

139.01 DIVISIONS.

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OH

Sheffield Lake

Codified Ordinances of Sheffield Lake, OH

139.01 DIVISIONS.

CHAPTER 139 Department of Public Service

CHAPTER 139

Department of Public Service

139.01 Divisions.

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CROSS REFERENCES

Establishment - see CHTR. Art. V, §1

Director: appointment, term, qualifications, vacancy, duties and powers - see CHTR. Art. V, §5

Divisions - see CHTR. Art. V, §5

Contracts - see Ohio R.C. 733.22 et seq., 735.05 et seq.

General duties and records - see Ohio R.C. 735.02

Enforcement of garbage and rubbish regulations - see S.U. & P.S. 965.04

139.01 DIVISIONS.

The Department of Public Service shall consist of a Division of Water, a Division of Sewers, a Division of Streets and Roads, a Division of Sanitation and a Division of Building Inspection.

139.02 DIRECTOR OF PUBLIC SERVICE.

(a) The position of Director of Public Service may be either a full-time or part-time position within the City at the discretion of the Mayor.

(b) The Director of Public Service shall have all of the responsibility and duties provided in Article V, Section 5 of the Charter and shall, in addition thereto, have all such duties and responsibilities as may be delegated to him by the Mayor, or by Ordinance of Council, provided such duties are consistent with the Charter.

(c) The salary of the Director shall be payable on a bi-weekly basis and shall be allocated to the following funds as set forth:

Forty percent (40%) to the Water Fund;

Forty percent (40%) to the Sewer Fund;

Twenty percent (20%) to the Street Maintenance and Repair Fund.

(Ord. 9-18. Passed 3-13-18.)

139.03 CLERK.

(a) There is hereby established the position of Clerk of the Department of Public Service, which position shall commence upon passage of this section (Ordinance 60-68, passed May 28, 1968) and shall continue at the direction of the Mayor or his duly appointed Director of Public Service.

(b) The offices of the Clerks of the Divisions of Water, Sewers, Sanitation and Streets and Roads are hereby consolidated and combined under the title of "Clerk of the Department of Public Service".

(c) The duties of the Clerk of the Department of Public Service shall be as follows:

- (1) To maintain and keep all records of the business of the Department.
- (2) To prepare all bills, statements and keep all accounts for the Department.
- (3) To prepare all correspondence and maintain all files and records of the Department.
- (4) To supervise and instruct and inspect the work of other office personnel assigned to the

Department.

(5) To maintain regular office hours for the collection of payments of water, sewer, refuse and other Department bills.

(d) The Clerk of the Department of Public Service shall be considered a full-time employee and shall ordinarily and regularly be employed for forty hours per week or as directed by the Mayor or his duly appointed Director of Public Service. Further, the Clerk shall receive seniority vacation, retirement and all other full-time employee and civil service benefits.

(e) Full-time extra clerical or office help may be employed by the Mayor or the Director of Public Service. A three-month probationary period must be served by such employees. After successfully completing the probationary period such employees shall be entitled to seniority, vacation, retirement and all other full-time employee and civil service benefits.

(f) The salary of extra clerical or office help may be charged all or in part to each of the following: the Division of Water, The Division of Sewers, the Division of Sanitation, the Division of Streets and Roads, according to the actual hours worked for each division and the same shall be reported each pay period on approved time report sheets.

(Ord. 60-68. Passed 5-28-68.)

139.04 REPAIR OF CITY VEHICLES.

(a) All motor vehicles owned by the City, which are in need of repair shall, if possible, be repaired by the Service Department.

(b) In the event the Service Department cannot repair a motor vehicle owned by the City, which is in need of repair, then and in that event, such motor vehicle may be repaired at any service department authorized by the manufacturer of the motor vehicle to repair such motor vehicle.

(Ord. 61-83. Passed 5-24-83.)

139.05 COMBINED BILLING PROCEDURE.

The Director of Public Service is hereby authorized to set up in the bookkeeping department a billing procedure for combining the service charges for water, sewer and refuse collection onto one billing statement to be sent and charged to the owners of property receiving the benefits derived therefrom.

(Ord. 5-65. Passed 1-26-65.)

139.06 SEAT BELTS REQUIRED.

All Service Department employees while operating or riding in or on City-owned vehicles or while operating or riding in or on any vehicles while acting for or on behalf of the City are hereby instructed and directed to utilize seat belts.

(Ord. 21-85. Passed 2-26-85.)

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