

RESOLUTION NO. 39-2016

Amending the Job Description for the Position of
Maintenance Superintendent and Amending the Pay
Resolution to Accommodate Said Position.

WHEREAS, City Council wishes to amend the job description for the position of
Maintenance Superintendent; and,

WHEREAS, it is necessary to amend the job description for the position of
Maintenance Superintendent to properly reflect the duties of this position; and,

WHEREAS, City Council wishes to amend Resolution No. 56-2015 to adjust the
salary range of the Maintenance Superintendent position from Range 26 to Range 25;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of
Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Maintenance
Superintendent (Class Specification No. 151) as per the description attached hereto be and
the same is hereby amended.

SECTION 2. That Resolution No. 56-2015 establishing compensation for
classified positions in the City be and the same is hereby amended to adjust the salary range
for the Maintenance Superintendent position from Range 26 to Range 25.

SECTION 3. That the Clerk of Council be and hereby is instructed to record this
Resolution in the appropriate record book.

Adopted September 19, 2016

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	MAINTENANCE SUPERINTENDENT	CLASS:	151
Department:	Service and Engineering		
Date:	September 19, 2016	Title Revised:	1998
Reports To:	Service and Engineering Director	Updated:	2016

General Statement of Duties

Under direction of the Director of Service and Engineering, performs administrative and supervisory duties within the Department; supervises routine and daily maintenance and repair activities within the Department, supervises and performs, as necessary, equipment operations and other related work performed by personnel in the Department, performs certain skilled work as required; maintains records and generates reports; coordinates staff activities in routine and emergency operations; assists in data collection and preparation of Service and Engineering Departmental reports and projects; assists in the development and supervision of employee training programs; performs other duties as required by the Director; may serve as Acting Director in the absence of the Service and Engineering Director, and provides support to the Director to assist in infrastructure planning, design, maintenance and operation.

Essential Functions of the Position:

Oversees, plans, directs and assists the Director with the department's performance of public infrastructure maintenance systems and operations within the City.

Supervises the repair and maintenance of in-house construction of streets, utilities (including public sanitary sewers and storm sewers), public buildings and public right of ways and grounds.

Works with the City Engineer in developing annual capital improvements projects/planning; managing allocation of resources on asset maintenance, rehabilitation and/or replacement, and prioritization of order of maintenance.

Plan and coordinate with other departments for detours, road closures, and personnel needed for Special Event activities such as (Memorial Day Parade, Fourth of July Picnic and Market day).

Available to receive all emergency or non-emergency phones calls 24/7. Ability and Knowledge to proactively allocate personnel and/or resources based on situation. Examples (snow, sewer backups, downed trees or power outages).

Directs and supervises the planning of activities of the Maintenance Supervisors, Traffic Technician, Maintenance Technicians, Custodian(s) and others, and assigns routine and emergency work orders/tasks. Evaluates job performance as well as suggests/administers measures for improved productivity.

Assists with the budgetary management of the department's operating budget and oversees the budgetary decisions of the division supervisors.

Ascertain type and quantity of materials, equipment, and labor force for various tasks.

Represents the City in an advisory capacity to other public service/public works organizations including but not limited to Solid Waste Authority of Central Ohio, Mid-Ohio Regional Planning Commission, Central Ohio Transit Authority and American Public Works Association.

Performs skilled and/or unskilled labor as required.

Schedules Departmental work activities and maintains work records and standards of performance for the various activities.

Performs or delegates yearly employee evaluations for Service Department staff.

Assists Director in development and administration of strategic objectives.

May serve as Acting Service and Engineering Director in the absence of the Director.

Knowledge, Skills and Abilities:

Knowledge of principles and practices of effective municipal street, underground utilities, building and ground maintenance operations and procedures.

Knowledge of basic engineering principles.

Knowledge of basic GIS principles.

Knowledge of the principles and practices of local governmental administration.

Strong written and oral communication skills.

Ability to lift and carry heavy objects up to fifty pounds.

Ability to express oneself accurately both verbally and in writing.

Tact and courtesy in dealing with the public and other staff while performing assigned duties.

Strong knowledge of computers including word processing, spread sheets, collaborative project management software, and data bases, as well as, ability to conduct research using online resources.

Ability to establish and maintain a strong working relationship with the Director of Service and Engineering, other City Departments, employees and the general public.

Ability to assist Director in staff training and personal development .

Ability to develop and maintain strong relationships with City partners and stakeholders such as (State of Ohio, City of Columbus, surrounding townships, Worthington Schools, Library, and citizen groups).

Knowledge of information resources available to local government.

Ability to plan, supervise and coordinate the work of both skilled and unskilled maintenance personnel (full time, part time and seasonal/temporary) and coordinate with in-house and consultant technical personnel.

Minimum Requirements of the Position:

Must possess a High School diploma, G.E.D. or equivalent certification, with a minimum of four years supervisory experience in municipal maintenance. Associates Degree, and/or continuing education related to municipal maintenance, desired.

Must be available for 24/7 emergency response.

Must possess a valid Class A Ohio Commercial Driver's License with tanker endorsement.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 39-2016; Effective September 19, 2016