

CHESTER TOWNSHIP

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title: Road Superintendent
Dept./Div.:	Road	Employment Status: Full-time
Reports to:	Board of Trustees	FLSA Status; Pay: Exempt
Normal Hours:		
EEO Status:	01	

GENERAL DESCRIPTION:

Under administrative direction of Township Trustees, manages and directs Road Department; sets policy; develops and organizes Department procedures; ensures that such policies and procedures are followed; manages and is accountable for all labor, material, tools and equipment used in Department operation; schedules maintenance and repair of Township roads, Department equipment, and Department facilities. Supervises all personnel; develops technical specifications for publicly bid purchases of equipment, material and services; plans and develops short-term and long-term goals and corresponding budgets; responds to requests for service and/or complaints; attends Township Trustee meetings as requested, provides Department reports as required/requested; interacts with other local, county, state and federal governments in all matters pertaining to road construction and maintenance. Responsible for maintaining road, culvert, equipment and other inventories.

QUALIFICATIONS:

 An example of acceptable qualifications:

High school diploma or equivalency; a minimum of five (5) years of related management experience; a minimum of ten (10) years of experience with site drainage and road construction; experience in hiring and supervising employees; experience in working with contractors and suppliers and unionized work force, or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. College degree (Bachelor of Science or Associate) preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must have a valid Class A Commercial Driver's License with air brake endorsement; must have a valid Ohio driver's license and maintain insurability under the Township's insurance policy.

EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive:

Motor vehicle, mobile phone, personal computer, computer software, printer, copy machine, fax machine, and other standard business office equipment, service equipment/tools, maintenance equipment/tools. Ability to operate all Road Department Equipment a plus, construction management/planning background preferred.

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; ascends and/or descends ladders, stairs, or scaffolds; 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 hazardous gases, chemicals, flammables, air contaminants, unclean or unsanitary conditions; works with moving mechanical parts of equipment or machines (e.g., belts, reels, blades, pulleys, etc.); exposed to possible injury from explosions and/or falling from high places; has exposure to fire; has exposure to hot, cold, wet, humid, snow, windy weather conditions; has exposure to shaking objects or surfaces; may be required to lift, carry, push or pull up to 100 lbs.

Developed by:

Date Adopted: June 9, 2016

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

{6/3/2016 PDCHETW 00172788.DOC }

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

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 Road Department personnel; plans, schedules and assigns work; trains and evaluates employee performance and makes recommendations on wage increases and classification promotions; interviews job applicants and recommends their hire; receives employee grievances and adjusts work rules in order to resolve the grievances within Township guidelines; approves leave requests according to established policy; recommends commendation and discipline as necessary and in compliance with established Township policy and/or the collective bargaining agreement; maintains personnel records and writes various reports (e.g., sick and vacation leave usage, payroll, discipline, etc.).
- 30% (2) Manages and directs Road Department; establishes and recommends Department policies and procedures; attends Trustee meetings on Department policy and operations and adjusts Department policy as necessary; establishes and manages safety policies and procedures in compliance with State and Federal law; ensures policy is implemented; conducts safety training as needed; develops Department budget and recommends Department budget and authorizes Department expenditures; responds to complaints and inquiries from public.
- 20% (3) Works with Trustees, contractors, and County Engineer to schedule the repair and maintenance of Township roads and Road Department equipment; supervises maintenance, repair and snow removal of roads, drainage culverts, guard rails, berms, street signs and ditches; assists road workers, including actual snow plowing, as necessary; supervises digging and refilling of graves and cemetery maintenance; operates or assists in the operation of Road Department equipment.
- 5% (4) Maintains supply and equipment inventories; orders supplies as necessary; requisitions equipment purchases as needed; writes specifications for equipment and supplies needed; maintains records of supplies and equipment ordered and used, repairs completed, project progress, etc.; writes reports for Trustees of same.
- (5) Maintains required licensures and certification, if any.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

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(7) Demonstrates regular and predictable attendance.

5% OTHER DUTIES AND RESPONSIBILITIES:

(8) Cemetery Sexton

(9) Manage Underground Storage Tank Program

(10) Participate in meeting EPA obligations, including storm water management

(11) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge in: budgeting; inventory control; purchasing; interviewing; *Township goals and objectives; *Township policies and procedures; *personnel rules and regulations; *safety practices and procedures; Township certification/licensure requirements; public relations; road construction, maintenance and repair; community resources and services; office practices and procedures; English grammar and spelling; records management; employee training and development; human relations; personnel administration; supervisory principles and practices; office management; public administration; project management; local geographic area; *estimating job cost

Skill in: use of Microsoft Office products including Word, Excel, PowerPoint, computer operation; use of modern office equipment; motor vehicle operation; use or operation of mowers, trimmers, tractors, street-sweepers, chipper, crack sealer, jackhammer, equipment such as excavator, grader, backhoes; loader, skid steer, municipal snow plowing, roller, use of bench and/or hand tools; use of mechanics' tools and equipment.

Ability to: interpret a variety of instructions in written, oral, or picture or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with problems involving several variables within a familiar context; apply management principles to solve agency problems; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; *maintain records according to established procedures; develop and maintain effective working relationships; use maintenance equipment; perform heavy manual labor; travel to and gain access to work site; write simple job specifications, interpret, read and communicate requirements of civil engineer and construction documents

POSITIONS DIRECTLY SUPERVISED: Road Department employees and contractors

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

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Date Revised:

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Dublin, Ohio 43017