

TURTLECREEK TOWNSHIP

An Equal Opportunity Employer

JOB POSTING

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Employee Name:

Dept./Div.: Road/Maintenance Department

Position Title: Road/Maintenance Supervisor

Reports to: Township Administrator

Employment Status: Full Time

Normal Hours: 7:00 – 3:30

FLSA Status: Non-exempt (hourly)

JOB RESPONSIBILITIES: Under the supervision of the Township Administrator, oversee the maintenance of the Township roads, facilities, grounds, and township vehicles.

QUALIFICATIONS: Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Must be at least 18 years of age. Completion of secondary education (high school, GED, or equivalent); experience in supervisory techniques; working knowledge of dump trucks, tractors, mowing equipment; ability to write reports and correspondences, ability to define problems, collect data, assess, plan, organize and execute essential job functions without supervision; and ability to work well with the public and employees.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a State of Ohio Commercial driver's license (CDL) and remain insurable under the Township's vehicle insurance policy.

Must pass drug test and background check and maintain CDL Drug/Alcohol Testing Program.

Safety training requirements per OSHA.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Under general direction of the Administrator, supervises and assists employees engaged in highway maintenance projects such as equipment repair, drainage repair, automotive equipment maintenance or repair, culvert or guardrail repair or replacement, and contracted construction projects that include project inspection and material control and testing;
2. Researches and responds to inquiries and complaints;
3. Inspects roadways to determine condition and maintenance required to preserve the roadways in a safe and acceptable condition;
4. Operates heavy motorized equipment to evaluate condition and determine necessary repairs;
5. Inspects equipment for proper operation and upkeep;
6. Schedule equipment maintenance;
7. Establishes and implements operational plans;
8. Develops short-range plans to establish work priorities, including coordinating work schedules and equipment needs;
9. Evaluates work unit practices and recommends long-term changes in work practice trends;
10. Performs any other related duties as assigned; and
11. Inspects subdivision to release bonds from the county and take over maintenance.

Developed by:

Date Adopted: 11/12/2020

Clemans, Nelson & Associates, Inc.

Date Revised:

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12. Provides facilities maintenance for the Township Properties; responsible for routine building maintenance at the Township Fire stations, including pole barn, yard, and parking lots: responsible for building and grounds maintenance and repairs;
13. Recommends all major equipment purchases for the Maintenance Department/Road Department to the Administrator for the Board of Trustees and prepares all township equipment and vehicle purchasing agreements, bid documents and specifications for same;
14. Supervises personnel assigned (e.g., schedules and assigns tasks, recommends hiring and discipline, evaluates performance, receives and adjusts complaints, etc.); interprets and enforces personnel policies;
15. Maintains preventative maintenance record keeping procedures and inventory control of all mechanical parts and accessories;
16. May attend various seminars, public meetings, and conferences, as deemed beneficial and as authorized by the Administrator or Board of Trustees;
17. Attends all Board of Trustees Meetings;
18. Demonstrates regular and predictable attendance.

TRAINING/CERTIFICATIONS:

Current Ohio Operator's License
Drug Free Work Place Drug/Alcohol Testing Program.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: Township policies and procedures; budgeting; inventory control; purchasing; two-way radio operations; tools and equipment utilized in firefighting operations safety practices and procedures; building construction, maintenance, and repair; general construction, maintenance, and repair; mechanical maintenance; vehicle maintenance and repair; heavy and medium duty equipment maintenance and repair; proper lifting techniques; snow and ice removal; grounds maintenance and repair; office practices and procedures.

Skill in: use of modern office equipment; vehicle mechanics; motor vehicle operation; use of mechanics' tools and equipment; snowplow operation; use of compactors, jack hammers, chain saws, weed cutters, air compressors, cutting tools, survey tools, and other equipment as needed.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; determine material and equipment needs; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; prepare routine correspondence; prepare accurate documentation; communicate effectively; recognize safety warnings; understand a variety of written and/or verbal communications; develop and maintain effective working relationships; resolve complaints; ability to operate complicated machinery required for the maintenance of the roadways and buildings; lift up to 75 lbs. from a squatting and/or bending position; perform light manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; utilize cleaning materials.

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POSITIONS SUPERVISED:

Road Department Employees and Maintenance Employee

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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