

Village of Peninsula

JOB TITLE: Road Department Supervisor (full-time)	SUPERVISED BY: Mayor REPORTS ACTIVITIES AND DEPARTMENT NEEDS TO: Council Roads and Public Works Liaison and Council as a Whole
DEPARTMENT: Road Department	EFFECTIVE DATE: 4/11/2017

JOB SUMMARY: The Road Department Supervisor is responsible for planning, directing, and supervising Village road maintenance, repairs, construction projects, and equipment maintenance and repair activities; conferring with the Mayor, Council, Street Commissioner, and contractors to establish work priorities; recommending priorities with respect to maintenance programs such as the annual paving program; assigning tasks to work crews and supervising other Road Department employees; and establishing equipment, maintenance, and repair priorities. The Supervisor is also responsible for maintaining the Village road garage and ancillary buildings and all other Village buildings, facilities, properties, and parking lots, including the supervision of all repairs and maintenance to those buildings, facilities, properties, and parking lots.

MAJOR TASKS AND DUTIES:

I. SERVICE AND ROAD ACTIVITIES

A. Primary Duties.

- 1) Preparing all bid specifications required for outside contracts with regard to road projects or operations.
- 2) Preparing and updating a five-year forecast of necessary projects and activities.
- 3) Recommending and managing the annual budget requirements of the Road Department.
- 4) Examining all new developments with regard to drainage, storm water management, and roadway construction to assure cost effective solutions to maintenance and repair needs are utilized.
- 5) Planning, directing, and supervising Village drainage work and projects, road construction work and projects, equipment needs, and building and repair functions.
- 6) Ordering all materials and supplies needed for the operation and activities of the Department.
- 7) Functioning as a first line liaison with the Village's constituents as to Department related matters.
- 8) Coordinating and acting as liaison to the County Engineer and outside contractors for Department projects.
- 9) Managing various Department administrative projects, making budget recommendations, and requisitioning Department supplies and materials.
- 10) Functioning as first line liaison with respect to the Village's storm water management program.
- 11) Operating Village equipment, including, but not limited to, trucks, backhoes, front end-loaders, snow removal equipment, leaf vacuums, branch chippers, etc.
- 12) Cleaning and inspecting all equipment after use and performing routine maintenance when necessary, such as oil changes, changing belts, etc.
- 13) Repairing equipment as necessary and recommending when equipment should be sent out for repairs.

- 14) Being on call 24 hours a day throughout the year.
 - 15) Communicate with Council Liaisons and contractors.
- B. Supervisory Duties.
- 1) Supervising full-time and part-time Road Department personnel and entities contracted by the Village for road and facility repair projects.
 - 2) Verifying that hours turned in by Road Department employees are correct and accurate.
 - 3) Informing the Mayor and Fiscal Officer of employees' days off, vacations, illnesses, and accidents and completing accident reports and any other necessary paperwork.
 - 4) Notifying the Mayor, Council, and emergency response agencies about any road closures or detours.
 - 5) Attending monthly Village Council meetings to report on all relevant issues pertaining to the Department. Attending other special meetings, workshops, or seminars as required or requested.
- C. Other Illustrative Duties.
- 1) Visiting work sites and inspecting project progress; assuring that work is being performed according to plans, specifications, and instructions; and initiating corrective measures if required and/or instructing contractors on the best methods to complete assigned tasks when needed.
 - 2) Inspecting the Village's roads and facilities to identify maintenance problems and potential hazards; responding to and investigating complaints from the public, Village personnel, and officials; and advising the Mayor, Council, and Street Commissioner, when needed, of conditions and the severity of hazards and problems and recommending or taking corrective actions.
 - 3) Responding to emergency situations and initiating emergency road maintenance such as snow and ice removal, flooding, and removal of items damaged by storms.

II. VILLAGE FACILITIES

A. Primary Duties.

- 1) Maintaining the Village road garage, administrative offices, parking lots, and properties and supervising all repairs deemed necessary.
- 2) Clearing snow and ice from all sidewalks, entrances of Village owned buildings, and all Village parking lots.
- 3) Communicating with Council's Buildings and Grounds liaison and with contractors working in or on Village facilities.
- 4) Preparing bid specifications regarding projects involving Village facilities.
- 5) Directing all contractors involved in maintaining or repairing the Village's buildings and grounds.

SPECIFIC GUIDELINES: The duties listed above are intended only as illustrations of the various types of work that may be required to be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment of the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Other duties may be assigned by the Mayor or by action of Council as a whole from time to time.

MINIMUM QUALIFICATIONS:

EDUCATION/TRAINING:

1. High School diploma or GED.
2. Must possess a valid Ohio Commercial Drivers License (CDL) Class B and maintain a good driving record.
3. Must participate in random drug and alcohol screening.
4. The employee shall remain free of any alcohol or controlled substances in the workplace.

EXPERIENCE:

Must have a minimum of 2 years of experience (prefer 5) in road and road drainage maintenance and construction work or an equivalent combination of training and experience.

MENTAL FUNCTIONS:

1. Ability to give clear oral and written instructions.
2. Demonstrated ability to supervise others.
3. Working knowledge of computer operations.
4. Ability to acquire knowledge of the Village's street system and physical layout.
5. Ability to prepare reports and write accurately, legibly, and concisely.
6. Ability to solve problems and make decisions, sometimes under stress.
7. Ability to operate in the absence of clear expectations, precedents, or procedures.
8. Ability to prioritize workloads with coordination of multiple demands.
9. Ability to demonstrate mature judgment and reasoning at all times.
10. Ability to develop, work within, and monitor spending within the annual budget.
11. Ability to follow standing routines, schedules, and Village procedures. Must be able to work independently, take command and give orders as needed, and work cooperatively with the Mayor, other employees, and the public. Personal initiative is also necessary in identifying both problems and solutions for the Village.

PHYSICAL FUNCTIONS:

1. Ability to communicate information both orally and in writing.
2. Ability to walk, stand, or sit for extended or intermittent periods to time.
3. Ability to listen, comprehend, and respond to one-on-one or group discussions.
4. Ability to operate job-related equipment.
5. While performing the duties of this job, the employee is frequently required to walk, sit, stand, talk, hear, and move quickly to respond to needs of the task. The job requires the use of hands, fingers, and feet to handle, feel, and control heavy equipment. The employee must occasionally lift and/or move up to 100 pounds and occasionally lift and/or move 50 pounds to a height of 5 feet. Specific vision abilities required for this job include close vision and the ability to adjust focus.
6. Need to comply with all safety standards regarding the use of equipment and proper attire and enforce these standards for all other Road Department employees.

WORKING CONDITIONS: The job qualifications and responsibilities described herein are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date