

CODIFIED ORDINANCES OF ASHVILLE, OHIO

PART ONE - Administrative Code

PART THREE - Traffic Code

PART FIVE - General Offenses Code

PART SEVEN - Business Regulation Code

PART NINE - Streets, Utilities and Public Services Code

PART ELEVEN - Planning and Zoning Code

PART THIRTEEN - Building Code

PART FIFTEEN - Fire Prevention Code

CODIFIED ORDINANCES OF ASHVILLE

PART NINE - STREETS, UTILITIES AND PUBLIC SERVICES CODE

TITLE ONE - Street and Sidewalk Areas

Chap. 901. Excavations.

Chap. 905. Streets Generally.

Chap. 909. Street Excavations.

TITLE THREE- Utilities

Chap. 921. Utilities Generally.

Chap. 925. Water Regulations.

Chap. 929. Water, Sewer and Stormwater Rates.

Chap. 935. Backflow Prevention.

Chap. 940. Stormwater Utility.

TITLE FIVE - Other Public Services

Chap. 953. Solid Waste Disposal.

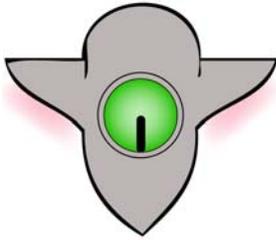
Ohio Revised Code Title [7] VII MUNICIPAL CORPORATIONS

735.04 Subdepartment - employment of superintendents, inspectors, clerks, and laborers.

The director of public service may establish such subdepartment as is necessary and determine the number of superintendents, deputies, inspectors, engineers, harbor masters, clerks, laborers, and other persons necessary for the execution of the work and the performance of the duties of this subdepartment.

Effective Date: 10-01-1953

JOB DESCRIPTION



Job Title: Senior Safety and Service Superintendent (Exempt)
Department: Service Department
Reports to: Village Administrator

POSITION SUMMARY:

Performs a variety of management related tasks associated with the operation and management of municipal streets, storm water, and lands and buildings. The responsibilities will include computer data entry, data retrieval, general maintenance, manual labor, and skilled tasks in the service department. The Senior Superintendent as the lead superintendent will provide communication coordination among the superintendents in the village. The work assignment may be on a continual or intermittent basis.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Personnel Function

1. Responsible for the supervision of all street, storm water and lands and building staff.
2. Delegates tasks, interviews job applicants and trains new employees in their assigned tasks.
3. Coordinates with Water and Wastewater Superintendent and approves personnel actions (i.e. sick leave, vacation, overtime, etc.), coordinates and determines work schedules and recommends disciplinary actions
4. Plans staff work schedules and coordination of repair and maintenance activities with other agencies and utilities.
5. Conducts on-going training for the Service Department.
6. Monitors work in progress; ensures proper completion of assignments; instructs crews in proper work methods; and enforces safe working procedure

Documentation Administrative Function

7. Prepares and maintains records, maintains files and filing system.
8. Provides for purchases for the service department in accordance with approved purchasing policies and as instructed by the Village administrator/Mayor.
9. Maintains maintenance records and prepares specifications for equipment and materials.
10. Maintains a variety of records of inspection, maintenance, and activities.

Equipment Administrative Function

11. Directs and assists in the maintenance and repair of vehicles and equipment; makes recommendations to the Village Administrator/Mayor regarding fleet repair and replacement on a continuing basis.

Financial Administrative Function

12. Coordinates and works with Village Administrator to prepare annual operating budget.
13. Works with Village Administrator/Mayor to prepare capital improvement budgets and accounts for funds.

Program Planning Administrative Function

14. Assists with preparation and carries out long and short term planning for the Service Department.
15. Assists in writing necessary bid specifications, bid advertisements, and contract documents, and grants.
16. Represents the Village at project-related meetings as directed by the Village Administrator/Mayor.
17. On projects plans work to include estimation of material quantities, scheduling personnel and materials and coordination of repair and maintenance activities with other agencies and utilities.
18. Serves on various employee or other committees as assigned
19. Participates in the development of policies and procedures
20. Attends Council, staff and other meetings as required.

