ORDINANCE NO. 26-34

AN ORDINANCE CREATING THE POSITION AND SETTING THE SALARY OF THE WATER DISTRIBUTION SUPERVISOR, EFFECTIVE NOVEMBER 2, 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 Distribution Supervisor is created.

SECTION 2: That the hourly wage for the position of Water Distribution Supervisor shall be $22.00 an hour effective November 2, 2026.

SECTION 3: The job description for the Water Distribution Supervisor position is attached to this ordinance as Exhibit A.

SECTION 4: The position is subject to a six-month probationary period.

SECTION 5: The Water Distribution Supervisor is entitled to the benefits typically provided by the Village and described in the Village handbook.

SECTION 6: The hire is contingent on the Water Distribution Supervisor obtaining a Class 1 Water Distribution Operator Certification within one year of hire. Upon obtaining a Class 1 Water Distribution Operator Certification, the hourly wage shall increase to $25.00 per hour.

SECTION 7: That Bobby Landis is hired for the position of Water Distribution Supervisor effective November 2, 2026.

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8: That all other Ordinances or Resolutions, or portions thereof, which are in conflict with this Ordinance are hereby repealed.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

_____, Fiscal Officer

Date: 11/5/2026

Janet Richardson, President Pro Tempore

Date: 11/5/2026

CERTIFICATE OF POSTING

I, Barbara Sinnet, 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 Nov. 5th 2026.

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Job Description: **Water Distribution Supervisor**

As of October 30th, 2026

Under the direction of the Mayor and Village Administrator the Water Distribution Supervisor is responsible for the operation, maintenance and administration of the overall municipal water distribution system for the Village of Bellaire. This includes all municipal water main pipelines and service pipelines, as well as appurtenances, pumping stations, transfer stations, supply tanks and valves. The Water Distribution Supervisor will also be responsible for the supervision of operations and labor personnel, direction of maintenance schedules, routine maintenance work schedules, work orders and on-call scheduling.

The Water Distribution Supervisor collects data about the overall pipelines, analyzes facts and draws valid conclusions for the repair and replacement of pipeline components on an as needed basis to include:

- Prepare and maintain accurate reports and proper filing and storage of all related documents.
- Collaborate with the Water Treatment Plant Superintendent and personnel
- Prepare required reports using data collected from the pipeline for water breaks and maintenance
- Supervise and schedule maintenance of equipment
- Assists and/or directly plans the assignments and work efforts of employees for the maintenance and improvement of the Water Distribution System.
- Maintains order and cleanliness in all work areas
- Creates and maintains a complete Inventory of all Village owned parts and restocks as needed

The Water Distribution Supervisor is required to commit to an on-call and available status during nonscheduled working hours, nights and weekends. Must possess computer software knowledge of Word and Excel and have some working knowledge of electronics, and be able to work collaboratively with all other affiliated departments and entities associated with the Village of Bellaire.

Required ability to perform detailed duties as follows:

- Consistently Arrive for work on time
- Communicate with Village personnel and the public as needed.
- Project Operation and Oversight
- Operates water distribution system in accordance with federal and state guidelines.
- Oversees maintenance of the telemetry system (Collectors).
- Assigns duties and responsibilities to operations personnel.
- Responsible for the proper and organized scheduling of all jobs and digs
- Troubleshoot and correct problems with the distribution systems as they occur.
- Informs and coordinates projects and distribution status of systems with Village Administrator and Mayor.
- Directs and assists with the replacement and repair of water mains and service lines as

- Directs and assists with the installations, inspection, maintenance and flushing of all fire hydrants as needed.
- Directs and assists with Sewer replacement, repair and maintenance as needed.
- Directs and assists with the replacement of Catch Basins as needed.
- Directs and assists with the maintenance of all Pump Stations and maintains all required Pump Station and valve-turning logs schedules,
- Maintain Operations and Maintenance Manuals
- Directs the disinfection process of all new pipes and equipment being installed in the distribution system.
- Locates water Lines, shut-offs and other valves and safely and effectively turns water on and off in accordance with proper procedures.
- Receives work orders, interprets needs and schedules work in a timely manner.
- Possesses knowledge necessary to operate a wide range of equipment including but not limited to: Leak Detector, Metal Detectors, Acoustic Loggers, VAC Trailer/Truck Construction Equipment, Line Freezers, Pipe cameras and Power Tools necessary to maintain daily operations in a safe and orderly manner.
- Safely operates Village owned vehicles to include dump trucks
- Ability to accurately determine different water lines sizes and materials
- Ability to use prescribed formulas and timetables to accurately estimate water loss and report findings to the Water Treatment Plant Superintendent.
- Ability to accurately read and understand mapping systems, water meters and gauges.
- Ensures water lines are marked as needed via the 811-web page for companies performing excavation within the Village, and for contacting 811 contacts to report excavation tickets by phone prior to any work being performed.
- Professionally communicate with customers, Village personnel, Contractors and all other outside entities in a respectful and timely manner,
- Attend required water distribution meetings and training sessions for all local, county, state and federal requirements and to stay current with any changing legislation.
- Respond to all 911 calls related to the water distribution system
- Provide professional collaboration and information on contractual agreements and construction bids related to the water distribution system.
- Attend at least one Utility Meeting per month to provide status reports and to be available for any questions
- Attend one (1) Council Meeting per month to provide and distribute a written monthly Water Distribution Report.
- Physical ability to bend, squat, navigate stairs, reach above shoulder, lift 50 — pounds and move 150 — pound cylinders.
- Performs other related duties as required.

Certifications:- Current Class 1 Water Distribution Operator Certification.
Possession of a valid and insurable driver's license.
High School Diploma or Equivalent

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

Robert Landis — Bobby Landis

11-5-26 — Date