

RESOLUTION NO. 02-2017

Amending the Position Description for Maintenance
Supervisor.

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

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

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

SECTION 1. That the position description for the position of Maintenance Supervisor (Class Specification No. 152) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted January 17, 2017

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	MAINTENANCE SUPERVISOR	CLASS:	152
Department:	Service and Engineering	Title Originated: May 2003	
Date:	January 17, 2017	Revised: 2015	
Reports To:	Maintenance Superintendent	Updated: 2017	

General Statement of Duties

Under direction of the Maintenance Superintendent, the Maintenance Supervisor performs a variety of skilled craftsman and labor tasks as required for maintenance and construction activities for the City of Worthington's Department of Service and Engineering in one of four areas: Streets Maintenance, Grounds/Right-of-Ways, Buildings, or Sewer Utilities. This position manages crew activities for full and part-time personnel for department responses for winter storm events, autumn leaf collection and emergency responses. A Maintenance Supervisor must operate various heavy machinery/equipment and works on projects with little or no direct supervision; has extensive personal contact with residents, peers, vendors and other City personnel; may require additional state and/or federal certifications and training and a working knowledge of computers and technology; able to effectively work independently on daily tasks and during community special events, snow emergencies, leaf collection and other assignments. Must be available 24/7 as necessary. May serve as Acting Maintenance Superintendent.

Essential Functions of the Position:

Directs and supervises the repair, maintenance, and minor new construction of streets, sidewalks; street sweeping, snow removal, and pavement marking operations; as well as, fire hydrants, mechanical equipment, public trees, right of way appurtenances (guard rails, signs) buildings and other structures; sanitary sewers, storm sewers, and storm water structures.

Schedules activities, ascertains the amount of material and equipment required and maintains standards of performance for various maintenance and construction activities. Completes data entry and daily work reports to track work orders and activities.

Performs skilled work in one or more of the following areas including but not limited to: carpentry, painting, welding, plumbing, electrical work, masonry, concrete, tree trimming and removal and metal fabrication.

Operates a variety of motorized vehicles and construction equipment including trucks, backhoes, loaders and a variety of heavy and light duty motorized equipment.

Manage crew activities for snow removal, leaf collection and city-wide special events.

Prepares reports as required by the Maintenance Superintendent.

Responsible for the respective division's budgetary management including inventory and purchasing.

Requires a strong working knowledge of computers and technology.

Rakes leaves, operates the leaf vacuum, operates a truck equipped with a plow and salt spreader for snow and ice control.

Specialty-Specific Functions of the Position:

Streets Maintenance

Manage, plan and supervise crews in the repair and maintenance of City streets including the repair and installation of roadway appurtenances including guard rails, pavement and berm repair, pavement markings, and non-regulatory signs. Oversee street sign program and supervise crews in installation, maintenance and repair of street and traffic signs.

Oversee the City's fire hydrant system and supervise crews in installation, maintenance and repair of approximately 750 fire hydrants throughout the City.

Grounds/Right-of-Ways

Manage, design, install, and maintain the City's public right-of-way landscaping and highway beautification.

Manage and supervise work crews for the City's street-tree program for planting, removal, pruning and trimming of the street-tree inventory;

Manage and supervise work crews for the City's hanging flower basket installations along city streets;

Design, plan, develop and oversee methodologies for crew completion of plant management, watering, growing and maintenance programs;

Oversee the City's roadside fence and fixture repairs/replacements resulting from traffic accidents as necessary.

Buildings:

Supervise the City's building maintenance program of full and part-time Building Custodians, Maintenance Technicians and contracted custodial services;

Oversees the removal of dead animals from City streets, roadways;

Oversees, coordinates repair and maintenance of City buildings in cooperation with the City Engineer.

Sewer Utilities:

Manages and oversees the City's sanitary and storm sewer maintenance, repair, tracking and US/OEPA reporting programs, including NPDES and CMOM;

Coordinate with City Engineer, schedule, supervise crews in sanitary sewer, storm sewer and catch basin repair and replacement programs and projects; assist in development of related CIP projects.

Develop, maintain City's sanitary and storm sewer inventory, status databases.

Knowledge, Skills, and Abilities:

Knowledge of street construction and maintenance practices.

Knowledge of grounds maintenance practices.

Ability to carry out assigned tasks with minimal direct supervision.

Possess the ability to operate vehicles and other machinery equipped with standard transmissions.

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.

Thorough knowledge and a high degree of skill in using standard practices, tools and equipment for one or more of the following skills: carpentry, painting, welding, plumbing, electrical work, masonry and metal fabrication.

Thorough knowledge and a high degree of skill in using the tools and equipment required for municipal maintenance and construction.

Thorough knowledge of occupational hazards and safety precautions.

Minimum Requirements of the Position:

Possess a high school diploma, G.E.D. or equivalent certification along with a minimum of one year as a Maintenance Technician with the City of Worthington.

Possess a valid Class A Ohio Commercial Driver's License with Tanker Endorsement.

May require, depending on assignment, PACP and/or IMSA certification, Pesticide Applicator's license.

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 02-2017, Effective January 17, 2017