Reviewing and Inspection Administrative Function

21. Performs routine inspections and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor; assists in the maintenance of traffic control devices.

Service Department Management / Operator Function

22. Inspects and/or repairs streets and storm drainage system at frequent intervals to insure that all aspects of the systems are functioning properly.
23. Conducts on-site inspection of Village work on streets, storm water, village buildings, municipal parks and grounds.
24. Oversees daily maintenance of street trees, including, but not limited to clearing trees and limbs from right-of-way near streets, sidewalks, and alleys; removal of street trees, and maintenance due to emergencies.

Lead Superintendent Function

25. Acts as the mentor for village superintendents (mentees).
26. Reviews professional development of village superintendents.
 - a. Human Resources
 - b. Ability to Create and Track Purchase Orders
 - c. Policy and Program Development
 - d. Fiscal Development (Budgeting)
 - e. Community Relations
27. Coordinates regular meetings with village superintendents.
28. Coordinates annual goals of village superintendents.
29. Coordinates the services, equipment, and vehicles of the village.
30. Provides Village Administrator information concerning mentees professional development.
31. Provide mentees guidance, feedback, and inspiration at all stages of their career.

Operational Administrative Function

32. Performs general plumbing, masonry, electrical, and carpentry work.
33. Performs street and utility maintenance and repair tasks, including pavement repair and maintenance and storm sewer repair and maintenance.
34. Plans, directs, and assists with the maintenance, repair and construction of streets, alleys, storm sewers, construction plans and mapping.
35. Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel, sand, etc.; operates heavy motorized equipment such as graders, rollers, and backhoe; operates front end loader to load sand, gravel and other construction materials into dump truck; operates backhoe to dig ditches; operates tractor and bush hog to mow grass, weeds, light brush along roads and ditches.
36. Performs required labor involved in construction and maintenance projects as part of a crew including pavement cutting, ditch digging, manhole and line cleaning, pipe repairing, and laying backfilling.
37. Operates chain saw to cut trees and bushes; uses jackhammer to break up road surfaces; operates electric welder to make repairs to village structures or equipment.
38. Drives and operates snow plow to scrape snow and ice from village streets; spreads cinders, salt, and/or sand to melt ice and improve traction and help make streets safe and passable.
39. Operates a variety of power construction and maintenance equipment used in the service department.
40. On call 24 hours per day; responds to emergency situations.

Water and Wastewater Collaboration Support Functions

Provides support to the Village Water Superintendent and Wastewater Superintendent for the following:

41. Utility Support:
 - ◆ Assists in reading of water meters and the maintenance of water meters.
 - ◆ Assists as a back-up to the Water Treatment Facility and Distribution Superintendent.

General Essential Functions

42. Provides positive customer services, external and internal.
43. Performs all duties in conformance with appropriate safety and security standards.
44. Maintain confidentiality in respect to all matters as governed by local Ordinance, State, and Federal Laws.
45. Flexibility in receiving and performing work assignments.
46. Works in a manner that emphasizes Continuing Quality Improvement.
47. Attend continuing educational workshops or in-services, as needed.
48. Fosters an atmosphere of teamwork and collaboration by assisting co-workers and other departments as needed and directed.

OTHER DUTIES AND RESPONSIBILITIES

1. Perform special projects and related duties as required or assigned by the Mayor, Village Administrator, and/or designee.

The intent of this description is to provide a representative summary of the major duties and responsibilities performed by staff. Staff may be requested to perform job-related tasks other than those specifically presented in this description.

Ability and Interpersonal Communications:

INTERNAL: Full-time Staff, Service Department, Village Administrator, and Mayor.

EXTERNAL: Local Community (Ashville Residents), General Community (Residents outside of Ashville), and Phone Contacts.

