

ORDINANCE NO. 25-05

**AN ORDINANCE HIRING THE WATER TREATMENT PLANT
SUPERINTENDENT AND SETTING THE SALARY THEREOF,
EFFECTIVE JANUARY 26, 2025.**

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BELLAIRE, COUNTY OF BELMONT, STATE OF OHIO:

SECTION 1: That Michael Watkins is hired as the Water Treatment Plant Superintendent ("Superintendent"). That the annual salary for the position of the Superintendent will be \$61,588.80 effective as of January 26, 2025. This is a full time, salaried exempt position. The position carries a 6-month probationary period.

SECTION 2: The Water Treatment Plant Superintendent position shall receive a clothing allowance. The clothing allowance which is paid out in the form of a stipend, shall be paid once a year at an amount of Three-Hundred Twenty-Five Dollars (\$325.00).

SECTION 3: After two (2) years of employment, Superintendent is eligible for a salary review based on the continued successful operations of the Water Treatment Plant and job performance.

SECTION 4: The Superintendent hours of work will be from 6:00 am to 2:00pm Monday through Friday. Superintendent's hours of work may be adjusted to afford participation in schedule OHEPA, EPA, ODH, Utility committee and council meetings, and contractor meetings as needed.

SECTION 5: The Superintendent is mandated by the Ohio EPA to attend classes for continuing education required to maintain Class III Water Treatment Plant Certification. The Village agrees to pay for the cost of those continuing education classes to include mileage reimbursement to and from such classes.

SECTION 6: The Superintendent is entitled to the benefits typically provided by the Village and described in the Village handbook.

SECTION 7: The Superintendent job description is attached as Exhibit A.

SECTION 8: That all other Ordinances or Resolutions, or portions thereof, which are in conflict with this Ordinance are hereby repealed.

SECTION 9: That it is found and determined that all formal actions of this Council concerning and 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 10: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

ATTESTED:


Marla Krupnik, Fiscal Officer

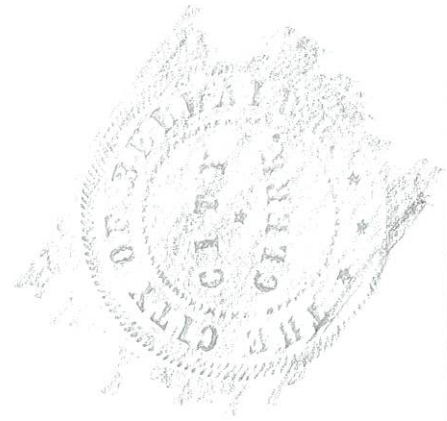

Edward L. Marling, Mayor

Date: 02-20-2025

Date: 2-20-25

CERTIFICATE OF POSTING

I, Mary Hagiloizou, Clerk of Council, do hereby certify that the foregoing Resolution was published by posting the same in five (5) public places within the Village of Bellaire, Ohio as provided by Ordinance No 1229, for a period of not less than fifteen (15) days, said Ordinance having been first posted on 02/24/25.



Job Description: Water Treatment Plant Superintendent
As of February 10th, 2025

- Directs, manages, supervises and coordinates the activities and operations of the Water Treatment Plant to include the daily operations and maintenance of the Water Treatment Plant facility, sludge removal, laboratory, and health and safety of the facility and to assure that current and future compliance with all local, state and federal regulations are maintained
- Provides the Mayor and Council with a monthly written report specific to the Water Treatment Plant to include monthly water production amounts and monthly water loss estimations, and estimates required for water breaks, hydrant flushes and fire suppression water usage.
- Prepare and submit required regulatory reports to local, county state and federal agencies related to water production and testing and ensure compliance consistent with all local, county, state and federal codes, laws and regulations as related to the respective area of responsibility, and prepare and maintain proper organized records of all work activities and reports generated from and received by outside sources.
- Attend monthly utility committee meetings.
- Responsible for leading any water project related upgrades, new construction and/or repair and replacement of any current Water Treatment plant equipment or related water project, weather funded by the Village or through grant awards.
- Oversee and participate in the development and administration of the Water Treatment Plant annual budget, participate in the forecast of funds needed for staffing, equipment, materials and supplies, and monitor expenditures.
- Obtain price quotes from Suppliers and pricing annually, to monitor and assure that the Water Treatment Plant is purchasing quality chemicals and supplies at the most competitive price.
- Is listed as Operator of Record for the Water Treatment Plant
- Maintain open and transparent communications with the Mayor and Village Council and will keep everyone informed of all current and future activities about the Water Treatment Plant.

Certifications:

- Current Class 3 OPEA Water Supply License
- Possession of a valid and insurable driver's license.

I have read and understood the job requirements listed above and as the Water Treatment Plant Supervisor, agree to maintain and carry out said responsibilities in a timely and professional manner.


Michael Watkins

02/21/2025
Date