

ORDINANCE NO. 26-16

**AN ORDINANCE CREATING THE POSITION AND SETTING
THE SALARY OF THE WATER CONSULTANT/OPERATOR OF
RECORD, EFFECTIVE JUNE 29, 2026, AND DECLARING AN
EMERGENCY.**

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

SECTION 1: That the position of Water Consultant/Operator of Record is created.

SECTION 2: That the hourly wage for the position of Water Consultant/Operator of Record shall be \$35.00 an hour effective June 29, 2026.

SECTION 3: The job description for the Water Consultant/Operator of Record position is attached to this ordinance as Exhibit A.

SECTION 4: The position requires the employee to hold a valid Class 3 Water Operator certification

SECTION 5: This is a part-time position. It is anticipated the Employee will work 8 to 10 hours per week. Employee will fulfill the duties as Operator of Record and maintain regulatory compliance with all government agencies.

SECTION 6: That Michael Watkins is hired for the position of Water Consultant/Operator of Record effective June 29, 2026.

SECTION 7: That all other Ordinances or Resolutions, or portions thereof, which are in conflict with this Ordinance are hereby repealed.

SECTION 8: 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 9: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

ATTESTED:

_____, Fiscal Officer


Robert Dodrill, Mayor

Date: _____

Date: 6/18/26

CERTIFICATE OF POSTING

I, Barbara Jinnel, 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 _____.



Part-Time Water Consultant (Class 3 Operator)

Village of Bellaire

Position Title: Part-Time Water Consultant / Operator of Record

Compensation: \$35.00 per hour

Term of Employment: Effective June 29, 2026 through August 31, 2026, unless terminated earlier pursuant to the terms below.

Position Summary

The Village of Bellaire seeks to retain a Part-Time Water Consultant who holds a valid Class 3 Water Operator certification. The consultant will continue to serve as the Operator of Record for the Village's water system and provide operational oversight, regulatory compliance, reporting, and knowledge transfer assistance during the term of this agreement.

Duties and Responsibilities

The Part-Time Water Consultant shall:

- **Maintain status as the Village's designated Operator of Record.**
- **Ensure compliance with applicable state and federal drinking water regulations.**
- **Prepare, review, and submit all required state reports, documentation, and regulatory paperwork.**
- **Monitor water system operations and provide guidance as needed to maintain regulatory compliance.**
- **Assist Village personnel with operational questions and troubleshooting.**
- **Provide training, mentorship, and transfer of institutional knowledge to Village staff as necessary.**
- **Communicate with regulatory agencies on matters related to water system operations when required.**
- **Perform other related consulting services reasonably necessary to support the continued operation and compliance of the Village water system.**

Compensation

The consultant shall be compensated at a rate of \$35.00 per hour for services performed under this agreement. Hours worked shall be documented and submitted in accordance with Village procedures.

Hours and Scheduling

The consultant anticipates providing approximately 8 to 10 hours of service per week, as needed to fulfill the duties of this position and maintain regulatory compliance.

Due to the nature of the consulting arrangement, the consultant shall have flexibility in determining work schedules and shall generally establish their own hours, provided that required reporting, compliance obligations, operational oversight, and other responsibilities are completed in a timely and professional manner.

The Village acknowledges that the consultant's services are being provided on a part-time, as-needed basis and that work hours may vary depending on operational requirements, regulatory deadlines, and the consultant's availability.

Term and Termination

This agreement shall remain in effect through August 31, 2026, unless terminated earlier by either party.

The consultant may terminate this agreement at any time upon reasonable notice to the Village if, in the consultant's sole judgment, the arrangement is no longer feasible, practical, reasonable, or in the consultant's professional or personal best interest.

The Village may also terminate this agreement upon reasonable notice.

Upon termination, the consultant will cooperate in the orderly transfer of responsibilities and records related to the Operator of Record position and regulatory compliance requirements.