



# MASSILLON CIVIL SERVICE COMMISSION

## SPECIAL MEETING

LOCATION: Getz Building  
DATE: Monday July 21, 2025  
TIME: 5:00 pm

### MINUTES

CALL TO ORDER: At 5:01 PM by Campbell

ROLL CALL: Starrett E, Campbell P, Violand P, Thieret P  
Director Baker, Tom Burgasser

NEW BUSINESS: Approve Re-Post for Building Department Admin.  
Assistant – Permit Assistant (Part-time) Position  
Motion: Campbell 2<sup>nd</sup> Violand **VOTE 2 YES**

Update Traffic Engineering Department – Electrician III  
Francis Daly, Jr to accept the position internally (CBA)

Certify WWTP Job Description for Plant Maintenance  
Supervisor changes Provided in Education and  
Experience Section  
Motion: Violand 2<sup>nd</sup> Campbell **VOTE 2 YES**

Certify WWTP Job Description for Operations  
Superintendent (Minus the attached score sheet)  
Motion: Violand 2<sup>nd</sup> Campbell **VOTE 2 YES**

Certify WWTP Job Description for Network  
Administrator  
Motion: Violand 2<sup>nd</sup> Campbell **VOTE 2 YES**

Certify WWTP Job Description for Administrative  
Assistant update  
TABLE for Clarification



Motion: Violand, 2<sup>nd</sup> Campbell to enter into Executive Session with Campbell, Violand, Baker and Burgasser at 5:22 pm **VOTE 2 YES**

Motion: Violand, 2<sup>nd</sup> Campbell to Exit Executive Session at 5:36 PM **VOTE 2 YES**

NEXT MEETING: Monday August 11, 2025

ADJOURN Motion: Campbell, 2<sup>nd</sup> Violand **VOTE 2 YES** at 5:38