workers' Compensation while on the job; and

WHEREAS: the duties of the Apprentice shall be reviewed on an annual basis.

BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF OTTOVILLE, STATE OF OHIO, a majority of its members concurring that:

SECTION 1. Resolution No. T-160 is hereby repealed.

SECTION 2. The Village of Ottoville, Ohio hereby establishes the position of Apprentice to the Director of Utilities.

SECTION 3. The Apprentice shall be required to learn the operation of the Waste Water Treatment Plant, the Sewer System, and the Waterworks System. During his/her first six (6)

months of service, he/she shall be considered to be on probation and his/her performance will be periodically reviewed.

SECTION 4. The Apprentice shall be working on obtaining licenses to operate Wastewater and/or Water Treatment Plant, required by the Environmental Protection Agency, the State of Ohio, and Putnam County Health Department. In order to be classified "Operator in Training", the Apprentice should successfully pass the Wastewater I and/or Water I exam.

SECTION 5. The Apprentice shall be required to maintain good relations with the Director of Utilities and the Board of Public Affairs, Village Council and the public at large. He/she shall be required to promptly inform the Board of Public Affairs or the Village Council in the event that a problem develops in these areas.

SECTION 6. The Apprentice shall also be required to make himself/herself available for service when the Director of Utilities goes on vacation with the timing agreed upon by both the Apprentice and the Director of Utilities prior to the vacation by the Director of Utilities.

SECTION 7. The Apprentice shall be required to review the Operation & Maintenance Manual and shall keep a log of work done while on duty either at the plants or while assisting the Director of Utilities or in the absence of the Director of Utilities.

SECTION 8. The Apprentice shall be paid on an hourly basis in accordance with the Village of Ottoville Personnel Policy and Procedure Manual. The Apprentice shall be covered by liability insurance and Workers' Compensation while on the job.

SECTION 9. The duties of the Apprentice shall be reviewed on an annual basis.

SECTION 10. This Resolution shall become effective upon passage.

Dated: April 27, 2020

ATTEST:

APPROVED:


Fiscal Officer for the Village of Ottoville


Mayor for the Village of Ottoville