

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name: Service Director	Position Title: Public Works—Superintendent
Class Number: 42112 Service Director	Class Title: Public Works—Superintendent
Dept./Div.: Public Works	Employment Status: Full-time
Reports to: Administrator	FLSA Status; Pay: Exempt
Normal Hours: Varies Professional	EEO Status: 08—Service/Maintenance 02-
DOT (closest applicable number): 188.117.030	

QUALIFICATIONS:

Completion of ~~secondary education~~ Bachelor's degree in Engineering, Environmental Science, Construction Management or Public Administration or related field ~~or~~ or equivalent; ~~three (3) to~~ minimum of five (5) years of progressive responsibility in public works ~~experience~~ or utility or related field; minimum ~~one-three (3)(1) year~~ ~~experience~~ years' experience as a public works supervisor; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities; must be able to be on-call 24 hours.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a ~~Class I Water Operator Licenses~~; valid Ohio ~~CDL-A~~ Driver's license and maintain insurability under the Municipality's vehicle insurance policy. ~~Class I Wastewater License and a CDL Class A is preferred~~

EQUIPMENT OPERATED:

Automobile, ~~various-~~ all relevant public works equipment (~~see list attached~~), cellular phone, personal computer, computer software, printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; work in confined space; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in an area in which means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from extremely noisy conditions above 85db; exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, unclean or unsanitary conditions, electrical shock; works with moving mechanical parts of equipment or machines (e.g., various public works equipment); exposed to possible injury from falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to extreme nonweather-related heat or cold; exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; frequently lifts objects 75 lbs or less; frequently carries objects 75 lbs or less; frequently pushes objects 100 lbs or less; frequently pulls objects 100 lbs or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium to heavy work.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

{7/15/2011 PDGRPCI 00092321.DOC}

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 40% (1) Supervises all department staff (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, recommends discipline, recommends and adjusts pay assignments, evaluates performance, receives grievances or employee complaints, approves and recommends the approval of leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, develops policy, recommends policy changes, has access to other employees' personnel files, etc.); completes required reports and documentation; directs the daily operations of the Department.
- ~~30~~ 35% (2) Manages, plans, and directs maintenance, repair, and construction of street, water system, and sanitary storm sewers; directs activities required under the Source Water Protection Program; enforces departmental and safety rules and regulations; maintains records according to established procedures; provides recommendations to Administrator to repair facilities and equipment; establishes rapport with contractors; addresses citizen and governmental complaints. Serves as Cemetery Sexton and interacts with the Cemetery Committee and works with the committee budget.
- ~~15~~ 20% (3) Develops and recommends department annual operating budget for water, sewer, street maintenance and storm water; monitors budget; monitors inventory and supplies; and requests purchase orders for supplies and equipment.
- ~~15~~ 5% (4) Operates variety of light and heavy equipment (e.g., sewer-jet truck, dump truck, snowplow, front-end loader, grader, backhoe, etc.) in the performance of street and alley repair, water and sewer repair, and snow removal duties; operates bulldozer to level collected refuse at landfill; and operates compactor to compress trash.
- (5) Maintains contact with vendors, contractors, engineers, the general public, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions.
- (6) Maintains required licensures and certification.

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(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(9) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: budgeting; project management; *municipal goals and objectives; *municipal policies and procedures; *personnel rules; *rules and regulations; *workplace safety practices and procedures; mechanical maintenance; heavy and medium duty equipment maintenance and repair; water distribution systems construction, maintenance, and repair; water distribution systems and components; water meter maintenance and repair; water distribution principles and practices; sewer construction, maintenance, and repair; snow and ice removal; grounds maintenance and repair; supervisory principles and practices; manpower planning; sanitary practices, working knowledge of capital management operation and maintenance (CMOM) and NADDCO's pipeline standards;

Skill in: use of modern office equipment; motor vehicle operation; use of bench and/or hand tools; use of mechanics' tools and equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; apply management principles to solve agency problems; exercise independent judgment and discretion; complete routine forms; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; maintain records according to established procedures; cooperate with co-workers on group projects; develop and maintain effective working relationships; perform light manual labor; perform heavy manual labor; travel to and gain access to work site; operate maintenance equipment.

POSITIONS DIRECTLY SUPERVISED:

Developed by:

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~~Administrative Assistant~~, Maintenance Foreman, ~~Clerk/Maintenance Worker~~, Utility Maintenance Worker II, Utility Maintenance Worker I, Maintenance Worker II, Maintenance Worker I

(Signature of Municipality Representative)

(Date)

(Signature of Employee)

(Date)