



Civil Service Commission

Regular Meeting

<http://www.mountvernonohio.org/>

~ Minutes ~

Maureen Hall

Thursday, September 18, 2025

1:00 PM

Council Chambers

I. Call to Order

Attendee Name	Title	Status	Arrived
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II. Minutes Approval

1. Tuesday, April 01, 2025

III. Public Portion

There was no unfinished or old business for discussion.

Assistant City Engineer Quentin Platt requested a job description approval for Customer Support Specialist I and Customer Support Specialist II within the Engineering Department. These differ based on specific education and experience requirements. Mr. Wilson made a motion to approve the job descriptions with a second by Mr. Mickley. Approved by a roll-call vote of 2-0.

Public Utilities Director Aaron Reinhart requested a job description approval for Maintenance Mechanic, Maintenance Mechanic I, Maintenance Mechanic 2, Maintenance Mechanic 3, Maintenance Mechanic 4, Water Treatment Plant Shift Operator, Water Treatment Plant Operator Class 1/OIT, Water Treatment Plant Operator Class 2/OIT, Water Treatment Plant Operator Class 3, Water Treatment Plant Chief Operator, Water Treatment Plant Laboratory Technician, Wastewater Treatment Plant Shift Operator, Wastewater Treatment Plant Operator Class 1/OIT, Wastewater Treatment Plant Operator Class 2/OIT, Wastewater Treatment Plant Operator Class 3, Wastewater Treatment Plant Chief Operator, Wastewater Treatment Plant Laboratory Technician and Wastewater Treatment Plant Bio-Solids Technician. Mr. Wilson asked if all of these trainings are offered to employees by the department. Mr. Reinhart stated yes. These job descriptions were previously grouped together but have separate responsibilities and are requested to be grouped separately. Mr. Wilson made a motion to approve the job descriptions with a second by Mr. Mickley. Approved by a roll-call vote of 2-0.

Human Resources Director Elizabeth Turner requested a job description approval for the Public Works Department as the Public Works Director, Tom Hinkle, was unable to attend the meeting. The job descriptions requested were Customer Support Specialist II, Public Works Technician and Public Works Crew Leader, specific to the required certifications they hold. There were no

questions. Mr. Wilson made a motion to approve the job descriptions with a second by Mr. Mickley. Approved by a roll-call vote of 2-0.

Assistant Fire Chief Joshua Lester requested a job description approval for Community Risk Reduction Inspector and Educator, Assistant Fire Chief, Fire Captain, Fire Marshal, Fire Lieutenant and Firefighter/Paramedic, specific to required education/certifications they hold. There were no questions. Mr. Wilson made a motion to approve the job descriptions with a second by Mr. Mickley, Approved by a roll-call vote of 2-0.

Human Resources Director Elizabeth Turner noted that the address on the job descriptions will change due to the move of City Hall to a new address in town. She also noted that the job numbers on the job descriptions will change as well, as this is classified as administrative work.

The next meeting date and time were not set and will be determined in the future. There were no further questions. Mr. Wilson made a motion to adjourn, with a second by Mr. Mickley. The meeting adjourned by a roll-call vote of 2-0 at 1:50 p.m.