EXPERIENCE AND QUALIFICATIONS

- High school diploma or GED equivalent
- Five years of work experience in street maintenance and construction including supervision of others
- Any equivalent combination of education, training and experience which indicates possession of skills, knowledge, and abilities:
 - Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.
 - Ability to comprehend and correctly use a variety of informational documents including safety documents, log books, vehicle maintenance reports, office memos, accident report forms, and other reports and records.
 - Ability to comprehend reference books and policy, safety, and maintenance manuals, maps/drawings, blue prints, employee handbooks
 - Ability to prepare production reports, vehicle inspection reports, building maintenance reports, inventory records, log sheets, memos, correspondence, and other job related documents
 - Ability to maintain good public relations with Village citizens by responding to routine questions regarding work performed and other related matters.
 - Ability to communicate effectively with immediate supervisor, other department heads, council, mayor, coworkers, police personnel, and other Village personnel, coworkers, contractors
 - Ability to persuade, convince, influence, and train others; ability to explain, demonstrate and clarify to others within well established policies, procedures and standards
- Ability to use equipment including, but not limited to, all light and heavy equipment used in the maintenance of streets, lands and buildings, common hand and power tools, motorized vehicles and equipment, including dump truck, snow plow, pickup truck, utility truck, tractor, lawn mower, bush hog, tamper, saws, pumps, propane kettle, propane torch, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio and telephone, electric welder, jackhammer, small motorized equipment, etc.
- Ability to use computer, calculator, mobile radio, phones, maps and regulations
- Advanced knowledge of maintenance equipment including, but not limited to, backhoe, grader, hot mix machine, roller, facilities, materials and procedures used in maintenance, construction and repair activities, and routine operating methods; preventive maintenance and operating methods; facility, materials and procedures used in maintenance, construction and repair activities; traffic laws; standard safety practices
- Assists coworkers and other departments as needed and directed
- A valid Ohio Driver's License
- CPR/First Aid certification or ability to acquire within six months

PHYSICAL REQUIREMENTS

1. Ability to deal effectively with stress.
2. Work is light lifting and exerting physical effort, equipment may have excessive vibrations.
3. Ability to routinely get into and out of trucks and other equipment.
4. Visual and physical ability to safely operate light motorized equipment, including good reaction time.
5. Ability to drive at night and in inclement weather conditions, color and peripheral vision, depth perception, and ability to adjust focus.
6. May sit for extended periods of time when operating equipment.
7. May walk or climb over ditches or other rough terrain, balance, stoop, kneel crouch, crawl, or stand for extended periods of time.
8. Commonly lifts or exerts physical effort in moderate to heavy work (75 pounds) and may experience excessive vibrations when operating jackhammer, chain saw and possibly other light motorized equipment.
9. Visual / hearing ability sufficient to comprehend written /verbal communication.
10. Ability to operate a variety of automated office machines including typewriter, calculator, copier, computer, telephone, mobile radio
11. General good health. External applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions, either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

WORK ENVIRONMENT

Depending on the task being performed, the environment may be a wet, muddy, dark, cold, confined space below or above ground, requiring protective gear and special training in basic confined space procedures; a 55,000 volt substation; various areas subject to hot, noisy, wet, or slippery conditions; or, in emergency situations. May handle hazardous materials, such as chlorine and concentrated acids. Much of the work is performed outside in all kinds of weather conditions. Consistent exposure to weather conditions including heat, snow, ice and other possibly inclement conditions. Exposure to dirt, dust, hot asphalt, fumes, dampness, mud and noise. Ability to take the necessary precautions for the safety of self and others inherent when working with machinery/construction areas including such things as thrown debris, hot temperatures, electrical shock, loud noises, cutting utility lines, etc. May be unusually stressful due to need to make quick decisions to avoid equipment damage or dangerous results.

MANAGEMENT APPROVAL

VILLAGE ADMINISTRATOR/MAYOR

DATE

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

EMPLOYEE

DATE