

Miamisburg Civil Service Commission
Minutes

June 26, 2025

Commissioner Carissa Ross called the meeting to order at 5:00 p.m.

The following Commission members were present: Carissa Ross, Jason Hartley and Wayne Grainger. The following staff members were present: Leslie Kohli and Keysha Alexander.

A motion was made by Grainger, seconded by Hartley to excuse the absences of Commissioners Keith Basinger and Steve Case. Motion carried.

A motion was made by Grainger, seconded by Hartley to approve the minutes of the May 22, 2025 meeting, as presented. Motion carried.

LEO Streets & Stormwater Divisions

Leslie Kohli, Human Resources Director, reviewed minimum qualifications for the Light Equipment Operator (LEO), noting that prior to revisions being made, the LEO Street and Stormwater Divisions were combined as one. Since revisions, the two have been separated as LEO Street and LEO Stormwater, and the qualification to obtain the LTAP Roads Scholar I certification within two years of position appointment was removed.

A motion was made by Ross, seconded by Grainger to approve the Light Equipment Operator - Street Division minimum qualifications. Motion carried.

A motion was made by Hartley, seconded by Grainger to approve the Light Equipment Operator - Stormwater Division minimum qualifications. Motion carried.

Maintenance Specialist I (MS I) Streets & Stormwater Divisions

Commissioners went on to review the minimum qualifications for Maintenance Specialist I (MS I) Streets position. This position requires a Class B CDL with tanker endorsement and at least 2 years' experience. It also requires either a Roads Scholar I certificate or 3 years of relevant experience.

A motion was made by Ross, seconded by Grainger to approve the Maintenance Specialist I - Street Division minimum qualifications. Motion carried.

Commissioners went on to review the minimum qualifications for Maintenance Specialist I (MS I) Stormwater position. This position requires a Class B CDL with tanker endorsement and at least 2 years' experience. It also requires either a Stormwater Inspector Certification or 3 years of relevant experience.

A motion was made by Grainger, seconded by Hartley to approve the Maintenance Specialist I - Stormwater Division minimum qualifications. Motion carried.

Light Equipment Operator (LEO) Water Distribution & Wastewater Collections Divisions

Ms. Kohli also reviewed the revisions made to minimum qualifications for the Light Equipment Operator (LEO) for Water Distribution and Wastewater Collections Divisions. The LEO Water Distribution and Wastewater Collections position no longer requires obtaining a minimum of an Ohio EPA Class I Water Supply Operator License*, Water Distribution Operator License*, Wastewater Treatment Operator License*, or Wastewater Collection Operator License* as determined by the Department Director or designee within two (2) years of appointment.

A motion was made by Ross, seconded by Grainger to approve the Light Equipment Operator - Water Distribution and Wastewater Collections Divisions minimum qualifications. Motion carried.

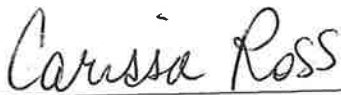
Maintenance Specialist I (MS I) Water Distribution & Wastewater Collections Divisions

Commissioners went on to review the minimum qualifications for Maintenance Specialist I (MS I) Water Distribution and Wastewater Collections Divisions. These positions require a Class B CDL with tanker endorsement and two years of relevant experience. It also requires either an OEPA Class 1 Certification or 3 years of relevant experience.

A motion was made by Grainger, seconded by Hartley to approve the Maintenance Specialist I - Water Distribution and Wastewater Collections Divisions minimum qualifications. Motion carried.

Ms. Kohli noted that information on the Maintenance Specialist II position, as well as the Heavy Equipment Operator position, would be provided to Commissioners for review at an upcoming meeting. Commissioners would also receive additional information on the current Police promotional process.

There being no further business to come before the Commissioners, Commissioner Ross motioned to adjourn, seconded by Commissioner Grainger. Commissioner Ross declared the meeting adjourned at 5:17 p.m.



Carissa Ross, Chair



Keysha Alexander, Secretary